

ADVERTISEMENT FOR REQUEST FOR PROPOSAL  
COBB COUNTY PURCHASING DEPARTMENT

**BID OPENING DATE: NOVEMBER 19, 2009**

Sealed proposals from qualified contractors will be receive before 12:00 NOON, November 19, 2009, in the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008 for furnishing all labor. Materials, equipment, appliances, etc. pursuant to the plans, specifications, condition and addenda for:

**SEALED BID # 10 - 5457**  
REQUEST FOR PROPOSAL  
MANAGEMENT SERVICES FOR COBBLESTONE GOLF COURSE  
COBB COUNTY PARK RECREATION AND CULTURAL AFFAIRS DEPARTMENT

**No bids will be accepted after the 12:00 noon deadline.**

Proposals are opened at 2:00 p.m. at Cobb County Purchasing Department, 1772 County Services Parkway, 2nd Floor, Bid/Meeting Room, Marietta, GA 30008.

Proposals must be accompanied by bid security in the amount not less \$15,000.00. Performance Bond, in the amount of \$15,000.00 will be required of the successful bidder. Bonds must be written by a surety company licensed to do business in the State of Georgia, have a "Best's" rating of "A" or better, appear on the current U.S. Treasury Department list of sureties that are acceptable on bonds for the federal government (circular 570), and have recommended bonds limits equal to or in excess of those required for this project; otherwise acceptable to the owner.

No proposal may be withdrawn for a period of one hundred twenty (120) days after date of bid opening, unless otherwise specified in the bid documents. Cobb County will consider the competency and responsibility of bidders in making the award. Cobb County reserves the right to reject any and all proposals, to waive informalities and technicalities, to reject portions of the proposals, and to award contracts in a manner consistent with the County and the laws governing the State of Georgia.

This solicitation and any addenda are available for download in PDF format on the Cobb County purchasing website. [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov)

To request a copy of the proposal documents, **FAX** the following information to the Purchasing Department @ 770-528-1154 or **e-mail** requests to [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org):

.  
Company name, contact name, company address, phone number and fax number.

Please reference the proposal number and the title of the proposal in the request

Advertise: November 6, 13, 2009



SUBMIT BID/PROPOSAL TO:  
**COBB COUNTY PURCHASING DEPARTMENT**  
**1772 COUNTY SERVICES PARKWAY**  
**MARIETTA, GA 30008-4012**

**BID/PROJECT NUMBER: 10-5457**

**REQUEST FOR PROPOSAL**  
**MANAGEMENT SERVICES FOR COBBLESTONE GOLF COURSE**  
**COBB COUNTY PARKS RECREATION AND CULTURAL AFFAIRS DEPARTMENT**

**DELIVERY DEADLINE: NOVEMBER 19, 2009 BEFORE 12:00 (NOON) EST**  
***(NO BIDS/PROPOSALS WILL BE ACCEPTED AFTER THIS DEADLINE).***

OPENING DATE: NOVEMBER 19, 2009 @ 2:00 P.M. IN THE PURCHASING DEPARTMENT BID ROOM.

BUSINESS NAME AND ADDRESS INFORMATION:

**COMPANY NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

NAME AND OFFICIAL TITLE OF OFFICER GUARANTEEING THIS QUOTATION:

\_\_\_\_\_  
(PLEASE PRINT/TYPE) NAME

\_\_\_\_\_  
TITLE

SIGNATURE OF OFFICER ABOVE: \_\_\_\_\_  
(SIGNATURE)

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

BIDDER WILL INDICATE TIME PAYMENT DISCOUNT: \_\_\_\_\_

BIDDER SHALL INDICATE MAXIMUM DELIVERY DATE: \_\_\_\_\_

BIDS RECEIVED AFTER THE DATE AND TIME INDICATED WILL NOT BE CONSIDERED. COBB COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, TO WAIVE INFORMALITIES, TO REJECT PORTIONS OF THE BID, TO WAIVE TECHNICALITIES AND TO AWARD CONTRACTS IN A MANNER CONSISTENT WITH THE COUNTY AND THE LAWS GOVERNING THE STATE OF GEORGIA.

THE ENCLOSED (OR ATTACHED) BID IS IN RESPONSE TO INVITATION NUMBER 10-5457; IS A FIRM OFFER, AS DEFINED BY SECTION O.C.G.A. (S) 11-2-205 OF THE CODE OF GEORGIA (GEORGIA LAWS 1962 PAGES 156-178), BY THE UNDERSIGNED BIDDER. THIS OFFER SHALL REMAIN OPEN FOR ACCEPTANCE FOR A PERIOD OF 120 CALENDAR DAYS FROM THE BID OPENING DATE, AS SET FORTH IN THIS INVITATION TO BID UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS.

**NOTICE TO BIDDERS - - BID QUOTES MUST INCLUDE INSIDE DELIVERY CHARGES**

ADVERTISE DATES: NOVEMBER 6, 13, 2009

## BIDDING INSTRUCTIONS – TERMS AND CONDITIONS

### 1. PREPARATION OF BID:

- (A) Bidders are expected to examine the drawings, specifications, schedules, and all instructions. Failure to do so will be at the bidder's risk.
- (B) Each bidder shall furnish the information required by the bid form. The bidder shall sign and print or type his/her name where designated. The person signing the bid must initial erasures or other changes.
- (C) Unit price for each quotation shall be shown and such price shall include packing unless otherwise specified, along with a total and grand total where applicable. In case of discrepancy between a unit price and extended price, the unit price will be presumed correct.
- (D) Where not otherwise specified, bidders must definitely state DATE OF DELIVERY.

### 2. EXPLANATION TO BIDDERS:

Any explanation desired by a bidder regarding the meaning or interpretation of Invitation to Bids, Request for Proposals or Qualifications, drawings, specifications, etc., must be in writing. All questions must be received within seven (7) business days prior to the bid opening date for a response to be generated by the County to all bidders in the form of an addendum. If any statement in the bidding documents, specifications, etc., appears ambiguous to the bidder, the bidder is specifically instructed to make a written request to the Purchasing Department, unless otherwise outlined in the specifications. Any information given to a prospective bidder concerning an Invitation for Bid will be furnished to all prospective bidders, as an addendum to the invitation, if such information is necessary to bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed bidders. Receipt of the addendum by a bidder must be acknowledged on the bid or by letter received before the date and time specified for the bid opening. **ORAL EXPLANATION OR INSTRUCTIONS GIVEN BEFORE THE AWARD OF THE CONTRACT WILL NOT BE BINDING.**

### 3. SUBMISSION OF BIDS: FACSIMILE BIDS WILL NOT BE CONSIDERED.

- (A) Any Bid Package and modifications thereof shall be enclosed in a sealed envelope, addressed to the office specified in the Invitation to Bid, with the name and address of the bidder, the date and hour of bid opening, and name of bid. A bid reply label will be included in most bid packages stating the above referenced information. Any bid package NOT having bid information on outside of package could be opened as regular mail, and bid could be disqualified.
- (B) Samples of items, when required, must be submitted within the time specified, unless otherwise specified by the County, and at no expense to the County
- (C) An item offered must at least meet specifications called for and must be of quality which will adequately service the purpose and use for which it was intended.
- (D) Full identification of each item bid upon, including brand name, make, model, and catalog number, must be furnished according to the bid specifications if requested to identify exactly what the bidder is proposing. Supporting literature may be furnished to further substantiate the proposal.
- (E) The bidder represents that the article(s) to be furnished under this Invitation to Bid is (are) new and that the quality has not deteriorated so as to impair its usefulness.
- (F) Bids cannot be withdrawn or corrected after the bid opening (except reductions or changes by the successful bidder which would be beneficial or advantageous to the County). The County as deemed necessary may reject changes.
- (G) Cobb County is exempt from Federal Excise Tax and Georgia Sales Tax.
- (H) Cobb County does not accept conditional bids.

### 4. DEFAULT:

The Award as a result of bids received under this invitation may be in part based on the delivery factor. Accordingly, should delivery fail to be performed within the time specified by the bidder, the bid may then be declared in default of the contract. In such event, the County may then proceed to purchase in the open market the items from another source.

### 5. F.O.B. POINT:

Unless otherwise stated in the Invitation to Bid and any resulting contract, all articles will be F.O.B. Destination. This means delivered, unloaded, and placed in the designated place.

