

**TOWN OF GLASTONBURY  
PROFESSIONAL GOLF MANAGEMENT SERVICES FOR  
MINNECHAUG GOLF COURSE  
RPGL-2014-16**

The Town of Glastonbury will be accepting proposals from qualified firms or individuals to operate the Town-owned nine-hole Minnechaug Golf Course. Interested individuals or firms should request the Instructions for Qualification Statement and project details from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 or via the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov).

An optional pre-proposal site inspection and meeting will be held on Wednesday, December 18, 9:00 a.m. at the golf course at 16 Fairway Crossing in Glastonbury. Proposals must be submitted to the office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut, no later than 11:00 a.m. on Monday, December 30, 2013.

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**SECTION 1: GENERAL NOTICE**

A. The Town of Glastonbury, 2155 Main Street, Glastonbury, CT 06033, requests your firm’s proposal to operate the Town-owned, nine-hole Minnechaug Golf Course.

B. Response to this Request for Proposal shall be submitted as follows:

Deliver to: Ms. Mary F. Visone  
Title: Purchasing Agent  
Address: 2155 Main Street  
Glastonbury, CT 06033

Deadline: 11:00 a.m. Monday, December 30, 2013 (eastern standard time)  
Late proposals will not be considered

C. The proposal shall be submitted in a sealed envelope with **a clearly marked original** and five (5) copies. Proposals will be opened publicly and recorded as received. Proposers may be present at the opening; however there will be no public reading of the proposals. Proposals shall be labeled as follows:

**SEALED REQUEST FOR PROPOSAL  
PROFESSIONAL GOLF MANAGEMENT SERVICES  
FOR MINNECHAUG GOLF COURSE  
RPGL-2014-16  
DATE: DECEMBER 30, 2013  
TIME: 11 AM**

D. This Request for Proposal (“RFP”) is only an invitation and does not commit the Town in any way to enter into a lease, management agreement, or to proceed with the proposed project. In addition, the issuance of this RFP does not obligate the Town to pay any costs incurred by any respondent in connection with (I) the preparation of a response to this request, (II) any supplements or modifications of this RFP or (III) negotiations with the Town or other party arising out of or relating to this RFP or the subject matter of this RFP.

E. Reservation of Rights by Town

The Town expressly reserves the right at any time, for its own convenience, and without notice, to do any or all of the following:

1. Waive or correct any defect or technical error in any response, proposal, or proposal procedure, as part of the RFP or any subsequent negotiation process.
2. Reject any and all proposals without obligation to indicate any reason for such rejection.
3. Request that one or more respondents to this RFP supplement or modify all or certain aspects of the information or proposals submitted.
4. Reissue Request for Proposals.
5. Procure any service by any other means.
6. Modify the selection procedure, the scope of the proposed project, minimum requirements, or the required responses.

- 7. Extend deadlines for accepting response, requesting amendments to responses after expiration of deadlines, or negotiating or approving final agreements.
- 8. Negotiate with any, all, or none of the respondents to the RFP.
- 9. Vary or depart from any other provisions of this request for proposal.

F. Administrative questions pertaining to the Request for Proposal (RFP) shall be directed to:

Mary F. Visone  
 Purchasing Agent  
 (860) 652-7588  
 (860) 652-7590 (fax)  
[purchasing@glastonbury-ct.gov](mailto:purchasing@glastonbury-ct.gov)

Technical questions pertaining to the Request for Proposal should be made in writing to:

Raymond E. Purtell  
 Director of Parks & Recreation  
 (860) 652-7687  
 (860) 652-7691 (fax)  
[ray.purtell@glastonbury-ct.gov](mailto:ray.purtell@glastonbury-ct.gov)

Questions shall be submitted in writing (email acceptable) at least 3 business days prior to the advertised response deadline. All questions, answers, and/or addenda, as applicable, will be posted on the Town’s website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) (Upon entering the website click on Bids & RFPs). **It is the respondent’s responsibility to check the website for addenda prior to submission of any proposal.**

**SECTION 2: BACKGROUND**

Minnechaug Golf Course is an existing, nine-hole municipal golf course located at 16 Fairway Crossing, Glastonbury, Connecticut. It is a par 35 with a 2,800 yard layout. Its signature hole is the par 3 eighth hole which features an island green. The course lies on approximately 50 acres of land and is nestled in The Village at Minnechaug; an upscale, 137 unit, residential housing development. The course includes a clubhouse with a small pro shop, restaurant/snack bar, and maintenance shop below. Two irrigation ponds supply the underground, automatic irrigation system. The course is easily accessible from towns in the greater Hartford/Manchester area from Interstate 384 and Route 83.

