

CITY OF POMPANO BEACH
Broward County, Florida

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF POMPANO BEACH AND CYPRESS GOLF MANAGEMENT, LLC FOR MAINTENANCE AND MANAGEMENT OF THE MUNICIPAL GOLF COURSE AND ATTENDANT COMMON AREAS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to law, ten (10) days' notice has been given by publication in a paper of general circulation in the City, notifying the public of this proposed ordinance and of a public hearing in the City Commission Chambers of the City of Pompano Beach; and

WHEREAS, a public hearing before the City Commission was held pursuant to the published notice described above, at which hearing the parties in interest and all other citizens so desiring had an opportunity to be and were, in fact, heard; now, therefore,

BE IT ENACTED BY THE CITY OF POMPANO BEACH, FLORIDA:

SECTION 1. That an Agreement between the City of Pompano Beach and Cypress Golf Management, LLC, a copy of which Agreement is attached hereto and incorporated herein by reference as if set forth in full, is hereby approved.

SECTION 2. That the proper City officials are hereby authorized to execute said Agreement.

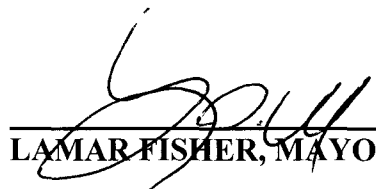
SECTION 3. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of

this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 4. This Ordinance shall become effective upon passage.

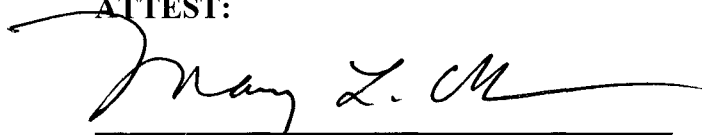
PASSED FIRST READING this 9th day of April, 2013.

PASSED SECOND READING this 23rd day of April, 2013.



LAMAR FISHER, MAYOR

ATTEST:



MARY L. CHAMBERS, CITY CLERK

3/27/13
l:ord/2013-208f

City of Pompano Beach

AGREEMENT

with

Cypress Golf Management, LLC

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Exhibit 17	Certificate of Insurance

THIS AGREEMENT ("Agreement"), entered into this 26th day of April, 2013, by and between:

CITY OF POMPANO BEACH, a municipal corporation located in Broward County, Florida (hereinafter "CITY"),

and

CYPRESS GOLF MANAGMENT, LLC, a Florida limited liability company d/b/a Cypress Golf Course Services (hereinafter "CONTRACTOR").

WHEREAS, CONTRACTOR is an organized limited liability company which provides comprehensive professional golf course maintenance and management services; and

WHEREAS, CONTRACTOR is able and prepared to provide the services and the insurance set forth in the CITY's Request For Proposals W-46-12 (the "RFP") and CONTRACTOR's response to said RFP (the "Proposal") as more particularly described herein; and

WHEREAS, CITY has determined entering into this Agreement with CONTRACTOR to maintain and manage the Pompano Beach Municipal Golf Course and other common areas (collectively the "CITY Property") is in the best interest of the public; and

WHEREAS, CITY and CONTRACTOR desire to enter into this Agreement setting forth the parties' mutual understandings and undertakings.

NOW, THEREFORE, in consideration of the conditions, covenants and mutual promises herein contained, CITY and CONTRACTOR agree as follows.

ARTICLE 1 REPRESENTATIONS

A. **Representations of CITY.** CITY makes the following representations to CONTRACTOR, which CITY acknowledges CONTRACTOR has relied upon in entering into this Agreement.

1. This Agreement is a valid, binding and permissible activity within the power and authority of the CITY and does not violate any CITY Code, Charter provision, rule, resolution, ordinance, policy or agreement of the CITY or constitute a default of any agreement or contract to which the CITY is a party.

2. The individuals executing the Agreement on behalf of the CITY are duly authorized to take such action, which action shall be, and is, binding upon the CITY.

3. CONTRACTOR shall be entitled to rely upon the accuracy and completeness of any information or reports supplied by CITY or by others authorized by the CITY's Golf Course Manager.

B. **Representations of Cypress Golf Management, LLC.** CONTRACTOR makes the following representations to CITY, which CITY relies upon in entering into this Agreement.

1. Cypress Golf Management, LLC is a Florida limited liability company duly organized, existing and in good standing under the laws of the State of Florida with the power and authority to enter into this Agreement.

2. CONTRACTOR's execution, delivery, consummation and performance under this Agreement will not violate or cause CONTRACTOR to be in default of any provisions of its governing documents, rules and regulations or any other agreement to which CONTRACTOR is a party or constitute a default thereunder or cause acceleration of any obligation of CONTRACTOR thereunder.

3. The individual executing this Agreement and related documents on behalf of Cypress Golf Management, LLC is duly authorized to take such action which action shall be, and is, binding on CONTRACTOR.

4. There are no legal actions, suits or proceedings pending or threatened against or affecting Cypress Golf Management, LLC or its principals that CONTRACTOR is aware of which would have any material effect on CONTRACTOR's ability to perform its obligations under this Agreement.

5. CONTRACTOR represents it has the ability, skill and resources to complete its requisite responsibilities under this Agreement.

6. The standard of care for all services furnished by CONTRACTOR and its employees, subcontractors or other agents under this Agreement shall be the highest quality of skill and care used by signature golf course maintenance and management companies and shall include specialized expertise in warm season turf grass environments and Greg Norman designed golf courses.

7. CITY shall be entitled to rely upon the professional maintenance and management skills of CONTRACTOR or others authorized by CONTRACTOR under this Agreement.

8. CONTRACTOR represents and warrants it has and will continue to maintain all licenses and approvals required to conduct business and provide services under this Agreement and that it will at all times conduct its activities in a professional, reputable manner.

9. CONTRACTOR agrees to be bound by all terms, conditions, duties obligations and specifications set forth in this Agreement, the RFP and Proposal. Copies of

the RFP and Proposal are attached and incorporated herein by reference as Exhibits 1 and 2, respectively.

10. For recordkeeping purposes hereunder, CONTRACTOR represents and warrants that it shall segregate and track costs incurred for maintenance and management of the Palms Course and the Pines Course on the CITY Property, the latter of which shall also include all remaining common areas except Galuppi's Restaurant and its outdoor lounge (collectively the "Pines Course"). Exhibit 3 attached hereto and made a part hereof depicts the CITY Property which CONTRACTOR is responsible to maintain and manage hereunder which does not include Galluppi's Restaurant and its outdoor lounge area.

11. CONTRACTOR represents and warrants that it has performed labor and materials calculations to determine its maintenance and management needs for the CITY Property. CONTRACTOR shall substantially follow the staffing levels and budget reported in its Proposal for each year of the Agreement, the former of which equates to 52,000 service hours annually.

12. CONTRACTOR represents and warrants it shall consistently furnish all labor, materials and supervision necessary to professionally maintain and improve upon the CITY Property in accordance with the specifications of the RFP and CONTRACTOR's Proposal.

ARTICLE 2 NON-ASSIGNABILITY AND SUBCONTRACTING

A. This Agreement is not assignable and CONTRACTOR agrees it shall not sell, assign, transfer, merge or otherwise convey any of its interests, rights or obligations under this Agreement, in whole or in part, to any other person, corporation or entity without prior written approval from City.

B. Any attempt by CONTRACTOR to assign or transfer any of its rights or obligations under this Agreement without first obtaining CITY's written approval shall result in CITY's immediate cancellation of this Agreement. Specifically, no formal assignment of any right or obligation under this Agreement shall be binding on CITY without the formal written approval of the City Commission of Pompano Beach.

However, to obtain CONTRACTOR's maximum performance hereunder, from time to time CONTRACTOR may supplement its personnel at the CITY Property with the addition of professional turf consultants, arborists, entomologists, plant biologists, and such other specialists as are necessary and these outside personnel shall be hired at CONTRACTOR's sole expense and not deemed to be sub-contractors for the purposes of this Article.

C. This Agreement and the rights and obligations therein shall not be assignable or transferable by any process or proceeding in court, or by judgment, execution, proceedings in insolvency, bankruptcy or receivership. In the event of CONTRACTOR's insolvency or bankruptcy, CITY may, at its option, terminate and cancel this Agreement without any notice of any kind whatsoever, in which event all rights of CONTRACTOR hereunder shall immediately cease and terminate.

D. Nothing herein shall be construed to create any personal liability on the part of CITY, its agents, officers or employees nor shall it be construed as granting any rights or benefits hereunder to anyone other than CITY and CONTRACTOR.

ARTICLE 3 TERM AND RENEWAL

CITY hereby engages CONTRACTOR to maintain and manage the CITY Property for a term of five (5) years and five (5) months, commencing May 1, 2013, and ending September 30, 2018. The CITY reserves the right to extend this Agreement with two (2) five-year renewal options provided both parties agree in writing to said extension. Renegotiation should commence at least 180 days prior to normal termination.

ARTICLE 4 ACCOUNTING, BACKGROUND CHECKS AND RECORDKEEPING PROCEDURES

A. CONTRACTOR shall be required to record and preserve complete and accurate records for all activities and revenues generated under this Agreement for a period of five (5) years after its termination or as otherwise required by applicable law(s). However, if an audit has been initiated and audit findings have not been resolved, the records shall be retained until resolution of the audit findings.

B. Within 72 business hours of CITY's written request, CONTRACTOR shall make available for CITY's inspection and review, all Schedules, Time Sheets, Logs, Reports and other records for each golf course required attendant to CONTRACTOR's provision of goods and services hereunder, including CONTRACTOR's invoices for subcontractors and packing slips or delivery tickets for all materials and supplies necessary to maintain the CITY Property.

C. CONTRACTOR shall develop, utilize and retain delivery tickets for all materials and supplies ordered for use on the CITY Property, the receipt of which shall be acknowledged in writing by the CITY's Golf Course Manager. CONTRACTOR's bulk order invoices for materials and supplies shall be notated to clearly identify the quantities to be provided to CITY hereunder.

D. Prior to allowing any of its employees to provide services at the CITY Property, for each proposed employee CONTRACTOR shall provide CITY's Golf Course Manager and Human Resources Director (the "HR Director) copies of the following: (i) a completed application for employment and (ii) background checks conducted in accordance with the procedures memorialized in Exhibit 4.

The foregoing documentation shall be simultaneously provided electronically to the CITY's Golf Course Manager and HR Director under cover of a formal transmittal memo (Exhibit 5) which contains blank spaces for the HR Director's signature and final decision within 48 hours (or as soon thereafter as is reasonably possible) regarding whether the CITY rejects or accepts the proposed employee. Proposed employees must receive the foregoing written CITY approval prior to commencing services at the CITY Property.

All background screening shall be conducted at CONTRACTOR's sole expense. CONTRACTOR's failure to comply with the foregoing background submittal and CITY approval/rejection procedures shall be deemed a material breach of this Agreement.

E. One (1) week prior to the upcoming month, CONTRACTOR shall furnish the CITY's Golf Course Manager an advance monthly master scheduling plan for each golf course setting forth the proposed work schedules for the upcoming month. The format for the Non-Routine Project Plan shall contain blank spaces for the Golf Course Manager's signature and comment and is attached hereto and made a part hereof as Exhibit 6.

F. A Pesticide and Fertility Log that details the types and quantities of horticultural materials utilized as well as the application date and location shall be maintained on the CITY Property and provided immediately for inspection and audit to CITY representatives upon request. The format for the aforesaid Log is attached hereto and made a part hereof as Exhibit 7. CONTRACTOR shall ensure CITY has a current copy of the aforesaid Log by providing the CITY's Golf Course Manager copies of entries for the prior month at the second semi-monthly inspection required under Paragraph K of this Article.

G. CONTRACTOR shall maintain an Equipment Maintenance and Repair Log as set forth in Paragraph 10 of the RFP.

H. Within four (4) calendar days from the end of each pay period, CONTRACTOR shall routinely submit to CITY Bi-Weekly Employee Time Sheets for each golf course which identify course name; name and position of employee(s); number of hours and dates worked; and the start/end time. CONTRACTOR agrees to timely provide CITY any additional information requested by CITY to determine CONTRACTOR's compliance with this Agreement. The format for the aforesaid Time Sheet is attached hereto and made a part hereof as Exhibit 8. Bi-Weekly Time Sheets shall cover 52 weeks for each contract year and shall be signed and dated by employee and CONTRACTOR's Superintendent as certification of actual hours provided by CONTRACTOR under this Agreement.

I. At the end of the first ninety (90) days of this Agreement, CONTRACTOR shall submit a formal report to the CITY's Golf Course Manager that sets forth recommendations to improve the quality of service and assist in effecting future cost savings at the CITY Property. The format and content of the report shall be determined by the CITY's Golf Course Manager.

J. Within thirty (30) days after the end of each contractual year, CONTRACTOR shall provide the CITY's Golf Course Manager the following documentation and any payment due CITY as a result of CONTRACTOR's decreased staffing levels as provided for in Article 5 herein.

(i) an Annual Time and Pay History Detail Report that provides actual hours worked for each employee with a monthly subtotal of hours worked, the total monthly/annual hours worked for all of CONTRACTOR's employees, a copy of the format for which is attached hereto and made a part hereof as Exhibit 9;

(ii) an Annual Product and Services Reconciliation Log, the format for which is attached hereto and made a part hereof as Exhibit 10;

(iii) a current running written inventory of all unused materials and supplies to include a description of the item(s) (brand, product name and EPA number, if applicable), storage location and remaining quantities; and

(iv) a list of all new, used, refurbished or off-leased equipment CONTRACTOR purchased to maintain the CITY Property under this Agreement for the previous annual term.

