



The Buffalo Golf Club is issuing this request for proposal to identify those restaurant and concession service companies interested in operating the food and beverage facility and beverage cart at the Buffalo Golf Club, and to solicit from those interested parties a proposal indicating their qualifications and how they would provide these services to the Golf Course.

It is the intent of the Golf club to enter into a one (1) year Concessionaire License Lease Agreement for the Golf Course with the successful applicant, hereafter referred to as the "Concessionaire", being selected by November 12, 2021. It is expected that the concessionaire would be able to begin service to customers at the earliest on January 1, 2022.

Proposals will be received until 5:00 p.m. Monday, November 1, 2021, mailed to P.O. Box 759, Buffalo, Wyoming 82834 or delivered to the 777 Fort St. Unit B, Buffalo, WY 82834. The Golf Club reserves the right to reject any or all proposals submitted as may be in the Club's best interest. Proposals not delivered by the deadline will not be considered.

Site visit for all applicants will be available upon request. Please contact the board of directors with any additional questions at (307) 620-0307.



Background

Buffalo Golf course is located in the Town of Buffalo Wyoming. It is an 18 hole facility that serves all ages. The Course is a very popular area course that not only attracts resident Buffalo golfers, but also golfers from surrounding counties. The concessions provide dining, snack and beverage services in the clubhouse to golfers and the public and beverage cart services on the course.

Points of note are:

- The Course generates approximately 20,000 rounds of golf per year.
- During the prime season there is a men's and women's weekday league.
- The Buffalo High School uses the course for their practices and some tournaments.
- The clubhouse can seat approximately 100 people with additional seating outdoors.
- The Golf Club has access to a liquor permit/license (the last 3 years have been \$900 annually paid to the City of Buffalo by the concessionaire).
- The golf course typically will be open for play from April 1st through October 31st.
- Golf course hours of operation are as early as 5:30 am and as late as 9:00 p.m. seven (7) days per week. Concession closing hours may be later based on concessionaire offerings but adhere to the minimum hours of operation outlined in the following request for proposal.
- The Powder Pass Nordic Club does use the course for cross country skiing in winter when weather permits.
- Utilities and repair to Golf Club owned equipment is provided by the Golf Course.



SCOPE OF SERVICE

The overall goal of our food and beverage concession shall be first and foremost operated for the benefit of the golfer with the intent of providing an overall enjoyable experience of golf, food and beverage. The concession will complement the golf round by providing quality food in a professional timely manner in a clean comfortable environment and on the course through the use of the beverage cart. It is also intended that the Concession shall also serve weekly Men's, Women's and junior leagues; outings, meetings, banquets, parties and tournaments along with the general public with the same quality professional service.

HOURS OF OPERATION

The golf season typically begins in April and ends by October 31st. The Golf Course is open seven (7) days a week during the entire golf season. The golf course opens at 5:30 a.m. during the peak season with opening times varying to as late as 7:00 a.m. during the shorter spring and fall days. The concessionaire shall generally offer service during the time the golf course is open for play with the exception of days the course may be closed due to weather. Minimum hours of concession operations will be 10:00 am - 6:00 pm in April, September and October and 8:00 am – 9:00 pm May – August. The Concessionaire will be expected to keep and post these hours of operation. Changes to minimum hours of operation can be amended upon board approval.

FOOD AND BEVERAGE SERVICE MENU

The concession will be expected to provide food and beverage services 7 days a week during the golf season to golfers and the general public. The concession shall offer meals and snacks throughout the day as well as for outings, meetings and banquets and tournaments. The Golf Course understands that menu selection and pricing are a core component of the concession and the Concessionaire will have the discretion to set the menu and prices. The Club however does reserve the right to review the menu and pricing at any time and reserves the right to require changes to serve the best interest of the club and its members. Menus and prices shall be posted in the facility.

BEVERAGE CART

The beverage cart, provided by the Golf Course, must be in operation during all hours of heavy play so as to provide our customers with a high level of service and to help maintain the published pace of play. The Golf Course reserves the right to order improvement of beverage cart if determined to be insufficient.