### 6. AWARD OF CONTRACT:

The Contract will be awarded to the responsible bidder whose bid will be the most advantageous to the County, price, and other factors considered. The County will make the determination. The County reserves the right at any time to reject any and all bids, to waive informalities and technicalities, to award portions of the bid, and to award contracts consistent with the County and the laws governing the State of Georgia. Normal payment terms are net thirty (30) days after receipt of invoice by the Finance Department.



**COBB COUNTY**  
PURCHASING DEPARTMENT  
1772 County Services Parkway  
Marietta, Georgia 30008-4012  
(770) 528-8400/FAX (770) 528-1154  
www.cobbcounty.org

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## **IMPORTANT NOTICE – PLEASE READ CAREFULLY!!**

All vendors are required to submit the ORIGINAL AND AT LEAST one (1) duplicated copy of any bid submitted to Cobb County. Please refer to your bid specifications to determine if more than one (1) copy is required. Non-submission of a duplicate copy may disqualify your bid/proposal.

A “**SEALED BID LABEL**” has been enclosed to affix to your bid. This label ***MUST*** be affixed to the outside of the envelope or package, **even if it is a “NO BID” response**. Failure to attach the label may result in your bid being opened in error or not being routed to the proper location for consideration. No bid will be accepted after the date and time specified. **IT IS THE VENDOR’S RESPONSIBILITY TO ENSURE THAT EACH BID HAS BEEN RECEIVED IN A TIMELY MANNER.**

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### **BIDS MUST BE RECEIVED BEFORE 12:00 (NOON) ON BID OPENING DAY**

Bids must be received at the Cobb County Purchasing Department. **Any bids received later than 12:00 (noon) will not be accepted.** The County accepts no responsibility for delays in the mail. Bids are to be mailed or hand delivered to:

COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008-4012

*Bids will be opened at 2:00 P.M. in the Cobb County Purchasing Department, 1772 County Services Parkway, 2<sup>nd</sup> Floor, Conference/Bid Room, Marietta, GA 30008.*

Thank you in advance for your cooperation.

## SEALED BID LABEL

### **SEALED BID ENCLOSED**

DELIVER TO:  
COBB COUNTY PURCHASING  
1772 County Services Parkway  
Marietta, GA 30008-4012

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**SEALED BID #10-5457 DATE: November 19, 2009**

**BIDS MUST BE RECEIVED BEFORE 12:00 NOON**

**DESCRIPTION: Request for Proposal  
Management Services for Cobblestone Golf Course**

**PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE**



*Cobb County...Expect the Best!*

## **REQUEST FOR PROPOSAL**

**SEALED BID # 10 – 5457  
MANAGEMENT SERVICES FOR COBBLESTONE GOLF COURSE  
COBB COUNTY PARKS RECREATION AND CULTURAL AFFAIRS DEPARTMENT**

**BID OPENING DATE: NOVEMBER 19, 2009**

BIDS ARE RECEIVED IN THE  
COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GEORGIA 30008  
**BEFORE 12:00 (NOON) BY THE BID OPENING DATE**

BIDS WILL BE OPENED IN THE COBB COUNTY PURCHASING DEPARTMENT  
**BID/MEETING ROOM AT 2:00 P.M.**

**VENDORS ARE REQUIRED TO SUBMIT THE ORIGINAL AND 10 COPIES OF BID  
(UNLESS OTHERWISE SPECIFIED IN BID SPECIFICATIONS)**

**N.I.G.P. COMMODITY CODE: 95800**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL \_\_\_\_\_

**NOTE: The Cobb County Purchasing Department will not be responsible for the accuracy or completeness of the content of any Cobb County Invitation to Bid or Request for Proposal or subsequent addenda thereto received from a source other than the Cobb County Purchasing Department.**



*Cobb County...Expect the Best!*

**"STATEMENT OF NO BID"**

COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008

TO ALL PROSPECTIVE BIDDERS:

Because of the many requests to be placed on our vendors' list, we are continuously updating the list. While we want to include all bona fide vendors, we do not want to mail bids to those vendors who may no longer be interested in participating in our bidding process.

If you do not choose to respond to the attached Invitation to Bid/Request for Proposal, please fill out the form below indicating whether or not you want to be retained on our current vendor list.

Vendors who do not respond in any way (by either submitting a bid or by returning this form) over a period of one year may be removed from the current vendor list.

**Vendors who do not wish to bid often return the entire bid package, sometimes at considerable postage expense. Returning the entire bid package is not necessary. Simply return this form.**

Thank you for your cooperation.  
Cobb County Purchasing Department

**"STATEMENT OF NO BID"  
SEALED BID NUMBER 10-5457  
REQUEST FOR PROPOSAL**

**MANAGEMENT SERVICES FOR COBBLESTONE GOLF COURSE**

If you do not wish to respond to the attached Invitation to Bid/Request for Proposal, please complete this form and mail/fax to: **Cobb County Purchasing Department, Attention: Sealed Bid Department, 1772 County Services Parkway, Marietta, GA. Fax # 770-528-1154**

I do not wish to submit a bid/proposal on this solicitation.

**I wish to be retained on the vendor list for this commodity or service: Yes\_\_\_\_\_ No \_\_\_\_\_**

Please PRINT the following:

\_\_\_\_\_  
Company

\_\_\_\_\_  
Representative

You are invited to list reasons for your decision not to bid: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**PART A  
GENERAL INFORMATION**

A. Purpose

The purpose of this Request for Proposal (RFP) is to seek private sector interest in a management agreement for the operation, management, and maintenance of Cobblestone Golf Course.

B. Background

Cobb County, Georgia, is the owner of Cobblestone Golf Course. The facility encompasses the 18-hole golf course, practice putting green, driving range, clubhouse/pro-shop, parking lot, maintenance service facility, and golf cart storage area. The course was constructed with revenue bonds and must generate revenue sufficient to retire the bond debt and support the course operation.

The County has, for the past five years, operated the course under a management agreement with Affiniti Golf Partners, Inc. (“AGP”). This agreement with Affiniti Golf Partners, Inc. provided the management and daily operational services including hiring and supervision of all staff; prepared the annual business plan and budget; supervised all course repairs and improvements; supervised maintenance and repair of all equipment; operated the food and beverage area; and purchased and owned all stock in the pro shop. The County maintained overall control of the operation taking in all funds; making all purchases through the County purchasing system; (with the exception of the pro shop merchandise); paying all bills; making debt service payments; producing monthly financial statements; setting fees; and owning all assets including maintenance equipment. Affiniti Golf Partners, Inc. was paid an annual management fee with performance incentives and reimbursed for all payroll costs.

The proposed management agreement solicited by this request will be for complete services performed by the golf management company. Cobb County would require continued review and approval of all fees and retirement of bond indebtedness. All other operational, repair and improvement decisions and costs would be the responsibility of the management company. The County will oversee the management agreement but will have no direct involvement in expending funds for the day-to-day operation of the course.

C. Funding

The Golf Course is structured as an enterprise fund. No taxpayer dollars are used in the operation. The successful offeror will assume total responsibility for the operation of the course and all revenues generated will be used solely for the continued operation of the course, i.e., retirement of bond debt, operation and maintenance, capital improvements, management fees, etc.

D. Capital Improvements

Within 180 days of award of the management agreement, the contractor will submit to the Director of Parks, Recreation and Cultural Affairs Department, a list of proposed capital improvement projects for the golf course. This list will include, at a minimum, estimated costs; construction time; and rationale for the improvements. The Board of Commissioners will be the final approval authority for any proposed capital improvement projects.

E. Five Year Business Plan

The successful management firm will be required to submit a five year business plan for operation and maintenance of the course including, but not limited to, projected rounds of play, fee structure, projected revenues, projected operational costs, staffing costs, anticipated capital improvements (paragraph D above), equipment costs, and marketing plan. The successful firm will generally assume the current days and hours of operation.

F. Term of Agreement

The County intends to award an agreement in which fifty (50) percent of the compensation for each annual period is based upon a periodic fixed fee. Pursuant to O.C.G.A 36-60-13, Cobb County shall enter into an agreement with the management company for a period of thirty-six (36) months with two additional one-year options. However, notwithstanding the foregoing, this management agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year in which it is executed and at the end of the succeeding calendar year in which it may be renewed. This agreement shall renew automatically unless the County provides at least thirty (30) days written prior notice to the company of its intent to terminate such agreement prior to the close of the calendar year. Additionally, this agreement will terminate immediately and absolutely at such time appropriated or otherwise unobligated funds are no longer available to satisfy the obligations of the County under the agreement.