K. On or about the first and fifteenth of every month, CITY's Golf Course Manager and CONTRACTOR's Superintendent shall perform semi-monthly evaluations of the CITY Property together to assess whether CONTRACTOR is fulfilling its maintenance and management obligations hereunder. CITY may also utilize its Golf Professional or outside consultants to aid in making this determination. The Semi-Monthly Facility Inspection Evaluation form attached hereto and made a part hereof as Exhibit 11 shall be utilized to record the findings of these semi-monthly evaluations and also serve as a basis for scheduling CONTRACTOR's services to be performed hereunder. CONTRACTOR's failure to timely address and correct any deficiencies as set forth in the Action Plan(s) therein will be deemed a breach of this Agreement.

L. CONTRACTOR's employees shall report any hazardous conditions and/or repairs or maintenance necessary to keep the CITY Property in good and safe condition to CONTRACTOR's Superintendent who shall immediately inform the CITY's Golf Course Manager in writing by completing and delivering the *Report of Hazardous Condition* form attached hereto and made a part hereof as Exhibit 12.

M. CONTRACTOR shall provide the CITY's Golf Course Manager prompt written notice of any accidents occurring at the CITY Property in which damage to property or injury to a person occurs. The aforesaid written notice shall be provided on the forms attached hereto and made a part hereof as Exhibits 13 – 15.

N. CONTRACTOR and the CITY's Golf Course Manager shall regularly evaluate the CITY Property and make recommendations for capital improvements. CONTRACTOR's recommendations must be submitted in writing on or before January 31 of the current year to allow funds to be budgeted for the following fiscal year.

ARTICLE 5

COMPENSATION, EQUIPMENT PURCHASE AND COST SAVINGS FOR LABOR

A. Unless otherwise authorized by law and subject to the provisions of Articles 12, 14, 18 and 21 hereunder, CITY's obligation for payment to CONTRACTOR is limited to the availability of funds appropriated in each current fiscal year period and continuation of this Agreement into each subsequent fiscal period is subject to appropriation of funds.

B. **Compensation.** For and in consideration of the services to be provided hereunder, CITY agrees to pay CONTRACTOR the annual base sum of \$1,417,800.00. However, to accommodate CITY's need for this Agreement to run in accordance with CITY's fiscal year from October 1st through September 30th, the parties have agreed the first annual term hereunder shall be seventeen (17) months or from May 1, 2013, through September 30, 2014, at a prorated cost of \$2,008,550.00. The parties also agree that CONTRACTOR's

prorated required staffing for the first annual seventeen (17) month term is 73,667 service hours.

For each annual term thereafter, CONTRACTOR's service fees shall be adjusted in accordance with the applicable Consumer Price Index (the "CPI") for the South Urban area. For the purposes of this Agreement, the applicable CPI shall be the average percentage increase or decrease, if any, of the "All Urban Consumers" not seasonally adjusted index for Other goods and services for the base period 1982-84 for the South Urban Area, and the Urban Wage Earners and Clerical Workers not seasonally adjusted for All Items for the Base Period 1982-84 for the South Urban Area as published by the Bureau of Labor Statistics of the U.S. Department of Labor giving equal weight to both indexes. Such adjustment shall be determined by CONTRACTOR comparing the change of such indexes using the closest month's index which is available on the beginning of the coming term year to the same month prior to the beginning of the then current term year. For example, if the first adjustment will be on April 1, 2014, the closest month's index available on April 1, 2014 will be February 2014. In no event shall the annual adjustment be any greater than two and one half percent (2.5%) of the payment for the immediately preceding year. CONTRACTOR shall provide CITY its calculation for the CPI adjustment (along with copies of source document for the indices) with all invoices presented for such an adjustment.

In the event that the indexes are no longer available during the term of this Agreement, the parties shall mutually select a replacement index as required provided that any such replacement shall, in the best judgment of the parties, be as nearly the same as the replaced Index.

C. CITY's service payments to CONTRACTOR shall be divided equally into two (2) payments per month as follows:

Billed on the 1st of each month - payment by the 15th of that month; and

Billed on the 15th of each month – payment by the last day of that month.

D. In no event shall CITY be responsible for costs CONTRACTOR has incurred over the foregoing mutually agreed upon payment schedule. CONTRACTOR may be reimbursed for additional costs exceeding the payment schedule only under conditions formally approved by the City Commission of Pompano Beach or as set forth in the remaining paragraphs of this Article.

O. Equipment Purchase. CITY agrees to sell, and CONTRACTOR agrees to purchase, the CITY's existing maintenance equipment as inventoried in Exhibit 16 (the "CITY Equipment") on the following terms and conditions.

(i) CONTRACTOR's purchase price for the CITY Equipment is \$575,000.00 made payable in five (5) equal annual installments of \$115,000.00.

(ii) Upon commencement of this Agreement's first annual term, CITY shall transfer its ownership rights in the CITY Equipment to CONTRACTOR by Bill of Sale, free and clear of any and all liens, security interests and encumbrances with full warranty of good and marketable

title and execute and deliver such other documents as CONTRACTOR may reasonably require to accomplish this transaction.

(iii) CONTRACTOR shall not assume any of CITY's obligations, contracts or other commitments related to the CITY Equipment.

(iv) Using the current value of the CITY Equipment and historical equipment purchases made by CITY to maintain the CITY Property, both parties agree that for the first five (5) year five (5) month term of this Agreement the cost to maintain and purchase the equipment necessary to keep the CITY Property in accordance with the standards and specifications of the RFP and CONTRACTOR's Proposal is \$160,000.00 annually.

(v) Based on the foregoing \$160,000.00 annual equipment budget minus CONTRACTOR's annual \$115,000.00 installment payment for purchase of the CITY Equipment, for the first five (5) year five (5) month term of this Agreement, CITY agrees to annually pay CONTRACTOR \$45,000.00 on October 1st.

(vi) If, for any reason, CONTRACTOR fails to complete the initial five (5) year five (5) month term of this Agreement, CONTRACTOR forfeits all payments made for the CITY Equipment and all ownership rights therein along with all ownership rights in any additional equipment purchased by CONTRACTOR under this Agreement with monies subsidized by the CITY as provided for in subparagraph (v) above.

In addition, if CONTRACTOR has acquired leased equipment with the CITY subsidy provided for in subparagraph (v) above, the parties agree to share the cost of having the leased equipment appraised by an independent equipment appraiser so CITY, in CITY's sole discretion, can determine whether it is in CITY's best interest to assume the lease, if available, or purchase the leased equipment. Said leased equipment must be specific to golf operations, utilized for daily maintenance practices, and not considered excessive equipment for maintenance of the CITY Property.

(vii) CONTRACTOR agrees and understands CONTRACTOR is purchasing the CITY's existing maintenance equipment in "as in" condition with no express warranty other than what is currently covered by the manufacturer, if transferable.

(viii) Both parties agree that if this Agreement extends beyond five years, the annual budget to maintain and purchase the maintenance equipment necessary to keep the CITY Property in accordance with the standards and specifications of the RFP and CONTRACTOR's Proposal shall be reduced to \$155,000.00.

P. Cost Savings for Labor. If the Annual Time and Payment History Report (Exhibit 9) required hereunder reveals that CONTRACTOR has provided less than 52,000 service hours annually, CONTRACTOR agrees to provide CITY the following two reimbursement options for labor cost savings:

(i) CONTRACTOR shall timely tender payment for fifty percent (50%) of the service hours under 52,000 at a rate of \$12 per hour; or

(ii) CONTRACTOR shall carry over the unused labor hours at a rate of \$12 per hour and over the next contract year provide additional services at the CITY Property, the proposed schedule, location, scope of work and cost of which shall be pre-approved in writing by the CITY's Golf Course Manager.

Q. If a reduction in personnel for either course falls below the full time equivalent positions in the Proposal, CONTRACTOR shall timely provide the CITY's Golf Course Manager a revised written operating budget for each golf course which shall be adopted by formal written amendment to this Agreement.

H. At CITY's option, CITY may request CONTRACTOR perform services in excess of its obligations hereunder; however, CITY's cost for, as well as the scope of any such additional services, shall be formally pre-approved by the City Commission of Pompano Beach prior to CONTRACTOR commencing the additional services. CITY reserves the right to have the additional services completed by a third party if CITY determines that it is in CITY's best interest to do so.

I. If CITY closes a course for renovations or improvements for fourteen (14) days or longer, CITY reserves the right to cancel any payment due hereunder on that course until such time as revenues resume and CONTRACTOR and CITY shall propose a revised written operating budget for that course which shall be adopted by formal written amendment to this Agreement.

J. If a natural disaster results in temporary non-use or closure of either course or temporary additional costs for work beyond the scope or services provided herein, a revised operating budget for each golf course shall be proposed and adopted by formal written amendment to this Agreement.

K. Based on availability and prior approval of the CITY's Golf Course Manager, CONTRACTOR's Contract Administrator, Superintendent, and two (2) Assistant Superintendents shall be given the privilege of free play during off-work hours, including the use of a golf cart. Each of CONTRACTOR's foregoing employees may bring one (1) guest at no charge.

L. If CITY determines any portion of the CITY Property is in immediate jeopardy of sustaining some type of serious harm due to a maintenance failure on CONTRACTOR's part, CITY may utilize its employees or a third party to perform such tasks as are necessary to prevent such serious harm from taking place. The cost of such preventative maintenance incurred by CITY shall be itemized and submitted to CONTRACTOR and offset against any future monies owing to CONTRACTOR under this Agreement. In the event the CITY's itemized costs exceed future monies due CONTRACTOR, such overage shall be due and remitted to CITY within thirty (30) days of CITY's written request for payment. CONTRACTOR's failure to timely pay CITY the overage shall be considered a breach of this Agreement.

ARTICLE 6 RESPONSIBILITIES OF CONTRACTOR

A. CONTRACTOR shall provide the golf course maintenance and management services hereunder consistent with CITY policies which specifically require CONTRACTOR to

perform its obligations under this Agreement in a professional manner at all times, including developing and adhering to written protocols to ensure public resources are properly tracked and appropriated. CONTRACTOR agrees to follow the policies and directives of the CITY's Golf Course Manager but in the absence thereof, CONTRACTOR shall exercise its reasonable judgment in discharging its duties hereunder.

B. CONTRACTOR shall provide the CITY with all labor and materials necessary to maintain the CITY Property to the highest quality standards in accordance with the specifications contained herein and in the RFP and Proposal which are meant to indicate minimum practices necessary for proper maintenance of the CITY Property.

C. CONTRACTOR shall maintain the turf, shrubs, plants, trees and the other areas or items listed in the RFP and Proposal as depicted in Exhibit 3. The areas of maintenance include, but are not limited to the greens; tees; approaches; collars; bunkers, including routine replenishment of bunker sand; fairways; roughs; cart paths; driving range tee; practice areas; lakes and retention areas; water hazards; course facilities grounds; clubhouse grounds and along roadways and driveways within and alongside the CITY Property and related facilities.

D. CONTRACTOR shall perform the maintenance and management duties described in the RFP (Exhibit 1) and CONTRACTOR's Proposal (Exhibit 2) as more particularly described below.

1. CONTRACTOR shall plan, administer and coordinate all aspects of the maintenance and management of the CITY Property, including supervising all of CONTRACTOR's employees and other representatives or agents.

2. CONTRACTOR shall be responsible to pay any and all sales taxes and other charges of any nature or kind, which may be assessed against CONTRACTOR's provision of services or goods under this Agreement.

3. CONTRACTOR is responsible for hiring and managing its own employees, all of which shall be a minimum of eighteen (18) years old, under CONTRACTOR's exclusive direction and control and not deemed agents or employees of the CITY.

4. CONTRACTOR shall be solely responsible for compensating its employees, representative and other agents and complying with all federal, state and local laws, ordinances and regulations pertaining to employment of such persons including, but not limited to, provision of workers' compensation insurance and any other benefits required by law.

5. CONTRACTOR shall be responsible to ensure that all its employees, other agents or representatives are suitable for employment in a municipal facility in terms of general character, knowledge, ability, public relations potential, manner and conduct.

6. CONTRACTOR shall operate and conduct the business covered by this Agreement in accordance with all applicable federal, state and local laws, including the laws of Broward County and the charter, ordinances and other regulations of the City of Pompano Beach as may now exist or as may hereafter be adopted. Ignorance on CONTRACTOR's part shall in no way relieve CONTRACTOR from this responsibility. CONTRACTOR, at its sole expense,

shall purchase all necessary licenses and permits required by the State of Florida, Broward County, and the City of Pompano Beach. Proof of such licenses, approvals and sales tax payments shall be submitted to the CITY's Golf Course Manager upon request.

7. CONTRACTOR shall maintain, and be required to verify, that it operates a "Drug Free Workplace" as set forth in § 287.087, Florida Statutes.

8. CONTRACTOR will perform all normal functions essential to providing quality playing conditions, to wit, greens mowing, cup changing, moving tee markers, grooming, routine replenishment of bunker sand, etc.

9. CONTRACTOR shall develop and perform necessary turf management programs to maintain and improve playing conditions subject to approval of the CITY's Golf Course Manager.

10. CONTRACTOR shall immediately repair any damage to CITY Property caused by CONTRACTOR and be solely responsible to bear all associated costs for labor and materials. CONTRACTOR shall make repairs in a manner that restores the damaged area/facility to its original condition or better.

11. CONTRACTOR shall be responsible to maintain lake water and aquatic weed control of all lakes and retention areas located on the CITY Property, including maintaining the areas free of trash and debris.