QUALITY OF SERVICE

All items sold by the Concessionaire shall be of high quality. Services provided by the Concessionaire shall be rendered courteously and provide a high level of customer service and customer satisfaction. It is expected that a professional appearance be present and maintained. The Golf Course reserves the right to prohibit the sale of any item it deems objectionable, and the Golf Course shall have the right to order improvement of the merchandise, quality of service rendered, or any other aspect of the operations that impacts the image and reputation of the club.

CONTRACT TERMS

It is anticipated that the Club will enter into a one (1) year lease agreement with the selected Concessionaire based on an annual fee for the season of \$24,000. The season as determined by the Club is from April 1st to October 31st, the lease agreement will run January 1st – December 31st for each year of the contract.

If the concession facility is used for parties or banquets that are scheduled by the Concessionaire that do not involve any golf or Club related events, the Concessionaire must advise the Club of the scheduled event. Concessionaire shall not use or permit the concession premises to be used for any other purposes without obtaining the prior written consent of the Club.

GOLF COURSE EQUIPMENT

All equipment, fixtures and utensils that are on site and owned by the Golf Course are available for use by the selected Concessionaire. The Golf Course will pay for repairs needed on course owned equipment. The Concessionaire will pay for repairs or replacement on golf course owned equipment that was caused by product misuse or negligence of the Concessionaires employees.

The Concessionaire may install new or supplemental equipment and remove the same equipment at the end of the agreement. Any cost associated with the installation of the concessionaire's equipment will be paid for by the concessionaire. Any equipment the Concessionaire wishes to add must first be approved by the Golf Course. The Golf Course is under no obligation to purchase any Concessionaire owned equipment, supplies or inventories at the end of the lease or if the lease is terminated for any reason.

The Golf Course provides a beverage cart for carrying food and beverages to golfers on the course. All fuel and maintenance of this vehicle is provided by the Golf Course.



UTILITIES

The club shall pay all utility expenses for electricity, gas, phone service, sewer and water.

Concessionaire Required Equipment and programs

- Office computer and supplies and equipment to ensure security of monies.
- Program provider for additional TV's, cable, dish, etc.
- Concessionaire shall not purchase at the Golf Courses expense any equipment, utensils, silverware, dishes or other items used in the operation of the Concession without the prior written approval of the Buffalo Golf Club.

MAINTENANCE REQUIREMENTS

Cleanliness of the entire areas used by the concession is of utmost importance. The Concessionaire shall keep the premises in a clean and sanitary condition at all times ensuring they meet all State and local laws and ordinances for food and beverage operations. Copies of fire inspection reports and kitchen inspection reports are to be provided to the Golf Course when received.

- Concessionaire is responsible for proper disposal of concession-related waste into containers provided by the Golf Course. Boxes must be broken down and placed in appropriate containers. The garbage areas are always to be kept clean, ensuring nothing is placed on or close to freezer and cooler condensing units.
- All cleaning and disposal supplies used in the daily operation of the concession shall be provided by the Concessionaire.
- Disposal of used cooking oil and grease trap cleaning is the responsibility of the Concessionaire.
- Maintenance of dishwashers is the responsibility of the Concessionaire.
- All storage areas are to be kept clean and orderly at all times. Any areas that require access such as electrical boxes, security boxes, fire suppression equipment, hot water heaters, etc. are to be kept open and accessible at all times.
- The kitchen area, counter area, restaurant area and patio are to be kept clean and orderly at all times. The kitchen floor shall be scrubbed at a minimum weekly to remove grease residue. Carpets vacuumed daily or more often as needed. Patio area swept and cleaned daily.
- The concessionaire is responsible for the daily cleaning and replacement of supplies in the restrooms at the golf course. The Golf Course will provide restroom supplies.
- Cleaning of beer and soda lines is the responsibility of the Concessionaire.
- The kitchen hood will be cleaned at the responsibility of the Concessionaire
- The carpeted areas of the concession will be cleaned during the off season by the Golf Course.



GOLF COURSE MAINTENANCE REQUIREMENTS

The Golf Course is responsible for maintenance of all HVAC equipment, lighting, exterior doors, structure, phone system, internet, and water heater.

FACILITY SUPERVISION AND SECURITY

The Concessionaire will be issued keys to the concession facilities. The concession owner is totally responsible for entrusting the keys to their personnel for opening, locking and securing the concession facilities. The Concessionaire is prohibited from duplicating any of the keys provided by the Golf Course. It is the responsibility of the last person leaving the concession at the end of the day to ensure all doors are secured.