G. Scope of Management Services

The successful proposer shall operate and keep the golf course open to the public on a daily basis. The successful proposer will be required to provide a level of operation and service at least equal to the current standards of the golf course. The successful proposer must have programs that serve juniors, seniors, the economically disadvantaged, and the disabled. The golf course shall

be operated as a public facility and in a non-discriminatory manner. The participants agree to abide by the terms of Executive order 11246 on non-discrimination and will not discriminate against any person because of race, color, religion, sex or national origin. The participants will take affirmative action to ensure that applicants are employed without regard to their race, color, religion, sex or national origin. No member or delegate to Congress, or resident Commissioner, shall be admitted to any share or part of any agreement resulting from this RFP, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to any resulting agreement if made with a corporation for its general benefit.

Under the terms and conditions of a management agreement, the selected proposer shall be responsible for overall coordination of all golf course management and operations, including: starter service, golf pro shop, food and beverage service, grounds and landscape maintenance, maintenance to all buildings and structures, maintenance of any County-owned equipment, capital improvements, and payment of all taxes and utilities.

Interested and experienced, qualified firms who have demonstrated success in the provision of similar services at comparable facilities are invited to submit proposals.

#### H. Fee Schedule

Proposers are advised that the County presently employs a green-fee schedule for the golf course as specified on **Attachment A**. These schedules are regularly reviewed for modification and/or increase. The County, throughout the term of the agreement, reserves the exclusive right to establish/approve all fees. Recommended changes to the current fee schedule must be submitted with the proposer's business plan.

#### I. Reports

The successful offeror will be required to submit to the County Weekly Income Summary Reports, in the same format and with all of the relevant information, **Attachment B**, at the end of each week. Monthly reports, indicating all expenses and revenues will be submitted within ten (10) days after the end of each operating month.

#### J. Security Deposit

The successful proposer will be required to submit a Performance Bond to serve as security for faithful performance under the terms of the agreement. The amount of said bond shall be the sum of \$15,000.00, and is due upon commencement of the term of the agreement.

K. Operation

The successful proposer shall operate and maintain the golf course as specified in the agreement. The successful proposer will be required to provide a maximum level of operation normally associated with golf courses of the same caliber as Cobblestone.

L. Request for Proposals

The County, at its' sole discretion, may reject any or all proposals submitted in response to this RFP. The County shall not be liable for any costs incurred in connection with the preparation and submission of any proposal.

In the event the County accepts a proposal, a management agreement may be awarded to the proposer who has submitted the proposal deemed to be in the best interest of the County. Selection of the highest rated proposal will be made on the basis of the criteria set forth in this RFP. The County reserves the right to negotiate the final terms of the agreement with one or more of the highest rated, responsive proposers.

Subsequent to the advertisement and solicitation of proposals by the County, proposals shall be received and evaluated by the County. Thereafter, a management agreement may be recommended to the County's Board of Commissioners for approval.

M. Questions

Questions should be submitted, **IN WRITING** to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008 or **FAXED** to 770-528-1154 or email: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org) **no later than Tuesday, November 10, 2008 at 5:00 p.m.** to allow for responses and distribution of responses to all interested parties.

N. Notice to Proposers Regarding the Open Records Act

Documents submitted in response to this RFP are subject to public disclosures as required by the Open Records Act. Specifically, responses to this RFP become the exclusive property of Cobb County. At such time as a recommendation for approval of an agreement is submitted to the Board of Commissioners, and such recommendation appears on the Board's Agenda, all proposals submitted in response to this RFP become a matter of public record and shall be regarded as public record. The County shall not in any way be liable or responsible for the disclosure of any such records.

O. Proposal Documents

The following documents are available for public inspection, in the offices of the County's Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008. Call 770-528-8400 to schedule an appointment to review pertinent documents.

1. Request for Proposals package
2. Current Management Agreement

BY APPOINTMENT ONLY

**The Request for Proposal package for this solicitation and any addenda are available for download in PDF format on the Cobb County purchasing website. [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov)**

P. Representations

1. The County will not be bound by any representations that are not set forth in the final management agreement.
2. The proposer is responsible for making all necessary investigations and examinations of documents, operations and the premises affecting performance. Failure to do so will not act to relieve any condition of the management agreement or the above documents. It is mutually agreed that the submission of a proposal shall be considered conclusive evidence that the proposer has made such investigations and examinations.
3. Any reasonable inquiry to determine the responsibility of a proposer may be conducted. The submission of a proposal shall constitute permission by the proposer for the County to verify all information contained therein. If the County deems it necessary, additional information may be requested from the proposer. The unreasonable failure of a proposer to promptly supply information in connection with such inquiry, including but not limited to: information regarding past performance, financial stability, and ability to perform on schedule, may be grounds for a determination that a proposer is non-responsive and disqualification from further consideration.
4. The proposer may withdraw its proposal at any time prior to the date and time set forth herein as the deadline for receipt of proposals, upon written request for same to the County. All proposals shall be firm offers and may not be withdrawn for a period of one hundred twenty (120) days following the date set to receive proposals.
5. The County may extend the deadline for receipt of proposals for such period of time as deemed in the best interest of the County.

- Q. Owner will provide all maintenance equipment necessary for the upkeep of the course current equipment list **Attachment C** provided. Proposer is responsible for performing all repair and preventative maintenance on this equipment to insure that it is in good working order. All requests for new and/or additional equipment must have prior approval by the owner.

**PART B  
INSTRUCTIONS TO PROPOSERS**

**A. PROPOSALS DEEMED RESPONSIVE TO THIS RFP**

A proposer's response to this RFP must be made according to the specifications set forth in this section both for content and sequence. Any proposal failing to comply with these instructions to Proposers and deemed to be non-responsive shall be subject to rejection by the County.

**B. MINIMUM QUALIFICATIONS**

To be considered qualified for consideration in the award of the management agreement for Cobblestone Golf Course, a proposer must:

1. Have a minimum of five (5) continuous years of experience within the last ten (10) years in total management and operation of a golf course facility to include golf pro shop operations, driving range, merchandise sales, golf car operations, course maintenance, and clubhouse operations, including food and beverage.
2. Possess a competent record of employment or history of contract service to public agency in the operation of a similar golf facility as verified and supported by references, letters, and other necessary evidence from all employers and/or public agencies.
3. In the event a corporation is proposing to operate the golf course, said corporation must verify that the person(s) employed as "Key Individuals" of the operation shall meet the above listed requirements. Key Individuals are the President and Chief Executive Officer; the Comptroller; and the Grounds Superintendent. In the event of termination of employment with the corporation of any of the Key Individuals for any reason other than death, Cobb County shall have the right to terminate any agreement upon sixty (60) days written notice unless the County agrees to the Key Individual's subsequent replacement in writing.

**C. REQUIRED FORMS AND DOCUMENTS**

In order to be deemed fully responsive to this RFP, a proposer must complete and submit the following forms and documents as part of its proposal. A copy of items (1) through (8) are provided herewith for use by the proposer.

1. Proposal Form
2. Statement of Personal History
3. Affidavit to Accompany Proposals
4. Proposer's Equal Employment Opportunity (EEO) Certification
5. Authorization to Release Information
6. Proposer's Employee Benefits Survey Form
7. Bid Bond
8. Bid Schedule

Proposers must present satisfactory evidence to the County indicative of their ability to, operate and maintain the golf course. To this end, each proposer must attach the following information to their proposal:

1. Financial Statement: a full and detailed presentation of the true condition, as of September 30, 2009, or more recently if available, of the proposer's assets, liabilities, and net worth. The report must include a balance sheet and income statement. If the proposer is a partnership or joint venture, individual financial statements must be submitted for each general partner or joint venture thereof. In the event funds are to be borrowed to finance any portion of the operation, a letter-of-intent from the bank or other lending agency must be attached, indicating the minimum amount which will be loaned and any applicable percentage rate. The letter-of-intent may contain the qualification that the loan will only be consummated upon award of an agreement with the County.
2. General Business Statement: A statement of all the important activities of the proposer's business. This statement should emphasize proposer's experience in the management and operation of golf facilities and services similar to those specified. In the event that the proposer has provided such golf services on a contractual basis to a public agency or to a private entity, the proposer shall submit the name, address, and telephone number of such clientele, and a brief description of the services provided and other pertinent data. In addition, the proposer must identify any contracts that, within the last five (5) years, have been canceled or not renewed.
3. Five Year Business Plan: A copy of a five (5) year business plan from a current or previous employer.
4. Business References: A minimum of five (5) 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.
5. Personal References: A minimum of five (5) personal references giving names, addresses, and telephone numbers in each instance.
6. Financial References: A minimum of five (5) financial references giving names, addresses, and telephone numbers in each instance. It is required that at least two of the five references must be banks or savings and loan institutions; and the type of relationship shall also be indicated, for example: checking accounts, savings accounts, real estate loans or construction loans.
7. Cash Flow Analysis and Pro Forma, Five (5) Year Business Plan: An analysis of the proposer's evaluation of the projected ability of the golf course to provide sufficient revenue to cover operating expenses, service any debt, and provide a fair return. The analysis shall reflect the first five

(5) years of operation and indicate the estimated annual revenue and operating expense figures.