12. CONTRACTOR shall schedule and coordinate all maintenance and management activities in accordance with the directive(s) provided by the CITY's Golf Course Manager, including seasonal or other required adjustments. CONTRACTOR's bi-weekly work schedules for each golf course shall be rotated so that the CITY Property will be appropriately staffed on Saturdays and Sundays. All maintenance work shall be performed so as not to unduly disturb golfers and in accordance with industry standards and applicable safety regulations.

13. CONTRACTOR shall ensure its employees maintain a neat and orderly personal appearance in keeping with the CITY's image. All employees shall be neatly attired at all times in uniforms pre-approved by CITY.

14. CONTRACTOR shall incorporate its full service maintenance program based upon generally accepted turf management principles and its approved maintenance schedule.

15. The application of pesticides on CITY Property shall be performed by or under the supervision of a licensed pesticide applicator in accordance with state law. All pesticide applications must follow label guidelines, directions and restrictions.

16. The minimum maintenance standards set forth in the RFP and Proposal shall be strictly applied for mowing; aerification; verticutting/spiking; top dressing; fertilization; over seeding; bunkers (quality of sand and replacement); tree maintenance; weed/pest management; landscaping of golf and non-golf areas and maintenance of specified areas within

the CITY Property. In addition, CONTRACTOR shall strictly comply with the Fertilizer and Weed Control Schedules found in Section III of CONTRACTOR's Proposal.

17. CONTRACTOR shall designate an experienced full-time Certified Golf Course Superintendent with at least three (3) years proven experience in golf course management in a warm season turf grass environment who shall be present on the CITY Property during all weekday hours and execution of any specialized services to be provided hereunder to direct daily maintenance and management activities and report noteworthy activities, concerns and recommendations to the CITY's Golf Course Manager.

18. CONTRACTOR shall employ qualified personnel whose work history includes successful employment in high quality signature golf course maintenance and management, including specialized expertise in warm season turf grass environments. CONTRACTOR shall also train its employees in procedures appropriate for maintenance of the designated Greg Norman Signature Course which constitutes a portion of the Pines Course.

19. CONTRACTOR shall, at all times, exercise caution for the protection of employees, other persons and property and ensure all its employees are trained in the proper method of cleaning, handling and operating golf course property maintenance equipment and supplies to promote safe operations.

20. At CONTRACTOR's sole cost, CONTRACTOR shall daily clean and resupply with soap, towels, toilet paper and other supplies necessary for normal operation of all on-course restrooms and clubhouse facilities. CONTRACTOR is also responsible to keep the rain shelters, clubhouse and on-course walkways swept and free of debris so as to maintain a clean and healthy environment.

21. CONTRACTOR shall be responsible for all utilities, including electrical power, water, telephone and fax lines to the Maintenance Facility.

22. CONTRACTOR shall maintain all equipment in working order and according to the manufacturers recommended maintenance schedules, including, but not limited to, keeping detailed records of the maintenance performed on each major piece of equipment.

ARTICLE 7 RESPONSIBILITIES OF CITY

A. CITY is responsible to maintain all alarm and building systems (E.g. plumbing, electrical, painting, ceilings, walls, floors, roof) of the Maintenance Building on the CITY Property, including providing all fixtures, mirrors, trash receptacles, paper towel and toilet tissue dispensers in the restroom facilities.

B. CITY shall maintain the golf cart fleet.

C. CITY shall be responsible for removal and disposal of all debris after CONTRACTOR brings debris to designated areas.

D. CITY shall replace damaged or dead plant material determined by an independent expert arborist not to be the fault of CONTRACTOR.

E. CITY will be responsible for repairs or improvements in excess of \$500.00 which CITY determines are not the result of CONTRACTOR's negligence or mismanagement.

F. CITY will be responsible for the maintenance of the effluent water system upstream of the 12" gate valve separation/connector.

G. CITY shall provide CONTRACTOR storage space on the CITY Property for office supplies, materials and equipment necessary to provide the maintenance and management activities contemplated herein.

H. CITY's Golf Course Manager shall promptly respond to complaints from patrons of the CITY Property regarding CITY's or CONTRACTOR's employees or other representatives and ensure that appropriate follow-up and/or disciplinary action as warranted by the circumstances is taken.

ARTICLE 8 MISCELLANEOUS TERMS AND CONDITIONS

A. Both CITY and CONTRACTOR agree that should any issue arise regarding conflicting language in the RFP and Proposal, the language in this Agreement shall prevail.

B. Throughout the effective term of this Agreement, CITY reserves the right to contract with a professional Turf Consultant, at its sole expense, to evaluate CONTRACTOR's maintenance and agronomic practices on the CITY Property and ensure that CONTRACTOR is complying with all requisite technical programs hereunder.

C. All uniform selections for CONTRACTOR's employees must be pre-approved by the CITY and all CONTRACTOR's employees must be properly uniformed while at the CITY Property. Such uniforms must identify workers as CONTRACTOR's employees and include their name.

D. CONTRACTOR shall utilize the CITY Property exclusively for the activities described herein and not allow any part thereof to be used for any immoral or illegal purposes. CONTRACTOR shall not allow, suffer or permit the CITY Property to be used for any purpose, business, activity, use or function to which the CITY objects, including gambling.

E. CITY may sub-contract multiple tree grouping maintenance and removal except for incidental pruning of traffic right-of-way, signage, and emergency removal of dead or fallen branches.

F. CONTRACTOR is responsible to purchase all supplies necessary for maintenance of the CITY Property and shall keep records of all purchases made hereunder for review by authorized CITY representatives upon request.

G. CITY reserves the right to approve or reject any of CONTRACTOR's employees, agents or representatives assigned to perform under this Agreement and the right to hire additional contractors to service the CITY Property at its discretion.

ARTICLE 9 INDEMNIFICATION OF CITY

A. CONTRACTOR shall indemnify, defend and save harmless the CITY from and against all claims, demands, losses, costs, damages, suits, judgments, penalties, expenses and liabilities of whatsoever kind arising directly or indirectly out of or in connection with CONTRACTOR's provision of services under this Agreement whether same occurs or the cause arises on or away from the CITY Property except that CONTRACTOR will not be liable under this Article for damages arising out of injury or damage to persons or property arising from the sole negligence of a third party or the CITY, any of its officers, agents or employees.

B. CONTRACTOR shall be solely responsible for insuring all stock and inventory at the CITY Property against damage or loss of any nature or kind. CONTRACTOR acknowledges and agrees that CITY assumes no responsibility whatsoever for any property placed at the CITY Property and with the exception of damages or loss suffered as a result of CITY's negligence, CITY is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of CONTRACTOR's presence and occupancy at the CITY Property.

ARTICLE 10 INSURANCE

CONTRACTOR shall maintain insurance in the amounts and subject to all conditions set forth in the RFP and shall not commence operations under this Agreement until certification or proof of insurance detailing terms and provisions of coverage has been received and approved in writing by the CITY's Risk Manager. A copy of the current Certificate of Insurance, which has previously been approved by the CITY's Risk Manager, is attached hereto and made a part hereof as Exhibit 17.

Should any of these required insurance policies not be renewed or be canceled before the expiration date, the issuing company shall provide CITY sixty (60) days advance notice. Notice of cancellation or non-renewal shall be issued directly by the Underwriting Department within the insurance company and not by the insurance agency regardless of authority or agreement between the insurance agency and insurance company.

ARTICLE 11 INDEPENDENT CONTRACTOR

Both CITY and CONTRACTOR agree that CONTRACTOR is an independent contractor and not a CITY employee. CITY shall not be liable for any wages, salaries, debts, liabilities or other obligations for CONTRACTOR's employees, agents or other representatives performing obligations of CONTRACTOR hereunder. All administrative procedures applicable to services under this Agreement, including personnel policies, tax responsibilities, social security, health insurance, employee benefits and purchasing policies shall be those of CONTRACTOR. Except

as otherwise provided hereunder, neither party is the agent of the other nor is authorized to act on behalf of the other in any matter.

ARTICLE 12 DEFAULT AND DISPUTE RESOLUTION

A. If either party claims the other is in default of this Agreement, the parties may, but are not required to, timely schedule a conference or meeting and make every reasonable effort to reach an amicable resolution. Both parties shall be entitled to have representatives present at any such meeting or conference.

B. If there is a default of any covenant or obligation under this Agreement, the defaulting party shall be given ten (10) calendar days to cure said default after written notice from the other in accordance with Article 17 herein.

If the party receiving written notice of default provides written notice denying same within ten (10) calendar days of receipt or the alleged default has not been remedied within ten (10) calendar days after receipt of written notice and is continuing, either party may appeal in writing to the City Manager for the CITY in accordance with Article 17 herein.

Upon receipt of said written appeal or demand, the City Manager for the CITY may request additional information relating to the dispute from either or both parties, which shall be provided within a reasonable time. Upon the City Manager's receipt and timely review of the disputed matter, the City Manager may make a decision regarding the alleged default as he/she deems appropriate under the circumstances. If the City Manager's decision is not implemented within the deadline set forth therein, the sixty (60) day advance written notice provision set forth in Article 14 herein shall not apply and it shall be lawful for either party to immediately terminate this Agreement in addition to any other remedies provided by law.

The default and dispute resolution process described in this Article is non-exclusive and without prejudice to the right of either party to pursue other remedies available at law.

ARTICLE 13 ANNUAL PERFORMANCE GOALS AND EVALUATION

The CITY's Golf Course Manager shall annually review and evaluate CONTRACTOR's performance based on performance criteria developed by CITY utilizing the scope of services set forth herein and in the RFP, Proposal and the Semi-Monthly Facility Inspection Evaluations referenced in Article 4 above. CITY shall provide CONTRACTOR a written summary of the aforesaid Annual Evaluation and provide an adequate opportunity for CONTRACTOR to discuss same with the CITY's Golf Course Manager.

ARTICLE 14 TERMINATION

A. Either party may terminate this Agreement, in whole or in part, without cause upon one hundred eighty (180) days advance written notice to the other in accordance with Article 17 herein.

B. Should either party fail to perform any of its obligations under this Agreement for a period of ten (10) days after receipt of written notice of such failure or deficiency, the non-defaulting party may elect to follow the Default and Dispute Resolution procedures set forth in Article 12 herein or terminate this Agreement upon sixty (60) days written notice to the other.

C. In the event either party cancels this Agreement, CONTRACTOR agrees to accept the balance of the compensation due and owing to them at the effective date of cancellation for the work performed up to that date. In addition, if this Agreement is terminated in the middle of an annual term, CONTRACTOR agrees to provide the Annual Time and Pay History Detail Report (Exhibit 9) and the Annual Product and Services Reconciliation Log (Exhibit 10) required hereunder within fourteen days of termination.

D. The foregoing rights of termination are in addition to any other rights and remedies that either party may have.

ARTICLE 15 NO DISCRIMINATION

During the performance of this Agreement, CONTRACTOR agrees not to discriminate against its or CITY's employees, patrons of the CITY property, or in the solicitation or purchase of goods or services on the basis of race, color, religion, sex, age, national origin, ancestry, marital status, physical or mental disability.

ARTICLE 16 PUBLIC ENTITY CRIMES ACT

Through execution of this Agreement and in accordance with Section 287.133, Florida Statutes, CONTRACTOR certifies that it is not listed on the convicted vendors list maintained by the State of Florida, Department of General Services.

ARTICLE 17 NOTICES AND DEMANDS

Whenever it is provided herein that notice, demand, request, or other communication shall or may be given to, or served upon, either of the parties by the other, it must be in writing, sent by certified United States mail with return receipt requested, addressed to the party to whom it is intended at the places designated below until changed by written notice in compliance with the provisions of this Article. For the present, the parties designate the following respective places for giving of notice, to-wit:

For CITY:

City Manager
P.O. Drawer 1300
Pompano Beach, Florida 33061
dennis.beach@copbfl.com
954-786-4601 office
954-786-4504 fax

With a copy to:

Recreation Program Administrator
1801 NE 6th Street
Pompano Beach, Florida 33060
mark.beaudreau@copbfl.com
954-786-4191 office
954-786-4113 fax

Golf Course Manager
1101 North Federal Highway
Pompano Beach, Florida 33062
Greg.martzolf@copbfl.com
954-786-4034 office
772 828-1799 cell
954-786-4113 fax

For CONTRACTOR:

William J. Stine
572 Eden Drive
Saint Cloud, Florida 34772
Phone#: 407-348-4653
Fax # 407-348-6920
Email: wstine2727@aol.com

Scott Zakany
235 Apollo Beach Blvd., #422
Apollo Beach, Florida 33572
Phone#: 813-526-1689
Fax # 407-348-6920
Email: szakany@cgcs.com

**ARTICLE 18
GOVERNING LAW AND VENUE**

A. The Agreement shall be governed by the laws of the State of Florida, both as to interpretation and performance. CITY and CONTRACTOR submit to the jurisdiction of Florida courts and federal courts located in Florida. The parties agree that proper venue for any suit at law or in equity attendant to this Agreement shall be instituted and maintained only in courts of competent jurisdiction in Broward County, Florida.

B. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and in addition to every other remedy given herein, now or hereafter existing at law or in equity or by statute or otherwise.

**ARTICLE 19
CONTRACT ADMINISTRATOR**

A. The CITY's Golf Course Manager or his/her designee shall serve as the CITY's Contract Administrator during the performance of services under this Agreement.

B. Scott Zakany shall serve as CONTRACTOR's Contract Administrator during the performance of services under this Agreement.

**ARTICLE 20
NO CONTINGENT FEE**

CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for CONTRACTOR any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

In the event of CONTRACTOR's breach or violation of this provision, the CITY shall have the right to terminate this Agreement without liability and, at CITY's sole discretion, to recover the full amount of such fee, commission, percentage, gift or consideration.

