



## CFB Winnipeg Golf Club

### *Golf Course Maintenance Services*

## Request for Proposal (RFP)

**Issue date:** 13 February 2015

**Close date:** 5 March 2015 4:00 PM (Central Time)

**Contracting Authority:** Wing Commander, 17 Wing Winnipeg

**Originating Division / Base or Wing:** 17 Wing Winnipeg/PSP

**Inquiries:**

Rick Harris

Senior Manager, Personnel Support Programs

17 Wing Winnipeg

204-833-2500 extension 4299

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# Background

## Introduction

1. The CFB Winnipeg Golf Club is desirous of entering into a contract for securing golf course maintenance services for its nine hole, 2,145 yard, par 32 golf course.
2. The CFB Winnipeg Golf Club is part of the 17 Wing PSP program, providing quality physical education, sports, recreation, morale, and family services to the local Winnipeg military community. The Golf Club is a unique 9 hole, 2,145 yard, par 32 golf course that is located on the inter site road at 17 Wing Winnipeg and meanders around the approach to Winnipeg International Airport and 1 Cdn Div HQ and 2 Cdn Air Div HQ. The course is a very good course for beginners and the casual golfer; however, its small greens and some "in-between" length holes can be a challenge to all levels of golfers. It also boasts a 600 yard par 5 hole that golfers normally play into a strong westerly wind. The golf course has a membership of over 370 golfers and in addition to its membership and drop –in green fees, it also provides the facility for a strong recreational golf program (over 30 teams and 300 golfers) and is also used by many sections for Unit sports and recreation days.

## Instructions to Bidders

### Description of Requirements

3. The successful bidder will be required to perform the work in accordance with the Statement of Work attached as Annex "A".

### Submission Deadline

4. Proposals from bidders will be accepted by the Senior Manager, Personnel Support Programs up to 4:00 PM (central time), 5 March 2015.

### Submission

5. The successful bidder must demonstrate in their submission that they meet the following requirements:
  - a. They have a college diploma or certification in Golf Course Maintenance, Agronomy, Horticulture or a related field;
  - b. They have at least seven years experience in golf course maintenance and turf management. References from past Golf courses or other like facilities would be preferred;
  - c. They must have a valid Manitoba driver's license;
  - d. They have a proven track record in golf course maintenance;
  - e. They are able to provide all the necessary equipment and material to perform the golf course maintenance services required as stated in the Statement of Work; and
  - f. They have experience in the responsible application of pesticides and fertilizers.

6. The successful bidder must be able to demonstrate that he/she and their employees are able to obtain an enhanced reliability clearance, needed in order to obtain access to 17 Wing Winnipeg.

### **Length of Contract**

7. The length of the contract will be for five years with the possibility of two one-year extensions. The contract would take effect for the 2015 golf season. Depending on weather, the CFB Winnipeg Golf Club season normally runs from mid-April to end October.

### **Financial Requirements**

8. All proposals must address the following financial requirements:
  - a. Bidders are to state any assumptions underlying their financial proposals;
  - b. All prices are to be quoted in Canadian dollars, excluding Goods and Services Tax (GST); and
  - c. Bidders are to submit in their proposal a firm annual price (excluding GST) for each of the five years of the contract.

### **Proposal Submission**

9. The proposal must be submitted only to the Office of Primary Interest (OPI) by 4:00 PM (central time), 5 March 2015.
10. Proposals may be submitted by mail or e-mail; and
11. The proposal is to be submitted to:

**Office of Primary Interest (OPI)**

Attn: Rick Harris, Senior Manager, Personnel Support Programs  
17 Wing Winnipeg  
P.O. Box 17000 Stn Forces  
Winnipeg, MB R3J 3Y5

Email: [harris.rick@cfmws.com](mailto:harris.rick@cfmws.com)

Note: Timely and correct delivery of proposals to the exact specified proposal delivery address is the sole responsibility of the Bidder.

