



COLLEGE
of the DESERT

www.collegeofthedesert.edu

Request for Proposals 2016-02

College of the Desert Auxiliary Services Golf Driving Range Management

April 15, 2016

Return Proposal To:
John Ramont, Director, Fiscal Services
College of the Desert
43-500 Monterey Avenue
Palm Desert, California 92260
Telephone (760) 773-2513, FAX (760) 341-8678
Email jramont@collegeofthedesert.edu

PROPOSALS DUE JULY 28, 2016 AT 2:00 PM

**DESERT COMMUNITY COLLEGE DISTRICT
AUXILIARY SERVICES
REQUEST FOR PROPOSALS (RFP)
FOR
GOLF DRIVING RANGE MANAGEMENT SERVICES**

The Desert Community College District Auxiliary Services (Auxiliary) seeks proposals from qualified vendors to provide golf driving range management and operation for the College of the Desert (District) campus in Palm Desert, California. The Auxiliary anticipates the vendor (Vendor) to be awarded the contract by July 2016 and to commence services as of September 1, 2016.

Copies of this request for proposal can be obtained by emailing mreynolds@collegeofthedesert.edu or calling (760) 773-2509. The proposal is also available on the College's website at: www.collegeofthedesert.edu.

All proposals must be received by the District no later than **2:00 p.m. on July 28, 2016**. Late proposals will be rejected. It is the responsibility of the submitting Firm to make sure the proposal is delivered to the specified location by the date and time specified above. Proposals must be sealed with the envelope(s) clearly marked in the lower left hand corner "Sealed Proposal for Golf Driving Range Management Services"

Complete, sign, and return the original and one (1) copy of the proposals to the following address:

John Ramont, Director, Fiscal Services
College of the Desert
43-500 Monterey Avenue
Palm Desert, California 92260

"SEALED PROPOSAL FOR GOLF DRIVING RANGE MANAGEMENT"

All Questions and inquiries should be made in writing and e-mailed to: Marlene Reynolds (email) mreynolds@collegeofthedesert.edu. Any resultant changes will be issued by the Purchasing Office in the form of an addendum to the RFP.

The District reserves the right to reject any or all proposals or to waive any irregularities therein. No proposals may be withdrawn for a period of ninety (90) days after the proposal submission date.

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**DESERT COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES
REQUEST FOR PROPOSALS (RFP)
FOR
GOLF DRIVING RANGE MANAGEMENT**

The Desert Community College District Auxiliary Services (Auxiliary) invites qualified firms to submit a proposal in response to this Request for Proposal, for the management and operation of the College of the Desert's golf driving range.

The mission of the College of the Desert (referred hereafter as "the District" or "the college") is "to provide excellent educational programs and services that contribute to the success of our students and the vitality of the communities we serve." The District draws students from the geographical area known as the Coachella Valley, including the cities of Palm Springs, Cathedral City, Rancho Mirage, Desert Hot Springs, Palm Desert, Indian Wells, La Quinta, Indio, Coachella, and the communities of Mecca and Thermal. The central portion of the Coachella Valley is located about 120 miles east of Los Angeles and approximately 120 miles northeast of San Diego.

Founded in 1958, this two-year public college offers certificates and two-year Associate of Arts and Associate of Science degrees in over 90 subject areas. The College is training and educating the next generation of clean technology professionals, childcare providers, allied healthcare workers, architects, golf professionals, public safety experts, culinary and hospitality professionals, and more. Each semester, the college serves over 10,000 students. In the Fall of 2013, 33% of students attended full-time.

The College first opened its doors in 1962 with 9 buildings on 160 acres. In 2004, the voters in the Desert Community College District overwhelmingly approved the sale of bonds to enable the College to renovate its 40-year-old campus in Palm Desert and build campuses in Mecca/Thermal and Indio. A campus in Palm Springs is in the planning stages. The projects funded by the \$346.5 million bond are nearly complete.