ARTICLE 21
ATTORNEY'S FEES

In the event of litigation between the parties, the prevailing party shall be entitled to recover all costs of collection, including a reasonable attorney's fees and court costs. The provisions of this paragraph shall survive termination of this Agreement.

ARTICLE 22
FORCE MAJEURE

Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, war, civil disorder, sabotage, accident, flood, acts of God or by any reason of any other matter or condition beyond the control of either party which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall economic hardship or lack of funds be considered an event of force majeure. However, in the event of a natural disaster where revenues cease for a fourteen day period or longer, CITY reserves the right to cancel any payment due hereunder on that course until such time as revenues resume. If CITY closes a course for renovations or improvements for fourteen (14) days or longer, then CONTRACTOR and CITY shall propose a revised written operating budget for that course which shall be adopted by formal written amendment to this Agreement.

If CITY or CONTRACTOR are unable to perform, or are delayed in their performance of any obligations under this Agreement by reason of any event of force majeure, such inability or delay shall be excused at any time during which compliance therewith is prevented by such event and during such period thereafter as may be reasonably necessary for either party to correct the adverse effect of such event of force majeure.

In order to be entitled to the benefit of this Article, a party claiming an event of force majeure shall be required to give prompt written notice to the other party specifying in detail the event of force majeure and also diligently proceed to correct the adverse effect of any force majeure. The parties agree that, as to this Article, time is of the essence.

ARTICLE 23
WAIVER AND MODIFICATION

A. Failure to insist upon strict compliance with any terms, covenants or conditions of this Agreement shall not be deemed a waiver of such, nor shall any waiver or relinquishment of such right or power at any time be taken to be a waiver of any other breach.

B. CITY and CONTRACTOR may request changes to modify certain provisions of this Agreement, including increasing or decreasing the scope of services to be provided. However, unless otherwise provided for herein, any such changes must be contained in a written amendment executed by both parties with the same formality of this Agreement.

ARTICLE 24
RELATIONSHIP BETWEEN THE PARTIES

CONTRACTOR is being contracted by CITY for the purposes and to the extent set forth in this Agreement and, as such, shall be free to dispose of such other portion of its time and skill as does not interfere with its obligations hereunder.

ARTICLE 25
SEVERABILITY

Should any provision of this Agreement or the application of such provisions be rendered or declared invalid by a court action or by reason of any existing or subsequently enacted legislation, the remaining parts or provisions of this Agreement shall remain in full force and effect.

ARTICLE 26
APPROVALS

Whenever CITY approval(s) shall be required for any action under this Agreement, said approval(s) shall not be unreasonably withheld.

ARTICLE 27
ABSENCE OF CONFLICTS OF INTEREST

CONTRACTOR represents it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with its performance hereunder. CONTRACTOR further represents no person having any interest shall be employed or engaged by it for said performance.

CONTRACTOR shall promptly notify the CITY in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance that may influence or appear to influence CONTRACTOR's judgment or quality of services being provided hereunder. Said notification shall identify the prospective business interest or circumstance and the nature of work that CONTRACTOR intends to undertake and shall request the CITY's opinion as to whether such association, interest or circumstance would, in the opinion of the CITY, constitute a conflict of interest if entered into by CONTRACTOR.

ARTICLE 28
BINDING EFFECT

The benefits and obligations imposed pursuant to this Agreement shall be binding and enforceable by and against the parties hereto.

ARTICLE 29
NO WAIVER OF SOVEREIGN IMMUNITY

Nothing contained in this Agreement is intended to serve as a waiver of sovereign immunity by CITY.

ARTICLE 30
OWNERSHIP OF RECORDS

All documents, records or other materials CONTRACTOR is required to maintain or provide CITY pursuant to the terms of this Agreement shall become CITY property.

ARTICLE 31
ENTIRE AGREEMENT AND INTERPRETATION

This Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein and both parties agree there are no commitments, agreements or understandings concerning the subject matter herein that are not contained in this Agreement. Accordingly, both parties agree no deviation from the terms herein shall be predicated upon any prior representations or agreements, whether oral or written.

Regardless of which party or party's counsel prepared the original draft and subsequent revisions of this Agreement, both CITY and CONTRACTOR and their respective counsel have had equal opportunity to contribute to and have contributed to its contents, and this Agreement shall not be deemed to be the product of, and therefore construed against either party.

It is further agreed the omission of a term or provision contained in an earlier draft of this Agreement shall have no evidentiary significance regarding the contractual intent of the parties and that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document agreed to and executed by authorized representatives of both parties with the same formality of this Agreement.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

"CITY":

Witnesses:

Christine Wodka

Shirley R. Bartholomew

CITY OF POMPANO BEACH

By: [Signature]
LAMAR FISHER, MAYOR

By: [Signature]
DENNIS W. BEACH, CITY MANAGER

Attest:

[Signature]
MARY L. CHAMBERS, CITY CLERK

(SEAL)

Approved As To Form:

[Signature]
GORDON B. LINN, CITY ATTORNEY

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this 26th day of April, 2013, by **LAMAR FISHER**, as Mayor, **DENNIS W. BEACH** as City Manager and **MARY L. CHAMBERS**, as City Clerk of the City of Pompano Beach, Florida, a municipal corporation, on behalf of the municipal corporation, who are personally known to me.

NOTARY'S SEAL:



[Signature]
NOTARY PUBLIC, STATE OF FLORIDA

Krystal Aaron
(Name of Acknowledger Typed, Printed or Stamped)

Commission Number

"CONTRACTOR":

Witnesses:

Sue Chamberlin

Print Name: Sue Chamberlin

Mark Favre

Print Name: Mark Favre

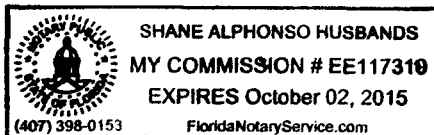
CYPRESS GOLF MANAGEMENT, LLC
a Florida limited liability company

By: [Signature]
WILLIAM J. STINE, MANAGER

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this 3 day of April, 2013, by William J. Stine, as Manager of Cypress Golf Management, LLC, a Florida limited liability company, who is personally known to me or who has produced FL DL: S350-930-54-021-P (type of identification) as identification.

NOTARY'S SEAL:



[Signature]
NOTARY PUBLIC, STATE OF FLORIDA

Shane Husbands
(Name of Acknowledger Typed, Printed or Stamped)

EE117310
Commission Number



Florida's Warmest Welcome

**CITY OF POMPANO BEACH
REQUEST FOR PROPOSALS**

W-46-12

GOLF COURSE MAINTENANCE

MANDATORY: PRE-PROPOSAL CONFERENCE

**WILL BE HELD AT 10:00 A.M. JULY 18, 2012
AT THE MUNICIPAL GOLF COURSE,
1101 N. FEDERAL HIGHWAY,
POMPANO BEACH, FLORIDA 33060**

RFP OPENING: AUGUST 1, 2012, 2:00 P.M.

**PURCHASING OFFICE
1190 N.E. 3RD AVENUE, BUILDING C (Front)
POMPANO BEACH, FLORIDA 33060**

June 29, 2012

CITY OF POMPANO BEACH, FLORIDA

REQUEST FOR PROPOSALS
W-46-12
GOLF COURSE MAINTENANCE

The City is seeking proposals from qualified firms to provide Golf Course Maintenance Services for the City of Pompano Beach, Municipal Golf Course. The contract will be for a five (5) year period with the option of two (2) additional five (5) year renewal terms.

The City will receive sealed proposals until 2:00 p.m. (local), August 1, 2012, in the City's Purchasing Office, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060. E-mailed or faxed proposals will not be acceptable.

A mandatory pre-proposal conference will be held at 10:00 a.m. July 18, 2012 at the Pompano Beach Municipal Golf Course, 1101 N. Federal Highway, Pompano Beach, FL. Only those firms attending this pre-proposal conference will be eligible to submit a response to this RFP.

INTRODUCTION

The following maintenance standards represents the acceptable standards for the care and maintenance of the Pompano Beach Municipal Golf Course, associated practice areas, course landscape plant material and clubhouse grounds.

A. SCOPE OF SERVICES

The City of Pompano Beach, Florida desires to enter into a contract with a qualified firm for the total maintenance of the Pompano Beach Municipal Golf Course, for the Pompano Beach Parks and Recreation Department.

The specifications contained herein are intended to indicate the minimum practices necessary for proper maintenance of the Greg Norman Signature, Pompano Beach Municipal Golf Courses. The following minimum maintenance standards are intended to provide the golfing customers with a consistent and acceptable level of course conditioning through employment of agronomically sound and environmentally sensitive routine management programs and practices. Nothing in these specifications shall be interpreted to limit the responsibilities of the contractor from carrying out additional measures required to meet the intent and quality level specified.

The contractor is required to perform labor calculations with the frequencies outlined to determine their staffing levels. It is required that each proposer provides a staffing chart and budget for each year of their proposal that they intend to follow. Labor reports may be required as back-up should the City determine that the contractor is providing less than the indicated amount of personnel.

1. General Provisions

Furnish all labor and materials to maintain the Pompano Beach Municipal Golf Courses and other common areas to the highest quality of maintenance possible in accordance with the parameters contained herein. Maintain all equipment in working order and according to the manufacturers recommended maintenance

schedules. This shall include, but not be limited to, keeping detailed records of the maintenance performed on each major piece of equipment.

- a. Areas of maintenance include, but are not limited to: greens, tees, approaches, collars, fairways, roughs, cart paths, driving range tee, practice areas, lakes, water hazards, course facilities grounds, clubhouse grounds and along roadways. Inclusive of this contract is the maintenance of turf, shrubs, plants and trees.

The contractor shall:

- b. Propose and execute corrective actions to bring substandard areas of the golf course up to the standards reflected in this document.
- c. Shall furnish all labor and supervision to professionally maintain and improve upon the existing course in accordance with the specifications of this RFP. This work force will include a trained and experienced Certified Golf Course Superintendent stationed at the course on a full-time basis.
- d. Will perform all normal functions which are essential to providing quality playing conditions, i.e.: greens mowing, cup changing, moving tee markers, grooming, etc.
- e. Will develop and perform necessary turf management programs to maintain and improve playing conditions.
- f. Be responsible at its own costs for both materials and labor for the immediate repair of any damage to City property that is caused by the contractor. Repairs will be made in a manner which restores the damaged area/facility to its original condition or better.
- g. Will be required to regularly evaluate the courses and make recommendations for capital improvements. The City at its option, can acquire additional services from the Contractor to make needed improvements. This recommendation must be submitted in writing on or before March 1 of the current year, to allow funds to be budgeted for the following fiscal year.

2. Supervision

Supervision shall be maintained over Contractor's working personnel at the golf course. Maintenance activities shall be coordinated with the City's representative. The contractor will make work assignments necessary to meet the direction provided by the City's representative. Contractor shall make seasonal or other required adjustments. The contractor shall also ensure that its employees maintain a neat and orderly personal appearance in keeping with the City's image. All employees shall be neatly attired at all times in a manner that will reflect credit to both the Contractor and the City.

3. Professional Requirements

- a. To obtain maximum performance, the contractor must be willing and able to supplement the trained maintenance personnel with the addition of professional turf consultants, entomologist, plant biologist, and such other professional specialists as are necessary. These personnel shall be hired at the expenses of the Contractor.

- b. The Contractor shall incorporate its full service maintenance program based upon generally accepted turf management principles and the Contractor's approved maintenance schedule.
- c. The contractor hereby certifies that the Golf Course Superintendent assigned will have the proper certifications from the Golf Course Superintendents of America, which requires educational and work experience. The Golf Course Superintendent must have at least three (3) years proven experience in golf course management in warm season turf grass environments. The Golf Course Superintendents experience must be demonstrated to provide ongoing maintenance programs which shall fulfill the terms and conditions of the subsequent agreement emanating from this RFP.
- d. The Contractor shall also retain personnel approved as pesticide applicators licensed by the Department of Agriculture and Consumer Services. The application of such pesticides on the premises of the Pompano Beach Municipal Golf Courses shall be performed by or under the supervision of the aforementioned licensed pesticide applicator. All pesticide applications must follow label guidelines, directions and restrictions.

4. Work Hours

- a. The schedule of work hours for accomplishment of maintenance services must conform to the requirements of the City and must have the approval of the City's representative.
- b. The Contractor shall furnish advance weekly work schedules to the City's representative one week prior to performing its maintenance work. Such advance weekly work schedules shall contain a blank space for the City's representative to approve the acceptability of such a schedule/ In addition, the Contractors shall also furnish an advance monthly master scheduling plan setting forth the proposed work schedule for the upcoming month to the City's representative.
- c. The working schedule shall be rotated so that an appropriate crewmember will be on the golf course on Saturdays and Sundays. Actual procedures shall be coordinated with the City's representative. Work schedules shall also include the number and names of the Contractor's personnel who will be working.
- d. In the event of a natural disaster, i.e.: hurricane, etc., the City may issue written authorization to the contractor to allow overtime as approved by the City to repair the golf course.

5. Evaluation of Operation

At the end of the first ninety (90) days hereof, the Contractor shall submit a formal report to the City's representative outlining recommendations, which will improve the quality of service and assist in effecting future cost savings.

6. **Contractor Representative**

The contractor shall designate a Project Manager who shall be responsible for the contractor's overall performance hereunder and who will, on request of the City's representative, report any noteworthy highlighted activities/problems/solutions to the City and/or the City's representative.

7. **City Representative**

The City's Parks and Recreation Director or designees will be the City's representative. This representative will be the direct liaison between the City and Contractor. The City representative may conduct bi-monthly inspections of the site, including but not limited to hole by hole and following up by a written recommendation of areas that need improvement.

8. **Professional Turf Consultant**

The City reserves the right to contract with a professional Turf Consultant at any time during the performance of this contract to evaluate the maintenance practices and agronomics. This is to insure that the contractor is following all technical programs set forth within the subsequent agreement.