### **Enquiries**

12. CFB Winnipeg Golf Club will allow written requests for clarification on the RFP. Bidders shall aggregate their requests for clarifications and shall submit them via e-mail only to the OPI as early as possible within the bidding period.
13. The OPI will respond as quickly as possible. The OPI will provide, simultaneously to all bidders to whom this solicitation was sent, any information with respect to enquiries received and the replies to such enquiries without revealing the source.

14. Bidder's name and/or company name should not be included as part of the question(s).

### Terms and Conditions

15. The proposal must contain a statement that the terms and conditions of this RFP have been read, understood, accepted and that it will be part of the contract agreement.

## Evaluation Process

### Evaluation Criteria

16. Proposals will be reviewed by first determining the compliance with the mandatory requirements. Proposals not complying with the mandatory criteria shall receive no further consideration.

### Mandatory Criteria

17. The mandatory requirements for bidders on this contract are shown in the table below.

**Table 1 – Mandatory Requirements**

#	Requirement	Pass/Fail
1	The Bidder must have a college diploma or certification in Golf Course Maintenance, Agronomy, Horticulture or a related field.	
2	The Bidder must have at least seven years experience in golf course maintenance and turf management	
3	The Bidder must able to provide all the necessary equipment and material to perform the golf course maintenance services required as stated in the Statement of Work	
4	The Bidder must have a valid Manitoba driver's license	
5	The bidder must have all the necessary equipment and material to perform the golf course maintenance services required as stated in the Statement of Work	
6	The Bidder must have experience in the responsible application of pesticides and fertilizers	

## **Basis of Selection**

The selection process will include a review of written submissions, including demonstration that the bids meet the mandatory requirements and the financial cost of the contract as presented in the bid.

## **General Terms and Conditions**

### **General**

18. 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club reserves the right to do all or any of the following acts, without liability, cost or penalty to 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club:
  - a. at any time prior to the Closing Date, alter the date and/or time specified as the Closing Date;
  - b. at any time prior to or after the Closing Date, alter any other dates in this RFP;
  - c. at any time prior to or after the Closing Date, cancel this RFP;
  - d. at any time prior to or after the Closing Date, reissue this RFP;
  - e. any amendments or supplements to this RFP shall be communicated to the Bidders in the same manner in which this RFP was issued.
19. 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club reserves the right to accept or reject the lowest cost or any or all Proposals received and to waive formalities as 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club deems in its best interest without giving any reason whatsoever to and of the Bidders for the rejection or waiver. While price is an element in this evaluation process, it is only one of many issues that will be considered in the evaluation and criteria and 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club will select the bids that it considers, in its sole absolute discretion, to be in the best interests of 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club.
20. 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club shall not be held liable for any error or omission in any part of this RFP. The Bidders are required to conduct their own investigations of the information contained herein. The RFP is not intended to relieve the Bidders from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
21. All the provisions of the RFP submitted are deemed to be accepted by the Bidder and incorporated in its Proposal except those conditions and provisions that are expressly excluded by the Proposal.
22. The Proposal selected may be subject to further negotiations.
23. 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club reserves the right to disqualify any Proposal that is incomplete or is otherwise not submitted in accordance with the terms, conditions, and provisions in this RFP.
24. The Bidder hereby acknowledges that it shall be a condition of the RFP that all of the statements, claims, information and documents required to be made by the Bidder pursuant to the terms of this RFP must be true at the Closing Time, as though then made.
25. All proposals and materials submitted in response to this RFP shall become the sole and absolute property of 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club and will not be returned. Selection or rejection of a proposal does not affect this right. The proposal and documentation may be retained, returned or destroyed as 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club decides.