The Auxiliary is seeking to establish a business partnership with a qualified vendor to operate the District's golf driving range ("range"). The contract will be between the vendor and College of the Desert Auxiliary Services. The Auxiliary is an independent organization that exists to support the District's mission and goals by managing various operational functions for the District, such as food service, bookstore operations, and the golf driving range operations.

This proposal is being competitively bid and will be awarded on the basis of the economic & operational model deemed best for the District, students, and community. Vendors are encouraged to be creative and entrepreneurial in their financial proposals.

Proposals should explain the vendor's ability to respond to the requirements within this RFP. The Auxiliary reserves the right to accept or reject any or all proposals, and to contract in the best interests of the Auxiliary and the District.

Please include the following specific information in your proposal:

1. A company profile.
2. An organization chart.
3. Resume information for key personnel.
4. A narrative describing the firm/operator's qualifications and experience.
5. A clear description of the proposed financial & operational model.
6. Pro-forma financials as appropriate to the proposed financial model
7. A business and marketing plan.
8. Proposed operating calendar and business hours.

9. Desired tenant improvements or proposed facility changes.
10. Schedules of proposed services and fees.

Driving Range Operations

The driving range is an integral part of the College's instructional program, offering opportunities to learn the sport of golf, as well as operate as a "living lab" for golf turf management and other related instructional courses. The facility also serves the community by providing a centrally located driving range that is open to the public.

Currently, the range is operated by the college, and is located at 73450 Fred Waring Drive, Palm Desert, California. Centrally located in the Coachella Valley, the range is situated on the Southeast corner of the College of the Desert's main campus. The facility is open to the public, and houses a classroom, a contracted golf-pro shop, and a contracted equipment repair service. The range currently operates 364 days a year.

The range's website can be found at: <http://collegeofthedesert.edu/community/golf/Pages/default.aspx>.

The primary source of income for the range currently is ball fees and fees from private instructors. Revenues are approximately \$300,000 annually.

SECTION 1 - TERM

- A. The Auxiliary Board will consider bids from vendors for a maximum five (5) year agreement.
- B. The term of this agreement commences July 1, 2016, with operations beginning September 1, 2016 and terminates June 30, 2021.
- C. The district may terminate the agreement for cause by providing a show cause letter to the vendor citing instances of non-compliance.
- D. The vendor shall have thirty (30) days to cure non-compliance to the satisfaction of the district or the contract may be terminated.
- E. During the term of this agreement, a representative of the range management shall meet with the District designee once a quarter to discuss the operations, any trends, proposals, etc. An annual comprehensive business review is requested.

SECTION 2 - NOTICE

Any formal notice shall be deemed to be sufficient when given by the district to the vendor by registered or certified mail addressed to the vendor at the business address shown on the proposal. Any formal notice given by the vendor to the district shall be deemed sufficient when sent by registered or certified mail to College of the Desert, Attention: Director, Fiscal Services, 43-500 Monterey Avenue, Palm Desert, CA 92260.

SECTION 3 - MODIFICATION

- A. Modifications to the terms of the agreement may be made by mutual agreement in writing between the parties.
- B. The financial agreement with the vendor will be considered firm for the entire term of the agreement unless it is documented, and accepted by the District, that there are reasons of changes in legislation, taxes, fees or a significant condition outside the control of the vendor that justifies a renegotiation of financial terms.

SECTION 4 – CONTRACT SCOPE

The Auxiliary seeks to partner with an experienced operator to manage the operations of the range. The goal of this RFP is to provide our students and the community the high-quality experience of a professionally operated golf driving range, while offering an excellent business opportunity for the selected vendor.