9. **Personnel**

- a. The contractor shall employ qualified personnel whose work history includes successful employment in the performance of golf course maintenance.
- b. The contractor shall orientate and train all employees in the schedules, philosophies and public relations concerns of the City and those personnel shall conduct all work operations and dealings with the public in a courteous manner. Each employee of the contractor shall be trained in the proper method of cleaning, handling and operation of golf course maintenance equipment and supplies.
- c. All uniform (style) selections for contractor employees must be approved by the City. All employees of the contractor must be properly uniformed while at the golf course. Such uniforms must identify employees as the employees of the contractor and include name and identification on the uniform.
- d. The contractor shall maintain a sufficient number of personnel at all times to accomplish, on schedule, all work under this contract. The contractor shall submit a listing of personnel and the types of positions proposed.
- e. During all normal working hours, and during execution of the work, the Contractor shall have on the job a responsible and competent superintendent with authority to speak and act for the contractor.

10. Additional Provisions

- a. The contractor shall in no event subcontract any position of the work called for hereunder without prior consent of the City's representative. In the event that work is subcontracted, the contractor retains full responsibility for the acts and omission of its subcontractors and of persons employed by the subcontractor.
- b. The contractor must assist them in the development of Golf Course Maintenance Specifications which would be applicable to any new facilities completed after the effective date of this agreement or any subsequent renewal options.
- c. Office and equipment storage space shall be provided to the contractor by the City.
- d. In the event of a natural disaster, including, but not limited to i.e.: hurricane, etc., were revenues cease for a seven (7) day period or longer, the City reserves the right to cancel the contract payment until such time as revenues resume.
- e. Accident Prevention:
 - (1) Precaution shall be exercised at all times for the protection of employees, other persons and property.
 - (2) Contractor's employees shall report to their superintendent any hazardous conditions or item in need of repair noted during their performance of assigned work. The superintendent shall immediately notify the City representative or designee of such conditions.

11. Emergency Maintenance

In the event that the City at any time determines that any portion of the golf course is in immediate jeopardy of sustaining some type of serious harm due to a maintenance failure on the part of the contractor, the City may utilize their own work force to go on the golf course and perform such tasks as are necessary to prevent such serious harm from taking place. The cost of such preventative maintenance incurred by the City shall be itemized and submitted to the contractor and offset against any future monies owing to the contractor under this agreement. In the event the itemized cost exceeds future monies due to the Contractor, such overage shall be due and owing by the Contractor to the City.

12. City Responsibilities

- a. Maintain the golf cart fleet.
- b. Maintain lake water under a separate aquatic weed control agreement.
- c. Be responsible for removal and disposal of all debris after contractor brings debris to designated areas.
- d. Replace or improve capital assets under the following guidelines:
 - (1) City will maintain alarm system.
 - (2) City will replace damaged or dead plant material that is not determined to be the fault of the contractor.

- (3) City will be responsible for repairs or improvements over \$500.00.
- (4) If the City determines additional work not covered by the contract needs to be accomplished and the Contractor has the ability to perform the needed work, the City may engage the contractor to complete the work based on a detailed cost plus surcharge which will be negotiated at the time of contract negotiations. The City reserves the option to have the needed work completed by an outside contractor if it is determined that the outside contractor is in the best interest of the City.
- (5) The City may sub-contract multiple tree grouping maintenance and removal except for incidental pruning of traffic right-of-way and emergency removal of dead or fallen branches.
- (6) The City will be responsible for the maintenance of the effluent water system upstream of the 12" gate valve separation/connector.
- (7) The City will purchase capital equipment on an annual basis. The contractor will project a five (5) year equipment replacement program upon being selected.

B. CONTRACTORS MINIMUM MAINTENANCE STANDARDS

(1) PUTTING GREENS

Overview: All of the putting greens are to be maintained to provide a full and uniform turf cover along with a firm but not hard surface condition. An integrated pest management program will be used at all times to maintain a weed-free condition and prevent insect and disease damage. Mowing patterns must be established to ensure straight lines and neatly defined perimeters. Integrated surface management practices (mowing, rolling, verticutting and topdressing, etc.) shall be conducted to provide a consistent smooth and true ball roll and a speed in the range of 8.5 to 9.5 feet as measured using a USGA Stimpmeter. During periods of reduced growth or environmental stress, conservative procedures are acceptable.

Mowing Equipment – Triplex or walk-behind putting green mowers.

Mowing Frequency – Six to seven times per week. Alternating mowing and rolling of the putting greens is also an acceptable program.

Height of Cut – 0.120 to 0.150-inch for ultradwarf bermudagrass putting greens and 0.140 to 0.180-inch for Tifdwarf/Tifgreen bermudagrass.

Vertical Mowing – Every two weeks when sustained turf growth is occurring. Also to aid in minimizing grain, mower mounted brush or groomer attachments should be routinely used throughout the year.

Topdressing – Every two weeks when sustained turf growth is occurring and preferably following vertical mowing. The topdressing sand must have the same particle size distribution as the rootzone mix of the putting greens and also conform to USGA guidelines. An application rate of 0.5 to 1.0 cubic feet per 1,000 square feet should be used for routine topdressing and the sand uniformly incorporated into the turf canopy.

Turfgrass Growth Regulator – Applications should be conducted on an every five to seven day interval when sustained turf growth is occurring.

Hole Locations – Hole locations will be made in accordance with USGA recommendations and changed daily using a written rotation plan. Cup liners, flag poles and flags are to be uniform, clean and in good repair.

Ball Marks – Repaired daily and preferably prior to routine mowing

Aeration – The summertime core aeration program should be designed to impact a minimum of 20% of the total putting surface area annually. Depending on tine size and the number of holes per square foot produced, three to four replications between April and October can be required. The aeration cores and debris generated should be completely removed and then sufficient topdressing sand applied and incorporated to backfill the holes to at least 90% to 95% of their capacity. Supplemental aeration can be scheduled as needed using spiking, slicing or small diameter solid or coring tines.

Winter Overseeding – Tifdwarf/Tifgreen Bermuda grass only. Overseeding establishment should be undertaken in late October to November and Poa trivialis alone or a combination of Poa trivialis and perennial ryegrass used. Seeding rates will be dependent on the grass species selected. In the spring and once sustained bermudagrass turf growth is occurring, a program using a combination of mowing, verticutting and fertilization will be used to actively transition out the overseeding cover at the same rate that the base bermuda is able to fill in and maintain coverage on the putting greens.

(2) **PUTTING GREEN COLLARS, APPROACHES AND TEES**

Overview: Through the putting green collars, approaches and on the tees, a full, dense and smooth turf cover is to be maintained. An integrated pest management program will also be employed to maintain a weed-free condition and prevent insect and disease damage. The tee markers will be moved daily to prevent excessive divot and wear damage. The tee markers will be rotated in a consistent pattern with the putting green hole locations.

Mowing Equipment – Triplex putting green or trim mower.

Mowing Frequency – Three times per week when sustained turf growth is occurring and at least two times per week during the winter.

Height of Cut – 0.5-inch

Divot Repair – On the tees divot damage will be filled with topdressing sand a minimum of two times per week in a manner to encourage rapid turf recovery and maintain a level surface condition.

Cultural Practices – The putting green collars, approaches and tees will be core aerified a minimum of three times annually during the growing season with 0.5 to 0.75-inch diameter tines. The preferred program is to first severely verticut, followed by core aeration and a medium to heavy rate application of topdressing sand. Periodic supplemental verticutting and topdressing to control thatch/organic matter accumulation and in turn maintain a smooth, dense turf cover and firm surface condition may also be required.

Collar Edging – The interface between the outside edge of the putting greens and the collars should be mechanically edged at least every two weeks throughout the growing season to prevent bermudagrass encroachment. The bermudagrass stolons should be subsequently removed by hand. Furthermore, the edging, mowing and maintenance programs should be completed in a manner to preserve the size and shape of the putting greens, collars and tees.

(3) **FAIRWAYS**

Overview: Through the fairways, a smooth uniform turf cover with well defined perimeters and that provides support of the golf ball for play should be maintained. The repairing of the fairway divots will be required. A combination of pre and post-emergent herbicides should be used in an annual program to maintain an acceptable (80% to 90%) level of weed control. Due to constant management plan, which includes the specific materials, active ingredient, application rate and application timing, should be submitted annually by the contractor for review and approved by an official representative of the City. Given the potential for turf damage by mole crickets, the plan should include treatment of a minimum of 100 acres of primary play area with an insecticide such as fipronil or it's equal.

Mowing Equipment – Self-contained five-gang mowers with hydraulically operated reels.

Mowing Frequency – Three times per week when sustained turf growth is maintained a clean presentation through the fairways.

Height of Cut – During the late spring, summer and early fall, the fairways should be maintained at a height of cut of 0.50-inch. As the growth rate of the turf begins to slow down in the latter part of the fall and in response to cooler temperatures, the height of cut should be raised to 0.65 to 0.75 inch.

Growth Regulator – Use of a turfgrass growth regulator such as trinexapacethyl, with treatments being conducted on an every four seek interval from April through October, is strongly encouraged. With employment of a treatment program a mowing frequency of two times per week or sufficient that no more than 1/3rd of the total leaf surface area is removed in allowable. Including the approach areas of the putting greens and tees in the fairway treatment program would also be encouraged; however, a mowing frequency of three times per week should still be employed for the proper presentation.

Cultural Management Practices – The fairways and immediately adjacent perimeter roughs are to be core aerified two to four times during the summer to alleviate soil compaction and control annual thatch/organic matter accumulation. Supplemental core aeration or deep slicing of areas that experience very concentrated cart traffic may also be required. Verticutting of the fairways should be performed annually and this can be either a single severe or deep replication, or a series of lighter less disrupted recoplications. Along with the maintaining of proper thatch levels through the fairways verticutting is needed to produce and maintain a dense upright shoot growth character. To further aide in maintaining proper fairway conditions and prevent excessive grain, strait, diagonal and circle cutting mowing patterns should be routinely using and alternating basis.

(4) **PRIMARY ROUGHS PUTTING GREEN AND TEE SURROUNDS**

Overview: The primary rough immediately adjacent to the fairways and 10 to 20 yards wide, along with the surrounds of the putting greens and tees should be mowed routinely to provide a uniform, clean and neat presentation along with an appropriate but not excessively penal character for average to high handicap golfers. Pest management programs for the putting green and tee surrounds should be sufficient to maintain a level of control comparable to the fairways proper.

Mowing Equipment– Pull-behind multiple rotary deck or gang reel mowers plus rotary trim mowers.

Mowing Frequency – When sustained turf growth is occurring the primary rough, putting green and tee surrounds should be mowed two times a week or a sufficient frequency so that the turf

does not exceed a height greater than 1.5-inch. The remaining rough outside of these areas should be mowed at least once per week when sustained growth is occurring.

Height of Cut (effective) – 1.25 to 1.50-inch.

Cultural Practices – Ideally, the core aeration program of the fairways should be extended out to include the primary roughs, putting green and tee surrounds. Here to, supplemental core aeration or deep slicing to alleviate the buildup of soil compaction in locations where concentrated traffic occurs should be performed to prevent turf thinning or loss. In place of verticuting, the primary rough areas and surrounds should be scalped down to a height of cut of 1.0-inch or slightly lower annually in the late spring to early summer.

(5) **BUNKERS**

Overview: The bunkers will be maintained to provide a clean, well defined, weed-free presentation along with a reasonably consistent play character with each bunker through the golf course. A minimum sand depth of 4-inches should be maintained in the base of the bunkers. It is preferred but not mandatory that rakes be placed outside of the bunkers and parallel to the line of play.

Raking Frequency – All greenside bunkers will be raked three times per week and the fairway bunkers will be raked once per week using mechanical sand rakes. When mechanical raking is not scheduled, all of the bunkers will be visually checked and spot touch up hand raking performed as needed.

Edging – Mechanical edging of the bunker perimeters should be performed as needed throughout the year so that the margin of the hazard is always well defined. During the summer, occasional chemical edging with a non-selective herbicide will be allowed as long and this can be performed without causing excessive turf kill around the perimeters of the bunkers.

Perimeter Mowing – Any perimeter turf areas that cannot be cut as part of the routine mowing frequencies will need to be regularly mowed using a “fly-mow” type unit or string head trimmer to maintain a manicured appearance at all times. When sustained turf growth is occurring during the summer, a mowing frequency of once per week can be necessary.

Sand Depth – The depth of the bunker sand will be checked two times per year and the sand redistributed as needed to maintain approximately 4-inches of material in the base of all of the bunkers.

(6) **PRACTICE AREAS**

Overview: Practice putting greens will be maintained so that the same condition and quality as the regular putting greens is provided. Natural turf practice tee areas will be maintained to provide a similar condition as the golf course fairways.

(7) **FERTILIZATION**

Overview: Fertilization of the putting greens, tees, fairways and roughs will be performed in accordance with Best Management Practices and based on annual soil and irrigation water quality test results. Soil samples shall be taken from nine representative putting greens, tees and fairways in the spring and fall of each year. In order to have a historical perspective and develop a database of soil fertility, it is requested that an odd and even hole sampling format be used. The samples shall be submitted to a chemical soil testing laboratory for analysis of nutrient content including: Phosphorus, potassium, calcium, sulfur, magnesium, zinc, manganese,

copper, iron and boron. Additional properties that shall be tested include: PH, soluble salts (EC) and cation exchange capacity (CEC). The results of the soil tests will then be used to formulate the fertilization program on the basis of maintaining sufficient levels of available nutrients (SLAN) in the soil.