The Pro Forma shall include:

- a. A list of all revenue producing operations indicating for each the anticipated annual gross receipts.
- b. A complete breakdown of anticipated operating expenses.
- c. A list of all anticipated funding sources for your proposal.
- d. Detailed marketing strategies.

Revenue/Expense History for Cobblestone Golf Course over the last five (5) years is as Follows (also see **Attachment F**)

<u>YEAR</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>ROUNDS</u>
2004	\$1,922,208	\$1,688,247	36,207
2005	\$1,955,870	\$1,904,107	40,167
2006	\$2,164,264	\$1,830,831	47,715
2007	\$2,164,733	\$1,798,279	47,131
2008	\$2,078,622	\$1,952,870	46,721

8. Amortization schedule: **Attachment D**

NOTE: Years are Fiscal Years, which begin on October 1<sup>st</sup> and end on September 30<sup>th</sup>.

9. Proof of Insurability: **Attachment E**

10. Service Program: A comprehensive narrative description of all services, programs, and activities contemplated. The Service Program shall include a sample yearly calendar of events.

11. Proposed Price List: A list of any and all prices, fees and charges for all contemplated goods, services and/or merchandise to be sold or provided, including green fees, if increases are projected.

12. Proposed Cobblestone Policies & Procedures Manual: A manual stating the policies and procedures to be followed in the operation and management of the golf course. As a minimum, this manual must include the policies and procedures to cover the following areas: (1) Resolving complaints; (2) General Information about the course; (3) Operational Goals; (4) Golf Play, i.e. Cobblestone Play Card; use of the pavilion; purchasing; vouchers (receipts); (5) Golf Shop Operation i.e., credit cards, checks, starting times, telephone procedures, lost and found procedures; (6) General golf shop rules, and any other policies and procedures normally found in the operation and management of a golf course.

13. Proposed Employee Handbook: A handbook stating the policies and procedures to be followed by employees. As a minimum, this handbook must include information to the employee(s) concerning behavior, work hours, general rules,

performance reports, and all other policies and procedures normally associated with employees who work on a golf course.

14. Service Program

- a. The nature and extent of the golf programs and related services to be offered to the public.
- b. The nature and extent of golf course, building and facility maintenance.
- c. The nature and extent to which the proposer intends to maximize public use of the premises and facilities thereon.

15. Program Concepts and Approach

Demonstration of the proposer's understanding of the Cobblestone Golf Course operation, as impacted by the surrounding residential communities and the local political environment.

D. PREPARATION OF PROPOSALS

1. The proposal must be submitted, typewritten on 8 1/2" x 11" white paper and must be securely bound.
2. Material and data not specifically requested for consideration, but which the proposer wishes to submit, may appear only in an "Additional Data" section. This has specific reference to the following types of data:
  - a. Standard sales brochures and pictures
  - b. Promotional material with minimal technical content
  - c. Generalized narrative of supplementary information
  - d. Supplementary graphic materials
3. If the proposal is made by an individual, it shall be signed with the full name of the proposer, and his/her address shall be given. If it is made by a partnership, it shall be signed with the partnership name and by an authorized general partner and the full name and address of each general partner shall be given. If it is made by a joint venture, it shall be signed with the full name and address of each member thereof. If it is made by a corporation, it shall be signed by the president and secretary in the corporate name and the corporate seal shall be affixed in the place provided.
4. If the proposal is submitted by a partnership or joint venture, the Statement of Personal History attached to the Proposal Form must be completed by each general partner or member of the joint venture thereof. If the proposal is submitted by a corporation, the Statement must be completed by the principal officers of said corporation.
5. More than one proposal from an individual, firm partnership, corporation, joint venture, or association under the same or different names will not be considered.

6. No telegraphic or telephonic proposal, or modification to a proposal, will be accepted by the County.

E. SUBMISSION OF PROPOSALS

1. The original and ten (10) additional copies must be submitted in a sealed envelope, plainly marked with the name, address and telephone number of the proposer and bearing the words: (use enclosed mailing label)

***“Proposal for a Management Agreement for Cobblestone Golf Course”***

2. The proposal must be delivered to the location indicated below:

Cobb County Purchasing Department  
1772 County Services Parkway  
Marietta, Georgia 30008

3. All proposals must be received before **12:00 noon on November 19, 2009.**

F. PROPOSERS PRESENTATION

Proposals will be reviewed by an Evaluation Committee comprised of County personnel. The Committee will submit a list of the top three respondents to the Cobb County Recreation Board for their review. The top three respondents will make verbal presentations, fifteen minutes in length to the Cobb County Recreation Board at a date to be determined.

**THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE INFORMALITIES, AND TO RE-ADVERTISE.**

**PART C  
EVALUATION CRITERIA  
AND SELECTION PROCESS**

**A. SELECTION PROCESS**

The evaluation of the proposals will be conducted by an Evaluation Committee selected by the County. In connection with its evaluation, the County may, at its option, invite one or more of the proposers to make an oral presentation to the Evaluation Committee and/or the Cobb County Recreation Board. During these presentations, proposers will be allowed to present such evidence as may be appropriate in order that the Committee can correctly analyze all materials and documentation submitted as part of the proposals.

**B. EVALUATION CRITERIA**

The evaluation by any Selection Committee will be based on the criteria listed below.

- a. Staffing – Evaluation of the list of personnel specifically assigned to the proposed project, including their qualifications, overall experience on projects of similar nature and complexity to the proposed project
- b. Experience/Performance – Review of past performance on Cobb County projects or other projects similar nature and complexity as the proposed project; evaluation of client references whether included in the proposal response or not; overall responsiveness to County’s needs
- c. Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required information of the request for proposals
- d. Availability – Evaluation of the work load of the proposing firm and the staffing to be assigned to the proposed project; time schedule of the proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the County
- e. Financial Stability – Evaluation of the overall financial position of the firm as determined from financial information required by the Request for Proposal or Qualifications or from other independent sources
- f. Cost – Evaluation of the overall cost of the required services as submitted in the Request for Proposal

No contact will be permitted with the Evaluation Committee members during the evaluation period.

C. APPROVAL OF CONTRACT

Subsequent to the evaluation process, a recommendation will be presented to the Cobb County Recreation Board for its approval of a management agreement. Such recommendation shall be presented at a regular meeting of the Cobb County Board of Commissioners and, as such, is subject to public review and comment.

**PART D  
PROPOSAL DOCUMENTS  
PROPOSAL FORM**

\_\_\_\_\_  
Name of Proposer

PROPOSAL FOR THE MANAGEMENT AND  
OPERATION OF COBBLESTONE GOLF COURSE

I propose to provide the required golf course management and operational services as described in the RFP.

In addition to the services required in the RFP, I propose to offer the following additional services to the public:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the Current Management Agreement and the related information in this RFP. I am: (1) personally familiar with the premises of Cobblestone Golf Course; (2) acquainted with the privileges to be granted thereon; and (3) familiar with the terms and conditions contained in the current management agreement and I/WE meet the qualifications for submitting a proposal.

I have enclosed a Bid Bond in the amount of **FIFTEEN THOUSAND DOLLARS** (\$15,000.00), payable to Cobb County, Georgia, as a guarantee that I will enter into an agreement in the event my proposal is accepted.

The undersigned hereby respectfully submits this proposal, including all required documents and statements.

\_\_\_\_\_  
**Name of Firm**

\_\_\_\_\_  
Indicate the type of business entity on the line above, i.e., corporation, individual, partnership, joint venture

\_\_\_\_\_  
Indicate your position, title and/or function

**STATEMENT OF PERSONAL HISTORY**

1. LEGAL NAME: \_\_\_\_\_

d.b.a. (if any): \_\_\_\_\_

2. RESIDENCE ADDRESS: \_\_\_\_\_

3. BUSINESS ADDRESS: \_\_\_\_\_

4. TELEPHONE: Residence (\_\_\_\_)\_\_\_\_\_ Business (\_\_\_\_)\_\_\_\_\_

5. SOCIAL SECURITY NUMBER: \_\_\_\_\_

6. Have you ever filed for bankruptcy or been declared bankrupt?

Yes\_\_\_\_\_ No\_\_\_\_\_

Have you ever been fired or asked to resign?