INSURANCE

The Concessionaire shall maintain Commercial General Liability insurance for bodily injury, death or property damage including product liability with a minimum limit of not less than \$1,000,000 for each occurrence at the Golf Course. The Buffalo Golf Club and City of Buffalo shall also be named as an additional insured.

Concessionaire shall provide the Club with a certificate of insurance and applicable policy endorsements executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth in the Concessionaire Contract and this document. All certificates shall provide for 30 days written notice to the Club prior to any cancellation or material change of any insurance referred to herein.

Concessionaire shall ensure that any subcontractor they employ is covered or has necessary insurance.

PROFESSIONAL AND LEGAL REQUIREMENTS

Concessionaire will promptly pay all debts, taxes and fees that are incurred by the reason of operation of the concession and shall secure all permits and licenses required by law for the operation of said concession. The Club can advise the Concessionaire regarding a liquor permit if needed. An accountant reviewed Profit and Loss Statement shall be provided to the Club within 30 days of the close of the Concessionaires business year, or at any time upon request of the board.



CONCESSIONAIRE TO FURNISH EMPLOYEES

The Concessionaire shall employ a sufficient number of employees to ensure fulfillment of his/her obligation under contract.

- Concessionaire shall employ a professional staff and ensure that all employees conduct themselves courteously and provide a high level of customer satisfaction
- All employees shall dress appropriately and professionally.
- Concessionaire shall take out and maintain, during the life of the agreement, workers compensation insurance and employer's liability insurance for all his/her employees in strict compliance with the law.

INDEMNIFICATION

Concessionaire shall hold the Buffalo Golf Club and City of Buffalo harmless from and shall defend and indemnify the Buffalo Golf Club and City of Buffalo from and against all liability for injuries to or deaths of persons, or damage to property arising from activities under this agreement, including loss predicated on the active or passive negligence of the Buffalo Golf Club and City of Buffalo. Concessionaire shall give the Buffalo Golf Club and City of Buffalo prompt notice of any claim coming to his/her attention that in any way directly or indirectly affects the interest of the club.



EXHIBIT A

CONCESSIONAIRE PROPOSAL OUTLINE.

Company Name	Mailing address
Contact person	Phone number
Title	email address
Signed and dated	

Provide supporting information for each question as necessary.

1. Describe your organization, Corporation, LLC, sole proprietor, partnership, etc. and identify owners if not provided above. Provide a short narrative of general qualifications and experience.
2. Provide a list and information on other clients that you currently or formerly provided professional food and beverage service for in the past. Include name and phone number of specific contract within each company worked with, length of time you provided your service and size of operation.
3. What is the title and experience of the person(s) in your organization that will be directly responsible for the concession operation?
4. Disclose any and all judgments, pending or expected litigation or any other real or potential financial reversals that might affect the viability of the organization.
5. Provide current banking references including the name of the financial institution, contact person with phone number and years affiliated with this institution. The club may, at its option, contact your references.
6. Provide a menu of beverages and food items along with prices proposed for each.
7. In general, what staffing plans and hours do you propose for the operation of the facility with emphasis on timely professional delivery of a quality product?
8. Provide a proposed payment schedule for the annual \$24,000 rent (monthly, quarterly, annually, seasonal, etc.).

*It is the intent of the Golf Course to enter into a one (1) year agreement with the chosen Concessionaire.

*Extended hours of operation can also be negotiated if Concessionaire has a desire to run a full-time operation



EXHIBIT B

PROPOSAL EVALUATION, SELECTION AND AWARD PROCESS

The initial evaluation of all proposals will be conducted by the Golf Club Board. The Golf Club Board will review all proposals and recommendations and make the final selection of the most responsible and qualified Concessionaire to provide the services requested.

The evaluation of each proposal will be based on the information submitted in the proposal. Completeness of the proposal, annual fee offered, food and beverage experience, client reference feedback, financial stability, and proposed operations will be analyzed in detail to determine which firm best fulfills the interests of the Buffalo Golf Club.

The Golf Course will make the final selection no later than Friday, November 12, 2021. Upon selection of the Concessionaire a final legal document, "Concessionaire's Contract and License to Occupy Premises", will be executed between the selected Concessionaire and the Club.

As a courtesy, Proposals that are not selected will also be notified.