In 2013 fee structure included the following rates:

	<b>9 Holes Resident/Non-Resident</b>	<b>18 Holes Resident/Non-Resident</b>
Weekday	\$15.00/\$16.00	\$23.00/\$25.00
Weekends/Holidays	\$16.00/\$17.00	\$25.00/\$27.00
Senior/Junior	\$12.00/\$13.00	\$17.00/\$19.00
Twilight	N/A	N/A
Cart Rental (per person)	\$7.00	\$13.00
Senior/Junior Weekends	\$13.00/\$19.00	\$14.00/\$20.00

A five-year history of nine-hole rounds played and cart rental revenues, as reported by the prior Lessee, is provided below.

	<u>Rounds</u>	<u>Greens Fees (\$)</u>	<u>Cart Rentals (\$)</u>
2012	15,599	203,891	52,236
2011	13,594	193,434	63,286
2010	16,763	233,752	70,912
2009	18,544	245,374	76,274
2008	16,372	221,988	66,514

Historically the course has had a Sunday morning men's club, weekday morning leagues and weekday evening leagues. Saturdays and weekday evenings have generally been left open for public play. The restaurant operation has most recently been operated as Gina's Brick Oven Pizza. The course does not include a practice range/teaching area.

Past performance information is provided for informational purposes only and is not intended to be a representation of or guarantee of future success.

An inventory of existing pro shop, clubhouse and restaurant equipment to remain and be made available is provided as Appendix A.

Greens flags, tee markers, benches and ball washers can be made available for reuse. For all intents and purposes, there is no existing golf course maintenance equipment. There is an above ground gasoline/diesel fuel dispensing system on site.

### **SECTION 3: REQUEST FOR PROPOSAL OVERVIEW**

#### **A. SCOPE OF RFP**

The Town is seeking proposals from parties interested in a lease agreement for the management, maintenance, and operation of the Town-owned, nine-hole Minnechaug Golf Course located at 16 Fairway Crossing in Glastonbury, Connecticut. The lease will include complete course operation including operation of the restaurant, pro shop, and golf course. Interested parties may submit more than one proposal for consideration by the Town.

#### **B. RFP PROCEDURES**

Town of Glastonbury is encouraging proposal participants to visit the Minnechaug Golf Course during an optional, pre-proposal meeting to be held on Wednesday, December 18, 2013 at 9:00 a.m., at the golf course. The clubhouse and course will be open and available for inspection. Representatives of the Town will be available to receive questions.

#### **C. SCHEDULE**

Time is of the essence to facilitate re-opening the course in March 2014.

Below is the Town's anticipated schedule for the project. The Town intends to adhere to this schedule as closely as possible but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	Wednesday, December 11, 2013
Prebid proposal meeting (optional)	Wednesday, December 18, 2013 9:00 a.m.
Proposal due date	Monday, December 30, 2013 by 11 a.m.
Review & selection of finalists for interview	Tuesday, December 31, 2013
Interviews	January 3, 2014
Negotiate with top ranked finalist(s)	TBD
Contract signing	January 31, 2014
Contract start date	February 1, 2014

**IMPORTANT PLEASE NOTE:**

**Any firms selected for an interview must be available for a personal interview the morning of Friday, January 3, 2014. The Town will advise of the time if selected for an interview.**

**SECTION 4: MINIMUM QUALIFICATIONS**

In order to qualify for consideration in the award of the lease or management contract for the subject facility, a respondent must:

- A. Have a minimum of three (3) years of experience, within the last ten (10) years in the comprehensive management of public golf course operations. Management experience with municipally or publicly owned golf courses will be favorably considered. Relevant experience includes management and operation of a golf course facility, pro shop operations including merchandise sales and golf cart operations, clubhouse operations including a restaurant/snack bar and golf course maintenance operations.
- B. Demonstrate the necessary line of credit or financial resources required to equip and operate the golf course facilities during the contract period.
- C. Demonstrate a competent record of employment or history of contract service in the operation of a similar golf facility business as verified and supported by references, letters, and other necessary evidence from employers and/or public agencies.
- D. Proof of competency in the following areas:
  1. Basic bookkeeping; posting, preparation of a trial balance, preparation of financial statements, control of cash and bank reconciliation statements.
  2. Salesmanship: fundamentals of retail, wholesale, and service selling; merchandise and sales presentation; principles of self-management; sales demonstration.
  3. Personnel management: the guidance and control of personnel; interviewing; training; job analysis; performance evaluation; supervisory problems with subordinate personnel.
  4. Property Maintenance: buildings, grounds, equipment and golf facilities.