Yes\_\_\_\_\_ No\_\_\_\_\_

Have you, as an adult, ever been convicted, fined, placed on probation, given a suspended sentence in any court, or had any convictions expunged under the Penal Code?

Yes\_\_\_\_\_ No\_\_\_\_\_

Have you, or any principal, ever had a bond or surety canceled or forfeited?

Yes\_\_\_\_\_ No\_\_\_\_\_

NOTE: If you answered "YES" to any questions in Section 6, pertinent details must be provided on an additional sheet. Failure to do so may result in the possible disqualification of your proposal.

I hereby certify that all statements made on or in connection with this Statement of Personal History are true to the best of my knowledge and belief, and I understand and agree that any misstatement or omission of material fact may cause forfeiture on my part of all rights to the proposed agreement to be awarded by Cobb County.

**AFFIDAVIT TO ACCOMPANY PROPOSALS (PAGE 1 OF 2)**

State of Georgia  
County of Cobb

\_\_\_\_\_; being first duly sworn, deposes

and states that he/she is \_\_\_\_\_  
(insert "sole owner", "partner", "president", "secretary", or other proper title)

of \_\_\_\_\_  
(Company)

who submits herewith to Cobb County, Georgia the attached proposal;

Affiant deposed and states: that the proposal is genuine; that the proposal is not a sham or collusive; that all statements of fact therein are true; that such proposal was not made in the interest of or on behalf of any person, partnership, company, association, organization not therein named or disclosed.

Affiant deposes and states: that the proposer has not directly or indirectly be agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of Cobb County, Georgia, or of any other proposer, or anyone else interested in the proposed agreement; that the proposer has not in any manner sought by collusion to secure to himself, itself or themselves, an advantage over any other proposer.

Affiant further deposes and states:

- a) That none of our employees are employees of Cobb County, Georgia, or employees of public agencies for which the Board of Commissioners is the governing body;
- b) That no County employee or employees of public agencies for which the Board of Commissioners is the governing body serve as officers, principals, partners or major shareholders of this proposer.
- c) That we are not former County employees who have been employed by Cobb County, Georgia in the twelve months immediately preceding the date of this affidavit in positions of substantial responsibility in the area of service to be provided by the proposed agreement, and that no such employees have taken part in the development of said proposed agreement or its service specifications;
- d) That no person who has been employed by the County within the twelve months immediately preceding this affidavit serve as an officer, principal, partner, or major shareholder of this proposer.

I understand and agree that any falsification in this affidavit will be grounds for rejection of this proposal or cancellation of any agreement awarded pursuant to this proposal.

I certify under penalty of perjury under the laws of the State of Georgia that the foregoing is correct and true.

**WARNING**

PROPOSALS WILL NOT BE CONSIDERED UNLESS THE AFFIDAVIT HEREON IS FULLY EXECUTED.

Sworn to and subscribed before me

\_\_\_\_\_

Title

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_

**PROPOSER'S  
EQUAL EMPLOYMENT OPPORTUNITY (EEO)  
CERTIFICATION**

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Proposer's/Offeror's Name

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Address

---

Internal Revenue Service Employer Identification Number

**GENERAL**

In accordance with Executive order 11246, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act (ADA) of 1990, as amended; and the Title VI and VII of the Civil Rights Act of 1964, as amended; the proposer, contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, creed, color, national origin, political affiliation, marital status, age, disability, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of Georgia.

**PROPOSER'S/OFFEROR'S CERTIFICATION**

1. The proposer had a written policy statement prohibiting discrimination in all phases of employment. ( ) Yes ( ) No
2. The proposer periodically conducts a self analysis or utilization analysis of its work force. ( ) Yes ( ) No
3. The proposer has a system for determining if its employment practices are discriminatory against protected groups. ( ) Yes ( ) No
4. Where problem areas are identified in employment practices, the proposer has a system for taking reasonable corrective action to include establishment of goals and timetables. ( ) Yes ( ) No

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Name and Title of Signer (Please Print or Type)

Date \_\_\_\_\_ Signature \_\_\_\_\_

**COBB COUNTY  
PARKS, RECREATION AND CULTURAL AFFAIRS DEPARTMENT  
AUTHORIZATION TO RELEASE INFORMATION**

I hereby authorize the release of all financial and credit information and/or verification of employment to the Cobb County, Georgia, Parks, Recreation and Cultural Affairs Department, or its' authorized representatives, as said items relate to my interest in securing an agreement with the County. This form may be reproduced or photocopied to be utilized as my consent to release financial and credit information or equipment verification.

\_\_\_\_\_  
Print Name Here

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Institution

Applicable Account(s)  
(number and type)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Financial Institution

Applicable Account(s)  
(number and type)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSER'S EMPLOYEE BENEFITS  
SURVEY FORM**

**INSTRUCTIONS:** A very important part of our solicitation program is the compilation of information of Healthy Care Benefits provided to employees of companies currently under contract with Cobb County, Georgia, as well as companies desiring to enter into contracts with the County. The information requested is for statistical purposes only. Please fill in all requested information.

**EMPLOYEE BENEFITS PROVIDED:**

	<u>Full Time Staff</u>		<u>Part Time Staff</u>	
	Yes	No	Yes	No
Medical Coverage	___	___	___	___
Dental Coverage	___	___	___	___
Paid Sick Leave	___	___	___	___

Total Health Care premium paid by the employer?      \_\_\_ Yes      \_\_\_ No

If NO, percentage of the premium paid by the employer \_\_\_\_\_%

Health Care coverage includes:

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Additional Benefits offered to employees:

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**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_  
(hereinafter called the Principal) and \_\_\_\_\_ (hereinafter  
called the Surety), a corporation chartered and existing under the laws of the State of  
\_\_\_\_\_ with its principal offices in the City of \_\_\_\_\_  
\_\_\_\_\_ and listed in the Federal Register and licensed to write surety  
insurance in the State of Georgia, are held and firmly bound unto Cobb County, Georgia, in the  
full and just sum of FIFTEEN Thousand (\$15,000.00) good and lawful money of the United  
States of America, to be paid upon demand of Cobb County, Georgia, to which payment well  
and truly to be made we bind ourselves, our heirs, executors, administrator, and assigns,  
jointly and severally and firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted to Cobb County, Georgia, a  
Proposal for a Management Agreement for Cobblestone Golf Course.

WHEREAS, the Principal desires to file this Bond in accordance with law to accompany this  
Proposal.

NOW THEREFORE, the conditions of this obligation are such that if the Proposal be accepted,  
the Principal shall within ten days from the date of Notice of Award of the contract, execute a  
Contract in accordance with the Proposal and upon the terms, conditions, and prices set forth  
therein, and in the form and manner required by Cobb County, Georgia and prior to  
commencement of the term of the Contract, pay to the County the sum of \$15,000.00 as a  
Security Deposit and furnish satisfactory proof of the insurance required, then this obligation to  
be void; otherwise, to be and remain in full force and virtue in law; and the Surety shall, upon  
failure of the Principal to comply with any or all of the foregoing requirements within the time  
specified above, immediately pay to the aforesaid Cobb County, Georgia, upon demand, the  
amount hereof in good and lawful money of the United States of America, not as a penalty, but  
as liquidated damages.

IN TESTIMONY THEREOF, the Principal and Surety have caused these presents to be duly  
signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Principal (SEAL)

By: \_\_\_\_\_

\_\_\_\_\_  
Surety (SEAL)

By: \_\_\_\_\_



## **Alternate Bid**

Cobb County will entertain a proposal for a 25 year sub-lease of the course in which the proposer assumes full responsibility for the debt service, operation and maintenance of the golf course.

All proposals must comply with the following conditions

- A. Cobblestone must remain a public facility and carry the Cobblestone name for the duration of the sub-lease.
- B. Cobblestone must always strive to be affordable to the public golf community of all ages.
- C. Cobblestone must remain financially self-supporting.

Responsibilities for such a proposal will include the following.