A representative sample of the irrigation water shall also be submitted annually for analysis. The test shall include an analysis for soluble salts (TDS or ECw), sodium absorption ratio (SAR), pH carbonate and bicarbonate levels.

The contractor is required to submit a copy of the soil test results along with a proposed annual fertility program to the City during the 1st quarter of each year. The quantity of phosphorus, potassium, magnesium, calcium, sulfur, soil amendments and micronutrients shall be based on the result of the bi-annual soil tests. The timing and application of nitrogen shall be based on the turf cultivar and use of the intended area (i.e. putting green, tee, fairway or rough). The goal is to support sustained healthy growth and consistent proper playability while at the same time maintaining a reasonable color plus resistance to pest and weed invasion. Based on hosting heavy play on a year round basis, the following nitrogen fertilization rates would be suggested:

Putting Greens – 8 to 12 pounds of actual nitrogen per 1,000 square feet per year.

Tees - 8 to 10 pounds of actual nitrogen per 1,000 square feet per year.

Fairways – 6 to 8 pounds of actual nitrogen per 1,000 square feet per year.

Roughs – 4 to 6 pounds of actual nitrogen per 1,000 square feet per year.

With the putting greens and tees, a combination of granular and liquid fertilizer formulations can be used in a "spoon feeding" program and depending on the materials utilized, applications made on an every 7 to 21-day interval. For all bermudagrass fairway and primary rough areas, bulk granular fertilizer formulations should be used with the majority of the nitrogen being in a slow-release form. The nitrogen release rate will need to be taken into consideration in determining application frequency. Supplemental fertilization will need to be performed as needed to reestablish full dense turf coverage in weak or damaged locations. Based on soil test results, other amendments may be required to maintain a soil pH in the range of 6.0 to 7.0 and facilitate leaching of salts out of the rootzone.

(8) **IRRIGATION**

Scheduling – The automatic irrigation system shall be monitored and adjusted daily according to the needs of the turf and changes in weather patterns. The goal should be to promote healthy turf growth and dry, firm playing conditions with minimal wet spots.

Hand Watering – Hand watering shall be accomplished as needed on a daily basis to address any localized dry spots on the putting greens and tees.

Irrigation System Maintenance and Repairs – Downstream of the pressure regulating valve, the contractor will be responsible for maintaining and repairing the irrigation system, including, but not limited to: controllers, heads, isolation valves, satellites, master controller, wiring, hydraulics, etc.

(9) **PEST MANAGEMENT**

General pest management standards are covered in the individual putting green, tee, fairway and rough sections. It is understood that pest pressure is very high in South Florida and also that

eradication of weeds and other pests is economically and environmentally impossible. However, with the putting greens it is again required that a weed-free condition be maintained and also appropriate preventative treatments be conducted so that turf damage and loss due to insects and diseases does not occur. Through the rest of the primary play areas, maintaining 85% to 90% control of pests is desired and considered an acceptable level. A pest management plan must be submitted annually to the City.

(10) **EQUIPMENT MAINTENANCE AND REPAIR**

The contractor will be responsible for preventative maintenance in accordance with all manufacturer guidelines and repair of the equipment. The equipment technicians are required to attend manufacturer workshops and seminars to stay up to date on the latest trends and repair of equipment. An equipment maintenance and repair log will be maintained and available for review on a monthly basis by the City's representative.

A list of current golf course maintenance equipment fleet is found at attachment "A".

(11) **CART PATHS**

All cart paths shall be mechanically or chemically edged as needed to maintain a neat appearance and definitive lines. Debris and overhanging branches shall be attended to on a daily basis.

(12) **SERVICE**

In addition to changing of hole locations and tee marker positions as described in the putting green and tee sections, the contractor is responsible for all trash removal and servicing a ball washers on the course. The ball washer soap will be changed at a minimum of once per week during the entire year. Replacement of all tee and putting green supplies will be responsibility of the contractor.

(13) **DEBRIS**

When the golf course is open for play, any vegetation debris or trash will be picked up. The debris will be hauled to the appropriate areas of disposal. Disposal of debris off of the golf course property will be the responsibility of the City.

(14) **MAINTENANCE RECORDS**

Accurate maintenance records shall be kept by the superintendent and furnished to the City by the first day of each month.

Weekly Records – A weekly checklist shall be developed to record the frequency of mowing operations, vertical mowing, changing of holes and tee marker locations, as well as notations of any special problems.

Monthly Records – Monthly records shall include a list and description of any special projects completed on the golf course, a list of repairs, the irrigation system report and a detailed report of fertilizers and pesticide applications.

Annual Maintenance Plan – The contractor shall formulate an annual maintenance ce plan that includes scheduled dates for core aeration, broad-scale pesticide application (e.g. pre-emergent or post-emergent herbicide applications) and any other duties that will result in significant disruption to the golf course. The plan shall be coordinated with the annual tournament schedule

to avoid conflicts. The plan shall be flexible; however, maintenance programs should have priority over tournament schedules.

(15) **PERSONNEL**

Superintendent – The contractor shall maintain a full-time GCSAA Class A superintendent on site during normal working hours to direct and supervise the maintenance staff. The superintendent shall also maintain a current Pest Control Applicators License and directly supervise the application of all fertilizers and pest control materials. Maintenance of all records and pesticide use reports are the responsibility of the superintendent, a copy of which shall be submitted monthly to the City's representative.

Staff – The contractor shall also provide a well-trained and experienced staff to perform the duties and functions of the maintenance contract. All work shall be performed in accordance with industry standards and applicable safety regulations. All maintenance work shall be performed so as not to unduly disturb golfers.

(16) **LANDSCAPE AREAS**

All areas within the perimeter of the golf course planted with ornamentals and having a definable border.

Clean-up – The golf course and clubhouse areas shall be policed daily and maintained free of trash and debris such as paper, drinking cans, bottles, fallen limbs and leaves.

Weed Control – All plant beds and tree rings shall be maintained free of weeds or grass to the extent it is possible with either mechanical or chemical means. Any area that has been chemically treated for weed control must have any unsightly dead vegetation removed.

Flower Beds – Annual flowerbeds will be planted with appropriate plant material to provide a vibrant color display around the clubhouse, clubhouse entrance and its containers near the clubhouse and other specified beds. The golf course beds shall receive four plantings of annuals. The planting schedule shall coincide with the schedule set forth in the Landscape Specifications for Pompano Beach Municipal Golf course.

Edging – The contractor shall neatly edge the trim around all plant beds, curbs, streets, trees, plant buildings, etc., and maintain the shape and configuration of all plantings. All walks, drives, cart paths, and parking lots shall be immediately blown or vacuumed following edging. All paved areas and walks (hardedges) shall be edged as needed.

String Trimming – Areas inaccessible to mowing machinery shall be maintained with string trimmers, fly-mos or chemical means as environmental conditions permit. Extra care will be given when trimming around wooden or painted signs to minimize damage to the City's property.

Fertilization – Plant beds, shrubs, woody-ornamental and ground covers shall be fertilized two times per year to maintain good appearance and color using a balanced analysis such as 8-10-10 with a good minor nutrient content. Nitrogen sources shall consist of a minimum of 40% slow release product. Fertilizer will be applied to supply approximately four (4) pounds of actual nitrogen per year.

Insect and Disease Control – Plants will be treated chemically as required to effectively control insect infestation and disease as horticultural and weather conditions permit. The contractor will implement an Integrated Pest Management Program to minimize the use of pesticides. The contractor must possess an active Restricted Pesticide Applicators License issued through the

Florida Department of Agriculture and Consumer Services. Only trained operators will be allowed to apply agricultural chemicals. Application logs must be maintained on the property along with MSDS sheets for each approved product.

Mulching – All stipulated beds shall be maintained with a 3-inch layer of mulch. Mulch material shall consist of premium grade cypress bark mulch. Pine straw mulch may be used for slope beds where bark mulch may wash out. Any other material must first be approved by the City.

(17) **LANDSCAPE MAINTENANCE (NON-GOLF AREAS)**

Clean-Up – The golf course, clubhouse, and parking areas shall be policed daily and maintained free of trash and debris such as paper, drinking cans, bottles, fallen limbs and leaves.

Weed Control – All plant beds and tree rings shall be maintained free of weeds or grass to the extent it is possible with either mechanical or chemical means.

Trimming – Plant material fifteen (15) feet tall or less (trees, shrubbery and ground covering) shall be trimmed as necessary to provide for good appearance, protection from wind and insect damage. Trees taller than fifteen (15) feet including palm trees will be pruned, as necessary, under a separate agreement. Trees shall be pruned of all sucker growth and small horizontal branching (3 feet branch diameter or less) to a height of eight (8) feet from the ground, for clearance of mowing equipment and golf cart traffic. The structure and shape of trees being pruned or trimmed shall be given first consideration for horizontal branch pruning.

Fertilization – Plant beds, shrubs, woody ornamental and ground covers shall be fertilized two times per year to maintain good appearance and color using a balanced analysis such as 8-10-10 with a good minor nutrient content. Nitrogen sources shall consist of a minimum of 40% slow release product. Fertilizer will be applied to supply approximately four (4) pounds of actual nitrogen per year.

Insect and Disease Control – Plants will be treated chemically as required to effectively control insect infestation and disease as environmental, horticultural and weather conditions permit. The contractor will implement an Integrated Pest Management Program to minimize the use of pesticides. The contractor must possess an active Restricted Pesticide Applicators License issued through the Florida Department of Agriculture and Consumer Service. Only trained operators will be allowed to apply agricultural chemicals. Application logs must be maintained on the property along with MSDS sheets for each approved product.

Flower Beds – Annual flowerbeds will be planted with appropriate plant material to provide a constant vibrant color display at the clubhouse entrance and in containers near the clubhouse.

Mowing – St. Augustine turfgrass areas will be mowed with a rotary mower approximately forty-six (46) times per year. Bermudagrass areas will be mowed with a reel mower at a frequency that provides a continuous detailed manicure look. Edging, trimming and clean-up will accompany the mowing operation.

(18) **ADDITIONAL MAINTENANCE AREAS**

Golf Course Supplies and Services Islands – The contractor will be responsible for all replacement of flag sticks, flags, cups and tee markers. The contractor will not be responsible for damage or replacement of these items caused by acts of vandalism and/or theft.

Restroom and Shelter Maintenance – All on-course restroom and clubhouse facilities are to be cleaned and resupplied with soap, towels and other supplies for normal operation on a daily basis

each day the course is open for play. The contractor shall provide these supplies at no cost to the City. Facilities must be cleaned daily by mopping and scrubbing with soap and disinfectants, all floors, sinks, toilets and urinals. Mirrors shall be polished and water fountains cleaned and kept free of litter. Insect nests and webs shall be removed from ceilings, walls, louvers, screen doors and windows during each clean up. The City shall provide all fixtures, mirrors, trash receptacles, paper towel and toilet tissue dispensers as required to maintain the restroom facilities.

Rain Shelters – Rain shelters shall be kept free of debris and swept clean as required to maintain a clean and healthy environment. Trash receptacles in shelters and restrooms shall be emptied on a daily basis and a new trash can liner installed in the trash receptacle.

(19) **UTILITIES**

The contractor shall be responsible for all utilities, including electrical, power, water, telephone, fax lines, etc. to the maintenance facility.

C. REQUIRED PROPOSAL SUBMITTAL

Submit one (1) original unbound and bound copies of the proposal. All copies will be on 8 ½" x 11" plain white paper, typed, and signed by an authorized representative who is able to contractually bind the Proposer. The proposer must submit eight (8) original copies of the proposal. In addition, Proposers must submit one (1) original copy of the Proposal on electronic media in printable Adobe or Microsoft Word format (or other format approved by the City). Failure to adhere to the submittal quantity criteria may result in the Proposal being considered non-responsive.

Information to be included in the proposal: In order to maintain comparability and expedite the review process, it is required that proposals be organized in the manner specified below, with tabs or dividers between the sections:

Title page:

Show the project name and number, the name of the Proposer's firm, address, telephone number, name of contact person and the date.

Table of Contents:

Include a clear identification of the material by section and by page.

Letter of Transmittal:

Briefly state the Proposer's understanding of the project and express a positive commitment to provide the services described herein. State the name(s) of the person(s) who will be authorized to make representations for the Proposer, their title(s), office and E-mail addresses and telephone numbers. Please limit this section to two pages.

Fees & Costs:

Include a concise narrative with sufficient detail indicating the proposed approach to providing the required services, including a description of the types and qualities of service that would be provided. Provide a cost for each of the major services provided along with the estimated number of expected work hours for each qualified staff.

Proposer shall itemize all costs to complete all and necessary tasks as described under Scope of Services. Costs associated with travel as well as miscellaneous expenses should be adequately described.

Schedule:

Proposer shall provide a timeline that highlights proposed tasks that will meet all applicable deadlines.

References:

Submit a client reference list, including name of contact, firm and/or governmental entity, address, telephone number and type of service provided to each reference.

Litigation:

Disclose any litigation within the past five (5) years arising out your firm's performance.

City Forms:

The RFP Proposal Signature Page must be completed, signed and returned. Proposer should return all RFP pages, initialed where indicated.

Licensing and Registration:

Submit licensure and registration information that the Proposer is in good standing and authorized to do business in the State of Florida and the City of Pompano Beach.

Return all RFP pages, initialed where indicated.