### **Contract to be Executed**

26. The Bidder must indicate that it recognizes that any award of this RFP is conditional upon the Bidder entering into a contract to provide the services and other obligations required by this RFP, on terms

satisfactory to 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club. 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club may negotiate with the Bidder prior to entering into the contract. 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club will give written notice to the Bidder that the contract is ready for execution. The notice will state that the Bidder will enter into the contract within five (5) calendar days or such longer period as is referred to in the written notice.

## **Financial**

27. All costs associated or incurred with the preparation and presentation of the Bidder's Proposal to this RFP shall be borne by the Bidder. The rejection of any or all Proposals shall not render 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club liable for any costs or damages.

## **Confidentiality**

### Bidder's Proposal.

28. 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club will consider all Proposals submitted to this RFP as confidential.
29. The submission of the Proposal will be deemed to be consent by the Bidder:
- a. To the disclosure of the Proposal to such individuals or other parties as may be required for the purpose of reviewing the Proposal to determine the successful Bidder and to administer the RFP;
  - b. To allow 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club to make copies of the Proposal received for the review of the Proposal or the administration of the RFP;
  - c. To the retention of the Proposal by 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club; and
  - d. To the disclosure, to all Bidders, of the name of the successful Bidder(s), and the service to be provided.

## **Verification**

30. 17 Wing Winnipeg PSP/CFB Winnipeg Golf Club reserves the right to verify any Bidder statement or claim contained in the RFP by whatever means it deems appropriate, to contact persons or entities other than those offered, and to reject any Bidder statement or claim, if in the judgment of CFMWS, the statement or claim is unwarranted or questionable.

## Annex A

### STATEMENT OF WORK

#### Golf Course Maintenance Services for CFB Winnipeg Golf Club

##### Maintenance Specifications

1. All materials necessary for the maintenance of the golf course will be paid and provided by the successful bidder, and the golf course will be maintained as follows:
  - a. All **Greens** will be cut 7 days per week (in peak growing season). All hole locations will be changed 3 times per week (depending on amount of play) or as directed by the Greens Chairman. All greens will be fertilized as required (minimum of 5 times per season). Aeration and top-dressing will be carried out once per season, twice if necessary. Disease will be treated as required and bare spots will be over-seeded and top-dressed as needed. Fall chemical application will be applied as required. All green covers will be installed as required at the end of the season.
  - b. All **Banks** will be cut with a fringe cut, and fertilized at the same time as the greens. Banks will be aerated once per season.
  - c. All **Tee Boxes** will be cut 3 times per week (in peak growing season). Tee markers will be moved daily (during heavy traffic times). All tees will be fertilized as required (minimum of 5 times per season). Tees will be over-seeded and top-dressed as required (filling holes and leveling surface). Aeration of tees will be carried out once per season.
  - d. All **Fairways** will be cut, as required, using a striping effect at all times. Fertilizer will be applied at least twice per season. Aerating will be carried out at the end of each playing season.
  - e. All **Sand Traps** will be mechanically raked every second day. Each trap will be edged at least twice yearly. The successful bidder agrees to maintain the level of sand in the traps and will supply a total of 20 yards of sand per year. Additional material will be purchased by the Golf Club.
  - f. All **Ponds** will be maintained to keep a nice appearance. The successful bidder will be responsible for water colorant used for the ponds.
  - g. All **Flower Beds** around the Club House will be maintained to keep a nice appearance. The successful bidder will be responsible to plant the flowers by 31 May of each year, weed, edge, and water the flower beds. The successful bidder will also be responsible to mow the grass around the flower beds and the Club House. Flowers will be purchased by the Golf Club.
  - h. All **Grassed Areas** within the confines of the Golf Course are to be maintained, in particular all perimeter fencing along fairways, around trees on the right side of tee box #1, and behind the netting on hole #3.

##### Improvement Projects

1. The successful bidder agrees to participate in discussions regarding Golf Course improvements, as specified in the Golf Club 3 year plan, including input in the planning stages and execution of such projects.
2. Any additional projects undertaken by the successful bidder shall be separate from this contract.