- 1. Lessee will insure the course remains open to the public with no membership requirements.
- 2. Lessee will strive to make the course affordable to all members of the public.
- 3. Lessee will strive to insure that Cobb county residents receive favorable treatment regarding rate charges.
- 4. Lessee would be required to assume the debt of the course by defeasement of the current bonds (approximately \$4.2 million).
- 5. Lessee will propose an annual lease payment fee made to Cobb County.
- 6. Lessee would take over all financial management of the course including responsibility for revenue, payment of operational costs and bond debt.
- 7. Lessee would be required to provide monthly financial reports to the county by the 20<sup>th</sup> of each month.
- 8. Lessee would be required to make financial records open for inspection by the County and provide results of an annual, certified audit to the County.
- 9. Lessee would purchase the entire pro shop and food and beverage inventories at cost.
- 10. Lessee would insure the course remains in good condition and comparable in condition to other "high end" public courses in the metropolitan area with annual inspection by the lessor.
- 11. Lessee would take on any current lease agreements for equipment and be required to pay the county for equipment currently owned by the course for maintenance and operation if they elect to keep the equipment.
- 12. Lessee will insure that current Cobblestone card holders will be honored until expiration.
- 13. Lessee will insure the course operation complies with federal, state, and local environmental regulations including water quality protection of Lake Acworth.
- 14. Lessee must provide a proven track record for managing and/or owning golf facilities.
- 15. Lessee must have the ability to obtain and hold a license to sell alcohol.
- 16. Lessee must have the financial ability and credit rating to be able to fund operations and payroll.

17. Lessee must have experience with other golf properties in the Atlanta golf market or similar metropolitan markets.
18. Lessee must be capable of providing the required insurance on the property and will be requires to name Cobb County as an additional insured.
19. Lessee will be given the freedom to determine operating policies and procedures.
20. Lessee will not be restricted in the ability to set rates for the course.
21. Lessee will be given the ability to sell or assign the sublease subject to County approval.
22. Lessee must have the ability to fund improvements as an operational line of credit.

The intent of this RFP is to remove the county from the day to day operation of the course but maintain control through a long-term sublease agreement to assure the course remains affordable and available without subsidy by the county.

Proposers under this alternate bid will be allowed to inspect the golf course on appointment.

Proposes should recognize the need for refurbishment of the greens, traps and bunkers and should address their plans for such improvements with a proposed schedule of work. Conversion of greens from bent grass to Bermuda grass may be a consideration in the alternate bid.

**Cobblestone Estimate of Bunker Renovation and Greens Conversion to Bermuda**

Prices based on 130,000 sq. ft. of greens

**No Till Greens Renovation Project**

Champion Sprigs .50 sq. ft.	65,000
Methel Bromide Sterilize mix .15 sq. ft.	19,500
Grow-in Products	15,000
Tree Removal of 150 trees	49,000
Greens Covers	<u>20,000</u>
Greens Total	168,500

**Bunker Renovation Project**

75,000 sq. ft. of sand/tile/liner	240,000
80,000 sq. ft. Emerald Zoysia surrounds	<u>40,000</u>
Bunker Total	280,000

**Irrigation Upgrades**

Central Controls & VP satellites	77,500
855 part circle conversion assemblies	<u>16,000</u>
Irrigation Total	93,500

**Grand Total 542,000**

\*\*This estimate does not include any lost revenues while closed for greens conversion

## ATTACHMENT A

**Cobblestone Golf Course**  
**4200 Nance Road, Acworth, Georgia 30101**  
**(770) 917-5151 (770) 917-5159 Facsimile**

Course Yardage & Rating	6,759 par 71, Slope 140 – Black Tees 6,272 par 71, Slope 131 – Blue Tees 5,843 par 71, Slope 123 – White Tees
Course Architect	Ken Dye, 1993
Owner	Cobb County, Georgia Parks, Recreation & Cultural Affairs
Management Company	Affiniti Golf Partners Alpharetta, Georgia
Director of Golf/General Manager	Greg Ray, PGA Member
Head Golf Professional	Trent Shook
Assistant Professional	Chris Wright
Head Golf Course Superintendent	Brad Sermersheim, GCSAA Member
Administrative Director	Barbara Martin
Food & Beverage Director	Tim Daywalt

### Yearly Rates

<b>Monday - Thursday Rates</b>	<b>18 Holes</b>	<b>9 Holes</b>
Cart Fees	\$14	\$9
Greens Fee	\$46	\$26
Cart - Greens Fee	\$60	\$35
<b>Friday - Sunday &amp; Holidays</b>	<b>18 Holes</b>	<b>9 Holes</b>
Cart Fees	\$14	\$9
Greens Fee	\$55	\$30
Cart & Greens Fee	\$69	\$39

Twilight Rates Start between 1:00 & 3:00 PM depending on the time of the year.

	<u>Card Holder</u>	<u>Non-Card Holder</u>
Monday – Thursday Rate:	\$35	\$42
Friday – Sunday & Holidays	\$44	\$49
Available Discounts:		

Cobblestone Card - \$20 - \$25 Off of Regular Rate, \$11 - \$12 off nine hole rate

Cobb Card Guest - \$5 Off of Regular Rate

Senior Discount – Monday through Thursday only - \$55 years and older - \$35

## COBBLESTONE CARD APPLICATION

**Red Card Member:** If you are interested in savings Monday through Thursday.

**\$19 Cobb Residents, \$49 Non-Cobb Residents**

- Monday - Thursday \$20 off peak season, \$15 off winter season.
- Monday - Thursday \$5 off twilight rate.
- Monday - Thursday \$5 off regular rates for accompanied guests.
- 10% discount on your first golf lesson.
- 10% off pro shop merchandise purchases.

**White Card Member:** If you are interested in savings Monday through Thursday and selective weekend times. During the peak season, the Card is valid after 12 p.m. on weekends. During the winter season it is valid 7 days per week.

**\$59 Cobb Residents, \$99 Non-Cobb Residents**

- Monday - Thursday \$20 off peak season, \$15 off winter season.
- Friday - Sunday, Holidays after 12 p.m. \$20 off peak season, \$15 off winter season.
- Monday - Thursday \$5 off twilight rate.
- Monday - Thursday \$5 off regular rates for accompanied guests.
- 15% discount on your first golf lesson.
- 15% off pro shop merchandise purchases.

**Blue Card Member:** If you are interested in year round savings Monday through Sunday all the time.

**\$99 Cobb Residents, \$149 Non-Cobb Residents**

- Monday - Sunday \$20 off peak season, \$15 off winter season rates,
- Monday - Sunday \$5 off twilight rate.
- Monday - Sunday \$5 off regular rates for accompanied guests.
- 25% discount on your first golf lesson.
- 20% off pro shop merchandise purchases.

**Gold Card Member:** If you are interested in year round savings Monday through Sunday all the time, but also...

**\$199 Cobb Residents, \$249 Non-Cobb Residents**

- Tee times FIVE DAYS IN ADVANCE!!!
- Monday - Sunday \$25 off peak season, \$20 off winter season rates,
- Monday - Sunday \$5 off twilight rate.
- Monday - Sunday \$10 off regular rates for accompanied guests.
- 25% discount on your first golf lesson.
- 20% off pro shop merchandise purchases.

In order to obtain your Cobblestone Card of choice you will need the following information:

- A complete application form (see reverse of page of application)
- A valid driver's license or state issued picture identification
- Payment (cash, check, gift certificate, or mastercard/visa)

**Rules: You must present your card EVERYTIME you play at Cobblestone. Your discounted rate will not be valid unless you present your card at the time of purchase. Cobblestone is not responsible for any lost or stolen card.** Any misuse of your Cobblestone Card will result in immediate revocation. The card is for you only and is non-transferable. There will be a replacement fee for any lost card of \$10. The terms stated in this contract are valid for one year from the date of purchase. Absolutely no refunds for any card purchase. Golf fees are subject to change at anytime.