GUIDELINES FOR SUBMISSION OF REQUIRED INFORMATION

1. ***Eligibility:*** To be eligible to qualify as a participant in this project, the following minimum requirements must be met:
 - a. The firm must be regularly engaged in the profession of Golf Course Maintenance and have demonstrated successful experience in golf course management in warm season turf grass environments.
 - b. The firm must clearly indicate the expertise and facilities to service the City of Pompano Beach as outlined in the RFP.
 - c. The firm must include a professional Golf Course Superintendent who also possesses a minimum of three (3) years proven experience in golf course maintenance management in warm season turf grass environments.
2. ***Evaluation of proposals:*** Evaluation will be conducted by a Selection/ Evaluation committee. Following review of the proposals received, the proposers may be requested to make an oral presentation to the committee, further expanding on their ability to carry out this program.
3. ***Submission of a Proposal:*** Each proposal shall be prepared simply and economically, providing a straight forward, concise delineation of the firm's capabilities to satisfy the requirements of the RFP. Fancy bindings, colored displays and promotional material are not desired. However, technical literature may be included in the firm's proposal. The emphasis in each proposal must be on completeness and clarity of content. In order to expedite the evaluation of proposals, it is essential that contractors follow the format and instructions contained herein.

4. **Information to be included in the proposal:** In order to maintain comparability and enhance the review process, it is required that proposals be organized in the manner specified below:

a. ***Title page:***

Show the project name and number, the name of the proposers firm, address, telephone number, name of contact person and the date.

b. ***Table of Contents:***

Include a clear identification of the material by section and by page.

c. ***Letter of Transmittal:*** Limit to two (2) pages as follows:

- (1) Briefly state the proposer's understanding of the project and express a positive commitment to provide the services within.
- (2) State the name(s) of the person(s) who will be authorized to make representations for the proposer, their title(s), addresses and telephone numbers.

d. ***Total Operating Budget -*** The proposal response must include an Operating Budget and Staff Chart page for each year of the five (5) year contract. (See attachment A & B).

e. ***Experience -*** A summary of proposers experience for similar services of a similar size golf course and experience of proposers staff members (including resumes) for which the Golf Course Maintenance firm has provided similar services for the preceding five (5) years.

f. ***The following schedules must also be submitted:***

- (1) **Greens fertilization schedule** to show application rates and analysis based on soil tests that will be provided to the vendors.
- (2) **Tee fertilization schedules.**
- (3) **Fairways, Bermuda grass roughs and Slopes fertilization schedules.**
- (4) **Complete weed control program**, both pre- and post-emergent.

5. **Proposers Responsibilities**

- a. Proposers are required to return their proposals signed by a representative who is authorized to contractually bind the firm.
- b. Proposers shall submit their proposals to the Purchasing Division on or before the date and time indicated.
- c. Proposers shall submit all prices in the format specified in the RFP.

- d. The proposer shall examine the RFP carefully.
Ignorance of the requirements will not relieve the firm from liability and obligations under the contract.
- e. The City shall not be liable for any costs incurred by proposers responding to this RFP.

D. SELECTION/EVALUATION PROCESS

A Selection/Evaluation Committee will be appointed to select the most qualified firm(s). The Selection/Evaluation Committee will present their findings to the City Commission and, upon Commission approval, will negotiate a contract with the most qualified firm(s).

Proposals will be evaluated using the following criteria.

The City will evaluate all proposals to determine which proposal best meets the needs of the City, based on the criteria listed below. The award will be based on a review of all the information submitted, plus a review of references submitted, and certain objective and subjective considerations as follows:

<u>FACTOR</u>	<u>POINT RANGE</u>
1. <i>Understanding of the Project</i>	0 - 5
Proposals will be evaluated against the questions set out below:	
a. Has the proposer demonstrated a thorough understanding of the purpose and scope of the project?	
b. How well has the proposer identified pertinent issues and potential problems related to the project?	
c. Has the proposer demonstrated that it understands what the City expects the vendor to provide?	
d. Has the proposer demonstrated that it understands the schedules proposed by the City for the various functions required?	
2. <i>Organization of the Firm</i>	0 - 15
Proposals will be set out against the questions set out below:	
a. Has the proposer adequately described the size, structure and organization of the firm?	
3. <i>Experience and Qualifications</i>	0 - 30
Proposals will be set out against the questions set out below:	
a. Do the individuals assigned to the project have experience on similar size projects?	
b. Are resumes complete and do they demonstrate backgrounds	

that would be desirable for individuals engaged in the work the project requires?

- c. How extensive is the applicable education and experience of the personnel designated to work on this project?
- d. How knowledgeable are the proposer's personnel of golf course maintenance management in warm season turf grass environments?

4. ***Ability to Perform/Management Plan*** 0 - 25

Proposals will be evaluated against the questions set out below:

- a. Does the management plan (staffing, etc.) support all of the project requirements and logically lead to the results required in the RFP?
- b. Is accountability completely and clearly defined?
- c. Is the organization of the project team clear?
- d. Does the management plan illustrate the lines of authority and communication?
- e. To what extent does the proposer offer alternate deliverables and gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- f. Is the proposal practical and feasible ?
- g. Have any potential problems been identified?
- h. Is the proposal submitted responsive to all material requirements of the RFP?

5. ***Total Financial Package*** 0 - 25

Proposals will be evaluated against the information provided on Attachments A & B.

TOTAL MAXIMUM POINTS: 100

The following formula will be used to Convert Financial Package to Points:

The distribution of points based on the Total Financial Package will be determined by allocation of the maximum number of points allocated to Evaluation Criteria #5. The point allocation for the Total Financial Package on the other proposals will be determined through the method set out below:

(Financial Package of Lowest Cost Proposal)
Divided by _____ X (Maximum Points for #5)
(Financial Package of Each Higher Priced Proposal)

This RFP allowed 25 points of the total of 100 points for cost.

The lowest Total Financial Package proposal receives 25 points.

For example purpose, four (4) responses are received to this proposal. The Total Financial Package costs ranking from low to high are as follows:

Proposer #1:	\$800,000.00 Grand Total for Five (5) Years
Proposer #2:	\$876,500.00 Grand Total for Five (5) Years
Proposer #3:	\$912,680.00 Grand Total for Five (5) Years
Proposer #4:	\$962,000.00 Grand Total for Five (5) Years

Proposer #2 receives 22.8 points:

$\$800,000 \text{ divided by } \$876,500 \times 25 = 22.8 \text{ points}$

Proposer #3 receives 21.9 points:

$\$800,000 \text{ divided by } \$912,680 \times 25 = 21.9 \text{ points}$

Proposer #4 receives 20.8 points:

$\$800,000 \text{ divided by } \$962,000 \times 25 = 20.8 \text{ points}$

The Committee has the option to use the above criteria for the initial ranking to short-list Proposers and to use an ordinal ranking system to score short-listed Proposers following presentations (if deemed necessary) with a score of "1" assigned to the short-listed Proposer deemed most qualified by the Committee.

Each firm should submit documentation that evidences the firm's capability to provide the services required for the Committee's review for short listing purposes. After an initial review of the Proposals, the City may invite Proposers for an interview to discuss the proposal and meet firm representatives, particularly key personnel who would be assigned to the project. Should interviews be deemed necessary, it is understood that the City shall incur no costs as a result of this interview, nor bear any obligation in further consideration of the submittal.

When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the service. If three or less firms respond to the RFP, the list will contain the ranking of all responses.

The City Commission has the authority to (including, but not limited to); approve the recommendation; reject the recommendation and direct staff to re-advertise the solicitation; or, review the responses themselves and/or request oral presentations and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

E. Hold Harmless and Indemnification

Proposer covenants and agrees that it will indemnify and hold harmless the City and all of its officers, agents, and employees from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Proposer, whether direct or indirect, or whether to any person or property to which the City or said parties may be subject, except that neither the Proposer nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused by or resulting from the sole negligence of the City or any of its officers, agents or employees.

F. Insurance

The insurance described herein reflects the insurance requirements deemed necessary for this contract by the City. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The successful Proposer(s) shall not commence operations until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Pompano Beach Risk Manager.

The following insurance coverage shall be required.

- a. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees). The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
- b. Liability Insurance
 - 1) Naming the City of Pompano Beach as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
 - 2) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

LIMITS OF LIABILITY				
Type of Insurance		each occurrence	aggregate	
GENERAL LIABILITY: MINIMUM \$200,000 per OCCURRENCE/\$300,000 AGGREGATE				
* Policy to be written on a claims incurred basis				
XX	comprehensive form			
XX	premises - operations	bodily injury		
—	explosion & collapse			
—	hazard	property damage		
—	underground hazard			
—	products/completed			
	operations hazard	bodily injury and		
XX	contractual insurance	property damage		
XX	broad form property	combined		
	damage			
XX	independent contractors			
XX	personal injury	personal injury		
AUTOMOBILE LIABILITY: MINIMUM \$200,000 per OCCURRENCE/\$300,000 AGGREGATE				
		bodily injury		
		(each person)		
		bodily injury		
XX	comprehensive form	(each accident)		
XX	owned	property damage		
XX	hired	bodily injury and		
XX	non-owned	property damage		
		combined		
REAL & PERSONAL PROPERTY				
—	comprehensive form	Consultant must show proof they have this coverage.		
EXCESS LIABILITY				
—	umbrella form	bodily injury and		
		property damage		
—	other than umbrella	combined	\$2,000,000.	\$2,000,000.
XX	PROFESSIONAL LIABILITY		\$1,000,000.	\$1,000,000.
* Policy to be written on a claims made basis				

The certification or proof of insurance must contain a provision for notification to the City, and the City's contracted law enforcement provider if applicable, thirty (30) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish to the City the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

G. Retention of Records and Right to Access

The selected firm shall maintain during the term of the contract all books of account, receipt invoices, reports and records in accordance with generally accepted accounting practices and standards. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. Recommendation for changes, additions, or deletions by the City's Internal Auditor must be complied with by the selected firm. The City's Internal Auditor must be permitted during normal business hours to audit and examine the books of account, reports, and records relating to this contract. The selected firm shall maintain and make available such records and files for the duration of the contract and retain them until the expiration of three years after final payment under the contract.

H. Communications

No negotiations, decisions, or actions shall be initiated or executed by the firm as a result of any discussions with any City employee. Only those communications, which are in writing from the City, may be considered as a duly authorized expression on behalf of the City. In addition, only communications from firms that are signed and in writing will be recognized by the City as duly authorized expressions on behalf of firms.

I. No Discrimination

There shall be no discrimination as to race, sex, color, age, religion, or national origin in the operations conducted under any contract with the City.

J. Independent Contractor

The selected firm will conduct business as an independent contractor under the terms of this contract. Personnel services provided by the firm shall be by employees of the firm and subject to supervision by the firm, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this agreement shall be those of the firm.

K. Staff Assignment

The City of Pompano Beach reserves the right to approve or reject, for any reasons, Proposer's staff assigned to this project at any time. Background checks may be required.

L. Contract Terms

The contract resulting from this RFP shall include, but not be limited to the following terms:

The contract shall include as a minimum, the entirety of this RFP document, together with the successful Proposer's proposal. Contract shall be prepared by the City of Pompano Beach City Attorney.

If the City of Pompano Beach defends any claim, demand, cause of action, or lawsuit arising out of any act, action, negligent acts or negligent omissions, or willful misconduct of the contractor, its employees, agents or servants during the performance of the contract, whether directly or indirectly, contractor agrees to reimburse the City of

Pompano Beach for all expenses, attorney's fees, and court costs incurred in defending such claim, cause of action or lawsuit.

M. Waiver

It is agreed that no waiver or modification of the contract resulting from this RFP, or of any covenant, condition or limitation contained in it shall be valid unless it is in writing and duly executed by the party to be charged with it, and that no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting this contract, or the right or obligations of any party under it, unless such waiver or modification is in writing, duly executed as above. The parties agree that the provisions of this paragraph may not be waived except by a duly executed writing.

N. Survivorship Rights

This contract resulting from this RFP shall be binding on and inure to the benefit of the respective parties and their executors, administrators, heirs, personal representative, successors and assigns.

O. Termination

The contract resulting from this RFP may be terminated by the City of Pompano Beach without cause upon providing contractor with a least sixty (60) days prior written notice.

Should either party fail to perform any of its obligations under the contract resulting from this RFP for a period of thirty (30) days after receipt of written notice of such failure, the non-defaulting part will have the right to terminate the contract immediately upon delivery of written notice to the defaulting part of its election to do so. The foregoing rights of termination are in addition to any other rights and remedies that such party may have.

P. Manner of Performance

Proposer agrees to perform its duties and obligations under the contract resulting from this RFP in a professional manner and in accordance with all applicable local, federal and state laws, rules and regulations.

Proposer agrees that the services provided under the contract resulting from this RFP shall be provided by employees that are educated, trained and experienced, certified and licensed in all areas encompassed within their designated duties. Proposer agrees to furnish the City of Pompano Beach with all documentation, certification, authorization, license, permit, or registration currently required by applicable laws or rules and regulations. Proposer further certifies that it and its employees are now in and will maintain good standing with such governmental agencies and that it and its employees will keep all license, permits, registration, authorization or certification required by applicable laws or regulations in full force and effect during the term of this contract. Failure of Proposer to comply with this paragraph shall constitute a material breach of contract.

Q. Acceptance Period

Proposals submitted in response to this RFP must be valid for a period no less than ninety (90) days from the closing date of this solicitation.

R. RFP Conditions and Provisions

The completed and signed proposal (together with all required attachments) must be returned to City on or before the time and date stated herein. All Proposers, by submission of a proposal, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. All proposals and supporting materials submitted will become the property of the City.

Any alteration, erasure, or interlineations by the Proposer in this RFP shall constitute cause for rejection. Exceptions or deviations to this proposal may not be added after the submittal date.

All Proposers are required to provide all information requested in this RFP. Failure to do so may result in disqualification of the proposal.

The City reserves the right to postpone or cancel this RFP, or reject all proposals, if in its sole discretion it deems it to be in the best interest of the City to do so.