**SECTION 5: PROPOSAL FORMAT AND DOCUMENTATION REQUIREMENTS**

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFP and you are capable of performing the work to achieve the Town's objectives. The proposal must be submitted typewritten on 8 ½" x 11" white paper and bound in a secure manner. **Responses shall be organized and presented in the order below to assist the Town in reviewing and rating proposals.** In order to be deemed fully responsive to the RFP, a proposal must be complete and include the following forms and documents:

- A. Copy of RFP document (cover sheet) for proposal RPGL-2014-16.
- B. Index of proposal.
- C. A brief synopsis of the highlights of the proposal which should not exceed one page in length, is easily understood, and which summarizes the overall benefits of the proposal to the Town.
- D. Statement of approach. Describe your firm's approach to management and operation of the course including any capital investments, staffing and maintaining the course, managing the golf operation, pro shop and restaurant. Please describe any marketing or programmatic initiatives intended to increase play and revenues. Please identify any key personnel to be assigned to the course. Please list any anticipated capital improvements envisioned and the proposed source of funds for implementation.
- E. Materials, Equipment, Furniture, Fixtures: Each respondent shall provide a list of materials, equipment, furniture, fixtures, and the like that it intends to include as part of its package if selected by the Town. Illustrative examples include golf maintenance equipment; restaurant kitchen equipment; restaurant furniture; a security system; clubhouse appointments such as draperies and wall hangings; pro shop fixtures, such as display cases; general business equipment, such as cash registers, credit card machines, and computers; and course materials such as flags, cups, tee markers and cart path directional ropes and signs.

Each respondent shall also provide a list of materials, furniture, fixtures and equipment that it expects the Town to provide. It is understood that the items listed on Appendix A will be made available to the Lessee by the Town.

- F. Cash Flow and Pro Forma Analysis: The analysis shall project five (5) years of operations and indicate the estimated annual revenue and operating expense figures.

The pro forma shall include:

- 1. A list of all revenue-producing operations, indicating for each the anticipated annual gross receipts.
  - 2. A complete breakdown of anticipated operating expenses.
  - 3. A list of all anticipated funding sources for your proposal.
  - 4. A list of any and all first year prices, fees and charges for greens fees, memberships, cart rentals, and other primary sources of revenue.
- G. Statement of Qualifications including any unique expertise or experience. Resumes of key personnel.
  - H. A complete list of golf courses managed or leased over the past ten (10) years including the dates started and terminated. Indicate for each client whether or not the respondent has met all financial requirements of the agreement.
  - I. Business References: A minimum of three (3) business references giving names, addresses, telephone numbers, and the nature and length of time of the business association in each instance. These references must be persons or firms with whom you have conducted business transactions during the past five (5) years.
  - J. Financial References: A minimum of three (3) financial references giving names, addresses, and telephone numbers in each instance. It is required that at least one of the three (3) references must be a bank or savings and loan institution; and the type of relationship shall also be indicated, for

example: checking accounts, savings accounts, real estate loans, or construction loans. At least one of these references must be a major supplier which ordinarily bills the respondent on a monthly basis, and has done so for at least three (3) years.

- K. Respondent must specify and provide legal documentation of status of company, such as corporate papers, partnership papers, etc. (Note the signed contract is not assignable or transferable to any other company without Town of Glastonbury approval).
- L. Proposal Fee and Terms (See Section 7). Please address any and all proposed payments to the Town and/or any and all support requested from the Town.
- M. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003. Respondent shall acknowledge that they have reviewed the document in the area provided on the bid/proposal response page (BP). The selected Respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov). Upon entering the website click on **Bids & RFPs**, which will bring you to the links for the **Code of Ethics** and the **Consultant Acknowledgement Form**. If the Respondent does not have access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid/proposal.
- N. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFP responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFP for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.