Scope of Operations

Vendor Responsibilities

The vendor will be responsible for managing the daily operations of the Golf Range, including scheduling, staffing, marketing & promotions, and revenue and expense management. The vendor will pay all operational related expenses, including:

- Staffing
- Electricity (separately metered)
- Prorated water usage
- Advertising and marketing
- Token machine expenses & tokens
- Maintain ball gathering and cleaning equipment
- Office equipment and point-of-sale equipment
- Other normal operating costs
- Management of retail spaces
- Phone and data connections

District Responsibilities

The District will provide:

- Grounds & turf maintenance
- Cleaning and custodial
- Building repair and maintenance
- Pest control
- Phone and internet connections for student classroom areas and college use

While instructional activities take priority in scheduling the classroom and facilities, the District will work with the vendor to ensure adequate public access and business viability.

SECTION 5 – TENANT AND CAPITAL IMPROVEMENTS

The proposal should include any tenant improvements to be requested or capital improvements that the vendor wishes to make. All facility improvements or changes require District approval.

SECTION 6 - PERSONNEL

- A. The vendor shall be responsible for the employment of its own staff.
- B. The vendor and their staff are not employees of the district. The vendor is responsible for the actions and behaviors of its employees.
- C. Vendor shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. Vendor understands that harassment of any student or employee of the Desert Community College District with regard to ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.

SECTION 7 – TAXES, PERMITS, LICENSES AND FEES

- A. Vendor agrees to assume complete liability for all taxes, permits, licenses and fees applicable to its property, income and business arising out of or in connection with the performance of the agreement.
- B. Vendor shall obtain all necessary permits and licenses for the operation of a business in the city of Palm Desert.

SECTION 8 - INSURANCE

- A. Throughout the agreement period, the vendor agrees to maintain in full force and effect at its sole expense the following insurances:
 - General Liability: comprehensive or commercial form minimum limit each occurrence \$1,000,000, general aggregate \$2,000,000
 - Employer Liability: \$1,000,000
 - Business Automobile Liability: Minimum limits for owned, scheduled, non-owned, or hired automobiles with a combined single limit of not less than \$1,000,000 per occurrence.
 - Workers' Compensation as required under California State Law
 - The Certificate holder on the Certificate of Insurance is to read additional insured:

College of the Desert
43-500 Monterey Avenue
Palm Desert, California 92260
 - The Desert Community College District, the Trustees of the Desert Community College District, the Desert Community College District Auxiliary Services and their officers, employees, representatives, agents and volunteers are to be covered as insured with respect to liability arising out of work or operations performed by or on behalf of the vendor.
 - For any claims related to this agreement, the service vendor's insurance coverage shall be primary insurance with respect to the Desert Community College District, the Trustees of the Desert Community College District, the Desert Community College District Auxiliary Services, their

officers, employees, representatives, agents, or volunteers.

- The insurance policy required by the agreement shall be endorsed to Desert Community College District and state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the District. Certificates and endorsements must be received and approved by the District before work commences.
- Indemnifications: Vendor shall indemnify, defend, and hold harmless the Desert Community College District, the Trustees of the Desert Community College District, the Desert Community College District Auxiliary Services their officers, employees, representatives, agents, and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the District.

SECTION 9 - MISCELLANEOUS PROVISIONS

- A. Fee increases must be approved by the District.
- B. Vendor agrees that the District has the right to inspect, audit vendor's accounting records, machine meters, and related documentation to verify sales in relation to any proposed commissions/profit-sharing in a reasonable and timely manner and will accommodate the district upon request.
- C. Vendor will coordinate with current leaseholder in the retail space. Current lease in the retail space expires on December 31, 2016.

SECTION 10 - SCHEDULE FOR BID EVALUATION PROCESS

April 15, 2016	Notification of RFP availability
Upon Request	Distribution of RFP to all interested Vendors.
May 5, 2016 2:00 pm	Mandatory facility tour
July 28, 2016	Proposal due by 2:00 p.m. to: College of the Desert Attn: John Ramont, Director, Fiscal Services 43-500 Monterey Avenue Palm Desert, California 92260
Week of August 1	Review of proposals
August 4, 2016	Award of Agreement
August 11, 2016 or as needed for negotiations	Signing of agreement
September 1, 2016	Operations commence

SECTION 11 - INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Availability of Proposals:

To obtain the specifications and proposal package you may contact the Purchasing Agent, Marlene Reynolds (email) mreynolds@collegeofthedesert.edu.