**Sep-09**

28

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Golf Rounds	2,234	4,088	(1,854)
Green Fees	\$67,918	\$154,622	(\$86,704)
Pro Shop	\$9,435	\$18,918	(\$9,483)
Driving Range	\$6,662	\$8,539	(\$1,877)
Handicap Fees	\$30	\$82	(\$52)
Total Golf	\$84,044	\$182,160	(\$98,116)
Food and Beverage	<u>\$13,575</u>	<u>\$23,932</u>	<u>(\$10,357)</u>
<b>Total Revenues</b>	<b>\$97,619</b>	<b>\$206,092</b>	<b>(\$108,473)</b>

**News and Comments**

- ☞ .We were able to open the range last Thursday afternoon to salvage some business.
- ☞ .Course closed from Monday until this Monday due to rain. 9 holes open as of now.
- ☞ .Range is open. Two large drainage pipes from the adjacent neighborhood exposed.
- ☞ .Short term active card members goal is 1500. Last week 850. Current active is 828.
- ☞ .Water rising again today as 7 holes remain unplayable.
- ☐

**ATTACHMENT C**

**COBBLESTONE MAINTENANCE  
EQUIPMENT INVENTORY**

**ACTIVE**

<b>WALKING</b>				
Description	Year	Equipment / Status	Model Number	Serial Number
John Deere 220B	2006	Active		M0220BY010323
John Deere 220B	2006	Active		M0220BZ010249
John Deere 220B	2006	Active		M0220BZ010250
John Deere 220B	2006	Active		M0220BZ010257
John Deere 220B	2006	Active		M0220BZ010258
John Deere 220B	2006	Active		M0220BZ010251
Toro- G-1000	2002	Active	4052	220001176
Toro- G-1000	2002	Active	4052	220001178

<b>UTILITY VEHICLES</b>				
Description	Year	Equipment / Status	Model Number	Serial Number
EZ-GO MPT		Active		2275860
EZ-GO Workhorse 1200		Active		1552237
EZ-GO Workhorse 350		Active		1286296
John Deere	2006	Active	TS Gator	W04X25D020050
John Deere	2006	Active	TS Gator	W04X25D020332
John Deere TurfX Gator	2006	Active	TurfX Gator	W0TURFD003004
John Deere TurfX Gator	2006	Active	TurfX Gator	W0TURFD003003

<b>UTILITY VEHICLES</b>				
Description	Year	Equipment / Status	Model Number	Serial Number
Mitsubishi Truckster	1993	Active	U14TQHPDL2M	U001AU002853
Toro Workman 3200 Sprayer	1997	Active	7200	80132
John Deere	2006	Active	2020A	TC2020A060017
John Deere	2006	Active	2020A	TC2020A050615

<b>BUNKER RAKE</b>				
Description	Year	Equipment / Status	Model Number	Serial Number
John Deere 1200A	1997	Active	1200A	M01200A28611
John Deere	2006	Active	1200A-Bunker	TC1200A150744

## ATTACHMENT C

### TRIPLEX MOWERS

Description	Year	Equipment / Status	Model Number	Serial Number
Steiner 525 Turf Trak	1999	Active	525	FNC1059
John Deere 2653A	2002	Active	2653A	TC2653D100714
John Deere 2653A	2002	Active	2653A	TC2653D100715
John Deere 2653A	2002	Active	2653A	TC2653D100716
Toro Greensmaster 3150	2002	Active	4357	2200000306
Toro Greensmaster 3150	2002	Active	4357	2200000307
Toro Reelmaster 3100D		Active	3206	270000413
Toro Greensmaster	2007	New	3100	04356-270000311

### FAIRWAY MOWERS

Description	Year	Equipment / Status	Model Number	Serial Number
Jacobsen LF 2500	2002	Active	945014	94501400245
Jacobsen LF 2500	2002	Active	945014	94501400250
John Deere	2006	Active	3235C 4wd ESP	TC3235C030124

### ROUGH MOWERS

Description	Year	Equipment / Status	Model Number	Serial Number
Jacobsen T628D Turf Cat	2002	Active	946714	94671400549
Jacobsen T628D Turf Cat	2002	Active	946714	94671400250
Jacobsen Enviro-cycle Deck	2002	Active	957240	95724000149
Jacobsen Enviro-cycle Deck	2002	Active	957240	95724000150

### TOP DRESSER

Description	Year	Equipment / Status	Model Number	Serial Number
Toro Topdresser 2300	1993	Active	2300	44501-40129
John Deere-Ty Crop	2006	Active	180 Pro Pass – Truck Mnt	17640

## ATTACHMENT C

### TRACTORS

Description	Year	Equipment / Status	Model Number	Serial Number
Ford 1920		Active	1920	BD30174
Ford 3930		Active	3930	197325
John Deere 4510		Active	4510	LV4510ap156380

### AERIFIERS

Description	Year	Equipment / Status	Model Number	Serial Number
John Deere	2006	Active	800AC	TC800AC060143
Aeravator		Active	1578	
Ryan Renovaire		Active		20337

### MOWERS & EQUIPMENT

Description	Year	Equipment / Status	Model Number	Serial Number
Stihl String Trimmer	1999	Active	FS 80	
Stihl String Trimmer	1999	Active	FS 80	
Stihl String Trimmer	1999	Active	FS 80	
Stihl String Trimmer		Active	FS 80	
Stihl String Trimmer		Active	FS 80	
Stihl Edger		Active	FS100 RX	255884758
Stihl Edger		Active	FC100	269261547
Husquevarna Hover Mower	2002	Active		
Stihl Hedge Trimmer	2002	Active	HS 45	263001865
Stihl Hedge Trimmer		Active	HS 45	259717057
Stihl Hedge Trimmer		Active	HL 100K	269820021

### MISCELLANEOUS

Description	Year	Equipment / Status	Model Number	Serial Number
Ryan Sodcutter Jr.	1995	Active	S44845B	96509998
Stihl 029 Chainsaw	1998	Active		272680844
Stihl 029 Chainsaw	1998	Active		272680843
Stihl 019T Chainsaw	2000	Active		
Ryobi		Active	RY52032	ATK1270752
Salsco	2006	Active		6022400090602040

## ATTACHMENT C

ATTACHMENTS				
Description	Year	Equipment / Status	Model Number	Serial Number
John Deere Loader	2002	Active	BW14380	W00460X022253
Gill Pulvertzer	1997	Active		
Bush Hog Box Scraper	1998	Active		
Trailer	1993	Active		
Trailer	1993	Active		
Gandy Sweep Master	1997	Active		
Pronevost Trailer	1993	Active		
John Deere Trailer	2006	Active	22B Used	GT
John Deere Trailer	2006	Active	22B Used	GT
Agrimetal Blower		Active		20410
Agrimetal Blower		Active		28033

ATTACHMENT D

Cobb County, Georgia  
Annual Debt Service Requirements

<u>Year Ending September 30</u>	<u>Principal</u>	<u>Interest</u>
2008	430,000	160,250
2009	450,000	139,345
2010	465,000	117,153
2011	490,000	93,755
2012	520,000	68,750
2013	545,000	42,125
2014	<u>570,000</u>	<u>14,250</u>
	\$3,470,000	\$635,628

**Cobblestone Golf Course Management Agreement  
Insurance Requirements**

The Management Company will include the premiums for the following minimum insurance requirements in the proposed operating budget for the course and these required amounts must be maintained during the duration of this agreement.

<b>Workers Compensation:</b>	Statutory limits as required by the State of Georgia
<b>Comprehensive General Liability:</b>	\$1,000,000 combined single limit per occurrences, including, but not limited to, products liability; liquor liability; cart operations; and property in care, custody and control
<b>Commercial Automobile Liability:</b>	\$1,000,000 combined single limit per occurrence
<b>Umbrella Liability:</b>	\$1,000,000 combined single limit per occurrence
<b>Crime Insurance (Employee Dishonesty)</b>	\$100,000 blanket limit
<b>Property Insurance:</b>	Full replacement cost on Management Company's personal contents, furnishings, equipment, supplies, etc.

Any deductible or retention must be declared to the County before commencement of this agreement. Cobb County is not responsible for any property owned, leased, borrowed or in the care, custody and control of the Golf Course Management Company.

Insurance Companies must have an A.M. Best's rating of A-6 or otherwise be acceptable to the County. Insurance Companies must be licensed in the State of Georgia.

Cobb County is to be covered as an Additional Insured for Comprehensive General Liability, Commercial Automobile Liability, and Umbrella Liability.

The Management Company will be responsible for seeing that any vendor, supplier, etc. has adequate insurance to cover and protect the general public.