**TOWN OF  
GLASTONBURY  
PROPOSAL**

**DATE ADVERTISED**

**December 11,  
2013**

**DATE / TIME DUE**

**RPGL # 2014-16  
December 30, 2013  
at 11:00 a.m.**

**NAME OF PROJECT**

**Professional Golf Management Services for  
Minnechaug Golf Course**

**CODE OF ETHICS:**

**I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I /We are selected. Yes \_\_\_\_\_ No \_\_\_\_\_ \***

**\*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the bidder has not agreed to the above statement.**

**The Respondent acknowledges receipt of the following Addendums:**

Addendum #1 \_\_\_\_\_ Date: \_\_\_\_\_  
 Addendum #2 \_\_\_\_\_ Date: \_\_\_\_\_  
 Addendum #3 \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
**Type or Print Name of Individual**

\_\_\_\_\_  
**Doing Business as (Trade Name)**

\_\_\_\_\_  
**Signature of Individual**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Telephone Number / Fax Number**

\_\_\_\_\_  
**E:mail Address**

\_\_\_\_\_  
**SS # or TIN#**

**SECTION 6: REQUEST FOR CAPITAL IMPROVEMENTS**

Each proposal shall include a list of preventative maintenance items that the respondent would address. Examples include roof repairs, cart repairs, replacement of building air conditioning, replacement of protective netting, irrigation system upgrades, etc.

The Town of Glastonbury has not required that specific known needed capital improvements be included as part of this lease agreement. The Town will, however, consider including specific terms to address desired capital improvements during the negotiation phase. Accordingly, interested parties are encouraged to consider providing information regarding initial or future capital improvement projects including implementation timetables and the estimated cost of each improvement.

**SECTION 7: FEES AND CONTRACT TERM**

Each proposal is expected to include these components:

- A. It is the intention of the Town to negotiate an initial lease agreement for a period of three years; renewable for two additional three year periods upon mutual agreement between the Town and the selected respondent, for a period not to exceed nine (9) years. Financial terms, including either payments to be made to the Town or received from the Town, should be clearly specified. All base proposals must reflect this term. The Town will, however, consider other lease terms proposed by the respondent.
- B. A proposed schedule of greens fees for review and approval of the Town. Special classes may be designated and may include, but not necessarily limited to, senior citizens, students, juniors, military members, residents, and non-residents. Weekday, weekend, holiday and special promotion rates should be specified. Pull cart and riding fees should be included.
- C. Any operational expenses or investment cost.
- D. Clarify all contractual responsibilities for all parties involved.
- E. The Town will consider more than one proposal from each respondent, if so desired.

**SECTION 8: CONTRACT RESTRICTIONS AND OTHER REQUIREMENTS**

- A. The Town reserves the right to approve greens and cart rental fees, such approval shall, however, not unreasonably be withheld.
- B. Any course reconfigurations or substantial modifications to facilities must be approved by the Town.
- C. The lessee must obtain and maintain all necessary permits, certificates and licenses.
- D. The course operators are expected to work with local, state, regional, and national amateur and professional golf associations to insure that current ranking and certifications are received and maintained. Any desired changes must be approved by the Town.
- E. The successful respondent will be required to submit to the Town a Security Deposit to guarantee performance under the terms of a lease agreement. Security deposit and or bond requirements under a management agreement will be determined during contract negotiations. (The prior lessee maintained a \$100,000 performance bond and a \$25,000 security deposit).