Proposal Submittal:

Submit one (1) original proposal and one (1) copy. Proposals must be addressed and delivered no later than **2:00 PM on July 28, 2016**. Please plan deliveries accordingly. Mailing Address: College of the Desert – Fiscal Services Department – 43-500 Monterey Avenue, Palm Desert, CA 92260. Proposal responses not received by Desert Community College District Purchasing by the closing date and time indicated above will not be accepted. Proposals shall be placed in a sealed envelope bearing on the outside the submitter's company name and address, along with **“SEALED PROPOSAL FOR GOLF DRIVING RANGE MANAGEMENT SERVICES”**. At that time the envelopes will be forwarded to the committee for review.

The Desert Community College District Auxiliary will not be responsible for and will not except late proposals due to delayed mail delivery or courier services. (proposals may be mailed or hand carried, but it is the responsibility of the vendor to make sure the proposal is received by the Auxiliary prior to the deadline. Proposals received after the deadline for closing will be returned unopened unless necessary for identification purposes. The Auxiliary is not responsible for mail/messenger delays.

Presentation of Proposal:

All information requested should be submitted. Failure to submit all information requested may result in a lowered evaluation of the proposal. Proposals, which are substantially incomplete or lack key information, may be rejected. Failure to follow the instructions herein will be considered a reflection of the respondent's ability to perform the requirements of the contract. Any supplemental information the respondent wishes to include to enhance its response may be attached to the submission.

Acknowledgment of Proposal Addenda:

In submitting this Proposal, the Vendor acknowledges receipt of all Proposal Addenda issued by or on behalf of the DISTRICT. The Vendor confirms that this Proposal incorporates and is inclusive of, all items or other matters contained in Proposal Addenda.

Documents Accompanying Proposal:

The Vendor has submitted with this Proposal the following: (a) Non-Collusion Affidavit; (b) Proposal Forms; (c) Proposal Signature Form; (d) Hold Harmless Agreement; (e) Certificate Regarding Worker's Compensation. The Vendor acknowledges that if this Proposal and the foregoing documents are not fully in compliance with applicable requirements set forth in the Notice Calling for Proposals, the Instructions for Vendors and in each of the foregoing documents, the Proposal may be rejected as non-responsive. Proposals must be submitted on the DISTRICT Proposal Forms and Proposal Signature Form along with any other required submittals that meet both format and content requirements listed herein.

Request for Information:

All Questions and inquiries should be made in writing and e-mailed or faxed by **July 22, 2016** to: Marlene Reynolds (email) mreynolds@collegeofthedesert.edu (fax) 760-341-8678. Any resultant changes will be issued by the Purchasing Office in the form of an addendum to the RFP.

Changes to the Proposal:

Vendors should verify their proposals prior to submission to the District. No proposal can be corrected, altered, or signed after opening. The District will not be responsible for errors or omissions on the part of the vendor in making up its proposal. Once a proposal has been opened, it is subject to acceptance by the

District as submitted. No verbal changes to a proposal will be accepted.

If the vendor must take exception to any portion of this proposal or has suggestions on how to better serve the District, the vendor will provide suggestions and exceptions as an addendum to this RFP.

Withdrawal of Proposals:

Any responder may withdraw its proposal either by written or telegraphic request delivered to the DISTRICT prior to the scheduled closing time for receipt of proposals. In the event a responder submitting a proposal shall seek to withdraw its proposal, it shall be the sole and exclusive responsibility of the responder to notify the District of such withdrawal prior to the proposal closing date/time. Any written or telegraphic notice of withdrawal of a submitted proposal received after the scheduled closing time for receipt of proposals shall not be considered by the District or effective to withdraw such proposal.