REPORT ID: 1094

RUN DATE: 10/06/2009  
 RUN TIME: 00:22:29

\*\*\* COBB COUNTY GOVERNMENT \*\*\*

PAGE

DETAIL LISTING OF REVENUES VS. BUDGET  
 FOR BUDGET FISCAL YEAR 2009  
 THROUGH 09/30/09

FUND: 650 Golf Course

DEPT: 105  
 UNIT: 0027 COBBLESTONE GOL

REVENUE SOURCE CODE-DESCRIPTION	CURRENT PERIOD		FISCAL YEAR-TO-DATE		CASH COLLECTED	REVENUE RECOGNIZED	CASH COLLECTED	REVENUE RECOGNIZED	BUDGETED AMOUNT	UNRECOGNIZED BUDGET BALANCE	PERCENT
	REVENUE RECOGNIZED	CASH COLLECTED	REVENUE RECOGNIZED	CASH COLLECTED							
4645 Boulders Car	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
4650 Instructiona	2,758.00	0.00	67,211.89	0.00	0.00	0.00	0.00	112,880	45,668.11	40.40	0.00
4654 Alcoholic Be	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0	4.00	0.00	0.00
4656 Tournament F	6,275.76	0.00	99,517.53	0.00	0.00	0.00	0.00	0	99,517.53	0.00	0.00
4658 Other Recrea	0.00	0.00	1,724.80	0.00	0.00	0.00	0.00	0	1,724.80	0.00	0.00
4664 Driving Rang	49.55	0.00	3,167.97	0.00	0.00	0.00	0.00	9,446	6,278.03	66.40	0.00
4665 Green Fee-Go	7,805.46	0.00	100,863.38	0.00	0.00	0.00	0.00	99,559	1,304.38	1.30	0.00
4666 Golf Cart Re	53,816.56	0.00	844,176.83	0.00	0.00	0.00	0.00	1,257,909	413,732.17	32.80	0.00
4667 Restaurant C	22,400.82	0.00	356,386.76	0.00	0.00	0.00	0.00	430,887	74,500.24	17.20	0.00
4668 Golf Pro Sho	9,438.44	0.00	145,878.20	0.00	0.00	0.00	0.00	279,085	133,206.80	47.70	0.00
4669 Windy Golf C	912.48	0.00	12,296.01	0.00	0.00	0.00	0.00	17,640	5,343.99	30.20	0.00
4854 Interest Ear	5,627.24	0.00	56,200.05	0.00	0.00	0.00	0.00	93,655	37,454.95	39.90	0.00
4940 Sale Of Maps	0.00	0.00	8.62	0.00	0.00	0.00	0.00	0	8.62	0.00	0.00
4955 Miscellaneou	13.07	0.00	212.31	0.00	0.00	0.00	0.00	0	212.31	0.00	0.00
4960 INTERFUND-RE	0.00	0.00	2,187.50	0.00	0.00	0.00	0.00	0	2,187.50	0.00	0.00
4980 Fund Bal Des	0.00	0.00	1,089.00	0.00	0.00	0.00	0.00	1,089	0.00	0.00	0.00
UNIT TOTAL 0027	109,097.38	0.00	1,690,924.85	0.00	0.00	0.00	0.00	11,266	11,266.90	100.00	0.00
DEPT TOTAL 105	109,097.38	0.00	1,690,924.85	0.00	0.00	0.00	0.00	2,313,416	622,492.05	26.90	0.00
FUND TOTAL 650	109,124.27	0.00	1,693,197.78	0.00	0.00	0.00	0.00	2,313,416	620,219.12	26.80	0.00



6195 Sand fill	6.50-	3.50	3.00-	0.00	5,361.46	5,361.46	12,899	7	7.54
6196 Tires & Tube	204.64-	158.40	46.24-	0.00	227.90	227.90	1,750		1,342.10

RUN DATE: 05 09  
 3,005  
 RUN TIME: 23:59:00  
 \*\*\* COBB COUNTY GOVERNMENT \*\*\*  
 REPORT IL A103  
 DEPT: 105

DETAIL LISTING OF OBLIGATIONS VS. BUDGET  
 FOR BUDGET FISCAL YEAR 2009  
 THROUGH 09/30/09  
 DEPT: 105

OBJECT CODE-DESCRIPTION	CURRENT PERIOD		FISCAL YEAR-TO-DATE		UNOBLIGATED BUDGET BALANCE
	ENCUMBRANCES	EXPENDITURES	OUTSTANDING OBLIGATIONS	TOTAL OBLIGATIONS	
6200 Uniforms & C	445.00-	15.00	430.00-	3,175.80	175.80-
6204 Other Suppli	0.00	65.00	65.00	1,446.52	946.52-
6206 Fire Fightin	0.00	0.00	0.00	145.00	90.00-
6207 Safety Suppl	0.00	0.00	0.00	0.00	55.00
6252 KITCHEN & CO	0.00	5.62	5.62	318.31	226.69
6254 SMALL TOOLS	0.00	0.00	0.00	588.32	1,234.68
6258 ACCOUNTABLE	0.00	0.00	0.00	1,459.35	2,540.65
6318 Legal Fees	0.00	0.00	0.00	0.00	.00
6326 Professional	0.00	59,378.03	59,378.03	692,576.00	58,571.00
6327 OPERATOR-TRA	0.00	0.00	0.00	45,247.00	14,753.00
6348 Computer Cha	0.00	0.00	0.00	629.45	1,170.55
6362 Other Fees	0.00	1,959.39	1,959.39	35,550.57	29,123.43
6382 POSTAGE & CO	0.00	19.68	19.68	305.13	15.87
6384 TELEPHONE-LL	0.00	0.00	0.00	5,105.15	574.85
6385 CELL PHONE S	0.00	120.00	120.00	1,030.00	30.00-
6394 Registration	0.00	0.00	0.00	0.00	1,400.00
6400 Travel - Tra	0.00	0.00	0.00	408.91	1,136.09
6416 Travel - Bus	0.00	71.71	71.71	1,526.18	1,048.82
6432 Advert. & Le	792.00-	3,737.28	2,945.28	7,148.88	21,869.12
6438 General Prin	830.00-	830.00	0.00	1,982.00	1,957
6452 Property Ins	0.00	977.00	977.00	19,168.00	8,371.00

6454 Prof	onal	0.00	253.00	7.00	4,754.00	4,754.00	3,320	1	1.00-
6458 Surety Bond		0.00	187.89	0.00	187.89	187.89	0		187.89-



6594 INTEP. D-EX	0.00	0.00	0.00	0.00	3,027.00	3,027.00	3,027	.00
*APPR 470A	0.00	14,836.72	14,836.72	0.00	238,139.75	238,139.75	239,346	1,206.25

DETAIL LISTING OF OBLIGATIONS VS. BUDGET  
FOR BUDGET FISCAL YEAR 2009  
THROUGH 09/30/09  
DEPT: 105

FUND: 650

UNIT: 0027 COBBLESTONE GOL FUNCTION:

OBJECT CODE-DESCRIPTION	CURRENT PERIOD		FISCAL YEAR-TO-DATE		CURRENT BUDGETED AMOUNT	UNOBLIGATED BUDGET BALANCE
	I- ENCUMBRANCES	EXPENDITURES	I- OUTSTANDING	EXPENDITURES		
	TOTAL OBLIGATIONS	TOTAL OBLIGATIONS	TOTAL OBLIGATIONS	TOTAL OBLIGATIONS		
6910 Bond Interes	0.00	10,712.08	0.00	133,944.96	133,945	.04
6944 Fiscal Agent	0.00	0.00	0.00	250.00	0	250.00-
6947 Amort Of Bon	0.00	3,631.00	0.00	3,631.00	3,631	.00
6948 Amort Of Bon	0.00	36,512.00	0.00	36,512.00	36,512	.00
6971 Lease Princi	0.00	0.00	0.00	0.00	88,676	88,676.00
6972 Lease Intere	0.00	0.00	0.00	4,398.02	4,399	.98
*APPR 471	0.00	50,855.08	0.00	178,735.98	267,163	88,427.02
8475 Recreational	0.00	0.00	0.00	0.00	0	.00
8675 Computer Sof	0.00	0.00	0.00	0.00	0	.00
8820 Undesignated	0.00	0.00	0.00	0.00	313,410	313,410.00
*APPR 472	0.00	0.00	0.00	0.00	313,410	313,410.00
8810 Designated C	0.00	0.00	0.00	0.00	1,089	1,089.00
*APPR 473	0.00	0.00	0.00	0.00	1,089	1,089.00
*FUNC	19,457.24-	177,243.38	157,786.14	1,643,324.92	2,313,416	670,091.98
*UNIT 0027	19,457.24-	177,243.38	157,786.14	1,643,324.92	2,313,416	670,091.98
*DEPT 105	19,457.24-	177,243.38	157,786.14	1,643,324.92	2,313,416	670,091.98
*FUND 650	19,457.24-	177,243.38	157,786.14	1,643,324.92	2,313,416	670,091.98