- F. If alcohol beverages, including beer and wine, are sold or dispensed on the leased premises at any time during the term of the Lease or any extension thereof, the Lessee covenants at all times to comply with all laws of the State of Connecticut and Town of Glastonbury governing the sale of such beverages. Any such sale or dispensing of alcoholic beverages on the premises shall cease at ten o'clock in the evening (10:00 p.m.) on Sundays through Thursdays and at eleven o'clock in the evening (11:00 p.m.) on Fridays and Saturdays.
- G. The Lessee covenants to fully store and adequately staff the golf course, pro shop and all other areas of the leased premises during the term of this Lease and any extension thereof for the operation and use of the leased premises as described previously and to keep the premises open for such use continuously and without interruption for such hours and such time as are customary for said operation and use. The Lessee shall hire, train and evaluate starters, rangers and other course employees it deems necessary to staff the operation adequately.
- H. The Lessee covenants to give the Lessor an annual financial statement on a consistent basis from year to year concerning its operation of the golf course and other related services, prepared by a certified public accountant in accordance with generally accepted accounting principles, within one hundred and twenty (120) days after the close of the Lessee's fiscal year for each year falling completely or partly within the term of this Lease or any extension thereof. The Lessee shall also submit other financial information within a reasonable time after reasonable requests made from time to time by the Lessor.
- I. The Lessee covenants to pay all taxes levied on all equipment, goods or other personal property it owns and uses in connection with the golf course, pro shop and other parts of the leased premises during the term of this Lease or any extension thereof. The leased premises shall be exempt from municipal real property taxes ordinarily levied by the Town of Glastonbury as long as they are owned by said Town.
- J. The Lessee covenants not to discriminate with respect to employment, hiring, membership and use and enjoyment of the golf course and related facilities on the basis of race, color, creed, religion, age, sex, marital status, national origin, or physical or mental disability in violation of the laws of the United States or of the State of Connecticut, nor otherwise to commit any unfair employment practice prohibited by law, except that the Lessee may base an adverse hiring, termination or other employment action upon physical or mental disability if the Lessee affirmatively establishes that the disability prevents satisfactory performance of the work involved. The Lessee further covenants to take affirmative action to promote nondiscrimination, to display the provisions of this nondiscrimination clause conspicuously in the pro shop and any other appropriate areas of the leased premises, and to incorporate these nondiscrimination provisions in all contracts executed with labor unions and suppliers of materials and services.
- K. The Lessee covenants not to assign this Lease in whole or in part or sublet all or any part of the leased premises without the Lessor's prior written consent in each instance nor to use or permit the use of the leased premises for any purposes other than those described herein without the Lessor's prior written consent. Any assignee or sublessee shall be required in advance to furnish appropriate character references to the Lessor and to demonstrate adequate financial capability and appropriate experience. Such consent shall not be unreasonably withheld. Any consent by the Lessor to any assignment or subletting shall not constitute a waiver of the necessity for such consent to any subsequent assignment or subletting. The prohibition against assignment or subletting shall be construed to cover any assignment or subletting by operation of law. Notwithstanding any assignment or sublease, the Lessee shall remain primarily liable under this Lease and shall not be released from performing any of its terms and covenants, but the Lessee and its assignee shall thereafter be jointly and severally liable for the full and faithful performance of the Lessee's obligations under this Lease.

- L. The Lessee shall permit individual golfers and groups to use the golf course, pro shop and other facilities on a daily basis by paying green fees at the golf course, subject to any limitations or restrictions imposed by the Lessor in the golf course's rules and regulations. The Lessor shall establish respective greens fees for weekday rounds and for rounds played on Saturdays, Sundays and holidays, but shall not charge any unreasonable fees. The Lessee shall obtain the Lessor's prior written consent for any green fee increases which exceed on a percentage basis the increase in the cost of living Consumer Price Index for the relative periods.
- M. The Lessor shall limit the number of days per year for which the golf course is exclusively used and devoted to private tournament play and other special golf events, such limit being consistent with maintaining the golf course as a public facility.

#### **SECTION 9: SELECTION CRITERIA**

Criteria to be used by the Town in evaluation of proposals will include, but not be limited to the following:

- A. Financial terms of proposal.
- B. Professional abilities of the firm.
- C. Demonstrated maintenance performance.
- D. Level of relevant and similar golf management experience.
- E. Qualifications of personnel committed specifically to this project.
- F. Working relationships with previous clients.
- G. Quality of the proposal provided by the respondent.
- H. Approach to the project.
- I. Responsiveness of proposal to Town's needs.
- J. Current and projected workloads that might affect the firm's ability to perform work.
- K. Specialized qualifications of the firm.
- L. Involvement in any projects that may result in any conflict of interest or dilution of commitment.

**APPENDIX A****FURNITURE & EQUIPMENT LIST****DINING ROOM**

- 1 6' Folding Table
- 12 Upholstered Chairs
- 41 Chairs – Vinyl Seats
- 18 Square Dining Tables
- 2 High Chairs – wooden
- 3 Flat Screen TV's – Vizio
- 2 Vacuum Cleaners
- 1 Fan – free standing
- 1 "A" Frame Blackboard Sign

**BAR**

- 1 Ice Maker
- 1 Keg Cooler – Bar Taps
- 1 Soda Dispenser (Town)
- 2 Monster Energy Refrigerators – Counter Top (vendor supplied)
- Asst. Misc. Bar Glasses, Wine Glasses