Interpretation of Proposal Documents:

If any responder is in doubt as to the true meaning of any part of the specifications or other portions of the proposal documents; finds discrepancies, errors, or omissions therein; or finds variances in any of the proposal documents with applicable rules, regulations, ordinances and/or laws, a written request for an interpretation or correction thereof may be submitted to the Auxiliary. It is the sole responsibility of the Vendor to assure delivery of written questions or inquires. Written questions or inquiries should be faxed or emailed to the District's Purchasing Department to the attention of Marlene Reynolds at the following e-mail address: mreynolds@collegeofthedesert.edu or Fax to 760-341-8678. The person submitting the request will be responsible for its prompt delivery within the time limit written above. Failure to request interpretation or clarification of the specifications or other portions of the proposal documents shall be deemed a waiver to any discrepancy, defect, or conflict therein.

Any interpretation or correction of the contract documents shall be made only by written addendum duly issued by the Auxiliary. A copy of any such addendum will be emailed or faxed. No person is authorized to render an oral interpretation or correction of any portion of the contract documents to any responder, and no responder is authorized to rely on any such oral interpretation or correction.

District's Right to Modify Proposal Documents:

Prior to the public opening and reading of proposals, the Auxiliary expressly reserves the right to modify the work, the proposal documents, or any portion(s) thereof by the issuance of written addenda. In the event the Auxiliary shall modify any portion of the proposal documents pursuant to the foregoing, the proposal submitted by any responder shall be deemed to include any and all modifications reflected in any addenda issued.

Indemnification/Limitation of Liability:

The Vendor shall indemnify, hold harmless, and defend the Auxiliary, the Desert Community College District, its Board of Trustees, officers, employees, agents, and representatives from and against all claims, liability, loss, cost, and obligations on account of, or arising from, the acts or omissions of the Vendor, or of persons acting on behalf of the Vendor, however caused, in the performance of the services specified herein. Vendor hereby waives and releases the District and/or the Auxiliary from any claims Vendor may have at any time arising out of or relating in any way to this agreement, whether or not caused by the negligence or breach of the District and/or the Auxiliary, its employees, or agents, except to the extent caused by the District's and/or the Auxiliary's willful misconduct. Notwithstanding the foregoing, the parties agree that in no event shall the District or Auxiliary be liable for any loss of Vendor's business, revenues or profits, or special, consequential, incidental, indirect or punitive damages of any nature, even if the District and/or Auxiliary has been advised in advance of the possibility of such damages. This shall constitute the District's and/or the Auxiliary's sole liability to Vendor and Vendor's exclusive remedies against the District and/or Auxiliary.

Worker's Compensation Insurance:

Vendor agrees to comply fully with all provisions of all applicable workers' compensation insurance laws, and shall procure and maintain in full force and effect worker's compensation insurance covering its partners, employees and agents while said persons are performing services pursuant to this Agreement. In the event that an employee of Vendor performing this Agreement files a worker's compensation claim against the District, Vendor agrees to defend and hold the District harmless from such claim.

Public Information:

All materials received by the District in response to this Invitation for Proposals shall be made available to the public. If any part of a Vendor's materials is proprietary or confidential, the Vendor must identify and so state. Any Vendor information used to aid in proposal selection must not be restricted from the public.

Proposal Costs:

The District will not pay the Vendor or agents for any costs incurred by the Vendor in the preparation, presentation, demonstration or negotiation of this proposal.

Non-Assignability:

This Agreement is not assignable by the parties hereto without the express advance written consent of the other party..

Governing Law:

This agreement shall be deemed to have been executed and delivered within the State of California, and the rights and obligations of the parties hereunder, and any action arising from or relating to this agreement, shall be construed and enforced in accordance with, and governed by, the laws of the State of California or United States law, without giving effect to conflict of laws principles. Any action or proceeding arising out of or relating to this agreement shall be brought in the county of Riverside, State of California, and each party hereto irrevocably consents to such jurisdiction and venue, and waives any claim of inconvenient forum.