**DECK**

- 5 Round Black Iron Deck Tables
- 4 Umbrella Stands
- 6 Umbrellas

**RESTAURANT FRONT SERVICE AREA**

- 1 Gelato Cooler
- 1 Service Counter with Black Counter
- 1 CINTAS Food Service Employee First Aid Station
- 2 Metal Racks
- 1 Fire Extinguisher

KITCHEN

- 1 Pizza Oven
- 3 White Shelves (wall mounted)
- 1 Metal Shelf Unit
- 1 Slicer
- 1 SS Refrigerated Counter Unit
- 1 True Refrigerator
- 1 Taylor Freezer for Gelato
- 1 SS Small Table
- 1 Stand Up White Freezer
- 1 Counter Refrigerator for Pizza Making
- 1 CaptiveAir Hood Over Pizza Oven
- 1 Pitco Fryolater
- 1 6 Burner Gas Stove – Sunfire
- 1 Ansul System Over Stove & Fryolater (Town)
- 1 Rack – Next to Stove
- 1 Hobart Mixer
- 1 Diversey Dishwasher (Town)
- 1 SS Pot Sink – 3 Bay w/sprayer
- 1 SS True Refrigerator Counter – Sandwich
- 1 SS Counter/Can Opener (Town)
- 1 Food Warmer
- 1 Microwave
- 1 Rolling Shelf Unit
- 1 Fire Extinguisher
- 2 Heat Lamps

PRO SHOP

- 1 Public Svc. Counter (Town)
- 1 Stool
- 3 Wall Display Units
- 1 Wood Display Case – Upright
- 1 Low Display Case with TV
- 1 Stove & Counter for Gin Computer (CGA Computer)
- 1 Safe
- 1 T.V.

With the exception of the soda dispensing system, which is leased, all of the above listed equipment is owned by the Town of Glastonbury. It will be made available for use of the Lessee at Minnechaug Golf Course. The Lessee will be required to maintain the equipment in good operating condition by performing all regular and periodic maintenance. The Town will assume no obligation for repair or maintenance of the equipment during the term of the lease and will expect that it will be returned to it in the same condition as provided to the lessee subject to normal wear and tear.

APPENDIX BInsurance Requirements

Bidder shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the Town of Glastonbury as an Additional Insured on a primary and non-contributory basis to all policies except Workers Compensation and Professional Liability. All policies should also include a Waiver of Subrogation in favor of the Town of Glastonbury. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-" VIII. In addition, all Carriers are subject to approval by the Town of Glastonbury

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$2,000,000
	Aggregate	\$2,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

The Town of Glastonbury will not be responsible for bidder's personal property and it will be the responsibility of the bidder to carry appropriate property insurance coverage for the duration of the contract.

Original, completed Certificates of Insurance must be presented to the Town of Glastonbury prior to contract issuance. Provider agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies.





  
**Minnechaug**  
 Golf Course

www.minnechauggolf.com

Managed by  
 MDM Golf  
 Enterprises

16 FAIRWAY CROSSING • GLASTONBURY, CT 06033 • (860) 643-9914

John Dipolhna



# Minnechaug Golf Course




HOLE	1	2	3	4	5	6	7	8	9	OUT	
<b>BLUE</b>	65.8/114	328	317	462	341	483	181	272	126	158	2668
<b>WHITE</b>	64.6/112	311	307	451	327	469	161	244	116	135	2521
<b>PAR</b>	4	4	5	4	5	3	4	3	3	3	35
<b>HANDICAP</b>	9	1	5	2	3	4	6	8	7		
<b>RED</b>	65.4/114	287	269	385	294	423	148	210	79	113	2208
<b>PAR</b>	4	4	5	4	5	3	4	3	3	3	35
<b>HANDICAP</b>	2	3	1	4	5	6	8	9	7		

PLAYER: \_\_\_\_\_  
 ATTESTED: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**USGA RULES GOVERN ALL PLAY**  
 Except as modified by local rules

- OUT OF BOUNDS designated by White Stakes.
- WATER HAZARDS designated by Yellow Stakes.
- LATERAL HAZARDS designated by Red Stakes.
- All residential property is deemed Out of Bounds.
- Please keep off residential property.
- White picket fence marks out of bounds on Holes 1 and 3.



  
 BRICK OVEN PIZZA  
 at the Minnechaug Golf Course  
 860.643.1565