No Third Party Beneficiaries:

Nothing in this Agreement shall be construed to create any duty, standard of care, or liability to anyone other than the Parties to this Agreement. No one is an intended third-party beneficiary of this Agreement.

Attorneys' Fees and Costs:

If either party shall bring any action or proceeding against the other party arising from or relating to this agreement, each party shall bear its own attorneys' fees and costs, regardless of which party prevails.

HOLD HARMLESS AGREEMENT

The Vendor agrees to and does hereby indemnify and hold harmless the District, the Auxiliary, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, or any nature whatsoever, which may be incurred by reason of:

Liability for damages for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the Vendor or any person, firm or corporation employed by the Vendor upon or in connection with the work called for in this Agreement, except for liability resulting from the sole negligence, willful misconduct, or active negligence of the District and/or the Auxiliary, its officers, employees, agents or independent vendors who are directly employed by the District; and

Any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the Vendor, or any person, firm, or corporation employed by the Vendor, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation, including the District and/or Auxiliary, arising out of, or in any way connected with the work covered by this agreement, whether said injury or damage occurs either on or off District property, if the liability arose from the negligence or willful misconduct of anyone employed by the Vendor, either directly or by independent contract.

The Vendor, at his own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, the Auxiliary, its officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the District, the Auxiliary, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

SUBMITTED BY:

COMPANY _____

SIGNATURE _____

NAME _____

TITLE _____

DATE _____

In accordance with the Corporations Code of California, any contract entered into by any corporation with Desert Community College District shall be signed by two officers of the corporation: the president/CEO or any vice president AND the secretary or the treasurer/CFO or any assistant treasurer. If Vendor is a corporation, and signer is not an officer, attach certified copy of by-laws or resolution authorizing execution. If Vendor is a corporation, affix corporate seal. If signer is an agent, attach power of attorney. If Vendor is not an individual, list names of other persons authorized to bind the organization.

NONCOLLUSION AFFIDAVIT

STATE OF CALIFORNIA

County of _____, being first duly sworn, deposes and says that he/she is _____
of _____,
(Name of Vendor)

the party making the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Vendor has not directly or indirectly colluded, conspired, connived, or agreed with any Vendor or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the Vendor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Vendor or any other Vendor, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Vendor, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the Vendor has not, directly or indirectly, submitted his or her price or any breakdown thereof, or the contents thereof, or divulged information of date relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member of agent thereof to effectuate a collusive or sham proposal.

(Signature)

(Typed Name)

SUBSCRIBED BEFORE ME on this _____ day of _____, 20_____.

(Notary Public)

My Commission Expires:

(Expiration Date)

CERTIFICATE REGARDING WORKERS' COMPENSATION

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

1. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
2. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations, of ability to self-insure and to pay any compensation that may become due to employees.

I am aware of the provisions of Labor Code Section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provision before commencing the performance of the work of this contract.

Proper Name of Vendor

By: _____

PROPOSAL SIGNATURE FORM

Due Date: NO LATER THAN 2:00 P.M. ON July 28, 2016

The undersigned officer, having become familiar with the Request for Proposal, the specifications, the contract terms and conditions, the solicitation conditions, and the instructions for completing the Proposal form, hereby offers to provide the products and services described in the request for proposal for **Golf Driving Range Management Services**. Vendor proposes and agrees to provide the equipment, materials, services and related documentation required for the proposal described as, **“Golf Driving Range Management Services”**, in the amounts proposed in your response. A duly executed copy of the signature page of this proposal document must accompany your response.

Company Name _____

Authorized Signature _____

Name of Authorized Signer _____

Title _____

Address _____

City _____

Phone Number _____ Fax Number _____

Number of Addenda received, acknowledged and incorporated into this Proposal: _____