The City reserves the right to waive any technical or formal errors or omissions and to reject all proposals, or to award contract for the items herein, in part or whole, if it is determined to be in the best interests of the City to do so.

The City shall not be liable for any costs incurred by the Proposer in the preparation of proposals or for any work performed in connection therein.

S. Standard Provisions

a. Governing Law

Any agreement resulting from this RFP shall be governed by the laws of the State of Florida, and the venue for any legal action relating to such agreement will be in Broward County, Florida.

b. Conflict Of Interest

For purposes of determining any possible conflict of interest, each Proposer must disclose if any City employee is also an owner, corporate officer, or an employee of the firm. If any City employee is an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to § 112.313, Florida Statutes.

c. Drug Free Workplace

The selected firm(s) will be required to verify they will operate a "Drug Free Workplace" as set forth in Florida Statute, 287.087.

d. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or

consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

e. Patent Fees, Royalties, And Licenses

If the selected Proposer requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, the selected Proposer and his surety shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented design, device, trademark, copyright, material or process in connection with the work agreed to be performed and shall indemnify the City from any cost, expense, royalty or damage which the City may be obligated to pay by reason of any infringement at any time during or after completion of the work.

f. Permits

The selected Proposer shall be responsible for obtaining all permits, licenses, certifications, etc., required by federal, state, county, and municipal laws, regulations, codes, and ordinances for the performance of the work required in these specifications and to conform to the requirements of said legislation.

g. Familiarity with Laws

It is assumed the selected firm(s) will be familiar with all federal, state and local laws, ordinances, rules and regulations that may affect its services pursuant to this RFP. Ignorance on the part of the firm will in no way relieve the firm from responsibility.

h. Withdrawal of Proposals

A firm may withdraw its proposal without prejudice no later than the advertised deadline for submission of proposals by written communication to the General Services Department, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida 33060.

i. Composition of Project Team

Firms are required to commit that the principals and personnel named in the proposal will perform the services throughout the contractual term unless otherwise provided for by way of a negotiated contract or written amendment to same executed by both parties. No diversion or substitution of principals or personnel will be allowed unless a written request that sets forth the qualifications and experience of the proposed replacement(s) is submitted to and approved by the City in writing.

j. Variances

While the City allows Proposers to take variances to the RFP terms, conditions, and specifications, the material nature, number, and extent of variances taken will be considered in determining proposal responsiveness and in allocating proposal evaluation points.

k. Invoicing/Payment

All invoices should be sent to City of Pompano Beach, Accounts Payable, P.O. Drawer 1300, Pompano Beach, Florida, 33061. In accordance with Florida Statutes, Chapter 218, payment will be made within 45 days after receipt of a proper invoice.

T. Questions and Communication

All questions regarding the RFP are to be submitted in writing to the Purchasing Office, 1190 N.E. 3rd Avenue, Building C (Front), Pompano Beach, Florida 33060, fax (954) 786-4168, or email purchasing@copbfl.com. All questions must include the inquiring firm's name, address, telephone number and RFP name and number. Questions must be received at least seven (7) calendar days before the scheduled solicitation opening. Oral and other interpretations or clarifications will be without legal effect. Any addendum necessary to answer questions will be posted to the City's website, and it is the Proposer's responsibility to obtain all addenda before submitting a response to the solicitation.

U. Addenda

The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this solicitation the City will attempt to notify all known prospective Proposers, however, it shall be the responsibility of each Proposer, prior to submitting their response, to contact the City Purchasing Office at (954) 786-4098 to determine if addenda were issued and to make such addenda a part of their proposal.

Golf Course Equipment Fleet Inventory - Attachment A

Mfr. - Equipment Name	Type	Model - Serial
Greensmower	ToroGM3150-Q	290000302
Greensmower	ToroGM3150-Q	290000171
Tee Mower	ToroGM3150-Q	311000305
Tee Mower	ToroGM3150-Q	311000286
Greensmower	ToroGM3250-D	2100000156
Greensmower	ToroGM3250-D	200000989
Greensmower	ToroGM3250-D	220000143
Greensmower	ToroGM3250-D	220000380
Greensmower	John Deere 2500-A	TC250AD020192
Fairway Mower	Toro 5510	290000384
Fairway Mower	Toro 5510	290000370
Slope Mower	Toro GM3500-D	310000535
Slope Mower	Toro GM3500-D	310000554
Rough Mower	Pro-Flex PF120	112715
Rough Mower	Pro Flex PF-120	7271205
SandRake	JohnDeere 1200-A	TC1200A135151
SandRake	Toro 5040	311000152
SandRake	Toro 5040	311000155
Loader	JohnDeere 5310	LV53105133815
Tractor	JohnDeere 4600	LV4600C360073
Tractor	JohnDeere 5310	LV53105133816
Tractor	John Deere4610	LV4610C264016
Sprayer	Toro MP1250	240000119
Sprayer	Toro MP1250	80111
Clubcar	Carry-All 252	ZG0937-05314
Clubcar	Turf 2RXT	XG0415382449
Clubcar	Turf-2	RG012426807
Clubcar	Turf-2	RG012426830
Clubcar	Turf-2	VG0036929798
Clubcar	Turf-2	RG9912752731
Clubcar	Turf-2	RG9904742244
Clubcar	Carry-All	VG0036929799
Clubcar	Turf-2	RG9847715814
Clubcar	Turf-2	RG9912757727
Clubcar	Carry-All	RG9847715816
Gator	JohnDeere	18050
WorkMan	Toro	311000122
Topdresser	Toro2300	60909
Topdresser	Terratopper	90189952175
Rotary Mower	Toro GM328-D	310000115
Rotary Mower	Toro 325-D	210000108
Z400 Mower 48"	Toro	74444
Aerifier	JohnDeere 1500	30403
CoreHarvestor	Cushman	894754R99031094
Aerifier for Fwys.	Bannerman	B6000ST621107

PROPOSAL SIGNATURE PAGE
RFP W-46-12, GOLF COURSE MAINTENANCE

To: The City of Pompano Beach, Florida

The below signed hereby agrees to furnish the proposed services under the terms stated subject to all instructions, terms, conditions, specifications, addenda, legal advertisement, and conditions contained in the RFP. I have read the RFP and all attachments, including the specifications, and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this proposal.

Proposal submitted by:

Name (printed): _____ Title: _____

Company (Legal Registered): _____

Federal Tax Identification Number: _____

Address: _____

City/State/Zip: _____

Telephone No.: _____ Fax No.: _____

Email: _____

Signature: _____ Date: _____

Addendum Acknowledgment - Proposer acknowledges that the following addenda have been received and are included in his/her proposal:

Addendum No.: _____ Date Issued: _____

Variances: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of RFP, attachments, or proposal pages. No variations or exceptions by the Proposer will be deemed to be part of the proposal submitted unless such variation or exception is listed and contained within the proposal documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your proposal complies with the full scope of this RFP.

Variances: _____

Maintenance Proposal for the City of Pompano Beach Golf Course Pines and Palms

REQUEST FOR PROPOSALS W-46-12 GOLF COURSE MAINTENANCE

August 15th, 2012

Contact- Scott Zakany, CGCS- President

Email- Szakany@cgcs.com

Cell- 813-526-1689



1585 St. Sunshine Ave
Port Saint Lucie, FL 34952
Office: (772) 398-3339
Fax: (772) 398-5993
Email: CGCS_Office@aatt.net

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1585 SE Sunshine Ave
Port Saint Lucie, FL 34952
Office: (772) 398-3339
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August 15th, 2012

Selection Committee,

On behalf of all of us at Cypress Golf Management, dba Cypress Golf Course Services, (CGCS) we thank you for the opportunity to provide the City of Pompano Beach the enclosed proposal for golf course maintenance. The proposal was geared towards how to improve the turf maintenance conditions on the Palms Golf Course and maintain the newly renovated Pines golf course up to the level that the Greg Norman Company expects out of all of his designs.

Mr. Scott Zakany, Certified Golf Course Superintendent will be the individual responsible for the day to day operations of the maintenance, act on behalf of our company and make site visits with the designated clubs representative on an as needed basis. Mr. Zakany has an intimate knowledge of the golf course as he was the golf course superintendent for the City of Pompano Beach from 1982-1987 and then Vice President of ISS Golf Services (Now One Source) from 1987-1994 with responsibilities for the maintenance of this golf course operation.

With Mr. Zakany's knowledge of the south Florida area, coupled with 30 years of agronomic experience in Florida and consulting or being involved in over 100 golf operations in Florida alone, ensures that the golf course maintenance department will be monitored by someone with intimate knowledge of golf course and landscape operations in this unique Florida environment.

We understand the dynamics of the club and will strive to not only maintain the golf course and landscape to the guidelines outlined herein, but go above and beyond to ensure that the golf courses is constantly improving to ensure member and guest satisfaction. Quite frankly Scott had mixed emotions as he rode the facility for the first time in over 18 years. To see the wonderful improvements on the Pines course, he was saddened by the poor turf conditions of the Palms golf course. While the Palms has its challenges, understanding the property and knowing how the different "off type" bermudagrasses react to various products is only something that can be gained with experience.

Our maintenance proposal not only covers the recommended items that are outlined in the comprehensive RFP, but additional maintenance items that we felt were necessary to maintain the newly renovated Pines golf course up to the standards that the Greg Norman Company expects.

The items include but are not limited to:

- Aerify/vent the greens monthly with a combination of hydroject aerification, planet air aerification, and traditional core aerifications.
- Rake the bunkers 7 days a week with 5 of the days using mechanical methods and including week-ends.
- Topdress weekly using dried/bagged sand to ensure even distribution into the turf canopy.
- Applying Primo to the fairways monthly to ensure a tighter turf canopy while still maintaining the mowing frequencies to ensure minimal clippings being left on the fairways and mowing up the divots from the golfers.
- Applying a foliar spray to the fairways each month in addition to the 6 granular applications to ensure that the necessary micro nutrients are being spoon fed to the turf.
- Applying four (4) pre-emergents to the fairways to ensure that the Pines fairways are maintained 98% or greater weed free at all times and not the 80% as outlined in the RFP. In addition, apply 4 pre-emergent applications to the Palms fairways and along with a good and aggressive post emergent program, work to achieve 95%+ weed free environment within the first term of service.
- Repair and fill divots on the tees daily to ensure that the tees remain level and in good repair.

- Applying Chipco Choice (fipronil) on all fairways and green complexes including intermediate rough to ensure that the turf is presentable at all times and not ravished by mole crickets.
- Dethatching the fairways annually to remove the mat that will build up during times when an aggressive fertility program is in place.
- Edging the perimeters of the greens weekly to ensure that the contamination of "off type" bermudagrass does not encroach the new Tif-Eagle greens.
- Maintaining stimp meter readings of 9-10 to ensure that golfer satisfaction is at its highest level.
- Walk mowing the greens during the winter months to minimize the damage of the triplex mowers but to also present the golf course in a superior level than any surrounding clubs.

While these are only a few of the items that will ensure that the newly renovated course will be maintained in the highest of course conditions, it is more important to change the overall culture of the golf course maintenance department. This will include but not limited to:

- Training and education of all staff members to the proper ways to perform all of their daily tasks
- Cleaning and re-organization of the entire maintenance shop
- Setting up a safe and economical working environment to carry out the daily duties of the golf course maintenance department.

Having the opportunity to supervise the establishment and maintenance of three different Greg Norman designed golf courses, Scott Zakany brings not only the experience necessary to maintain the newly designed golf course and ensure it is maintained at the highest level possible, he also brings with him a lot of history of the project and is intimately familiar with the inner-workings of the club and the importance of the task at hand.

We know that you have your work cut out navigating thru all the proposals as we have been on that side of the fence in the past. A couple of things to keep in mind as you navigate and compare each company.

- One full time equivalent equals approximately \$25,000/year after you factor in competitive wage and taxes and burden
- To treat 100 acres of fairways with pre-emergent herbicides costs over \$20,000/year
- To make a fipronil application (Chipco Choice) on the same acreage can cost over \$22,000/year.

You are spending a considerable amount of money to repair and improve the golf courses and choosing the right company to manage your property is the biggest decision that you have to make for the success of the facility.

Again, we thank you for the opportunity to provide services to the City of Pompano Beach Golf Course and look forward to your favorable consideration of our proposal.

If you have any questions about any aspect of our proposal, please do not hesitate to give us a call, we will be more than happy to discuss any details and make any adjustments that you feel are necessary.

Sincerely,

Cypress Golf Course Services

Contact and authorized representative:

Scott Zakany, CGCS President
 235 Apollo Beach Blvd. #422
 Apollo Beach, FL 33572
 Phone (813)-252-5442
 Cell (813)-526-1689

scott@cgcs.com



1585 SE Sunshine Ave
Port Saint Lucie, FL 34952
Office: (772) 398-3339
Fax: (772) 398-5993
Email: CGCS_Office@att.net

Proposed approach to the Project

Maintenance Standards and Opportunities for Improvement

As the game of golf enters its sixth century of existence, the business of golf represents one of the most dynamic environments on the American business scene. Consolidation of golf course operations continues to create challenges and opportunities for owners, managers, and municipal operators of golf facilities. Getting back to the basics of turfgrass management and the environment that we all live in is not only a choice, but a necessity in this type of golf course maintenance environment.

To deliver services better, Cypress Golf Course Services, herein referred to as CGCS, employ systematic programs that include:

- *Sound agronomic and horticultural practices as the basis for a fully customized program for each of our facilities which includes general Agronomic Planning*
- *A team approach of turfgrass professionals so that all angles of problem solving are covered.*
- *An extensive reporting system so that every client is aware of the maintenance routines performed on their golf course.*
- *A customer service orientation so that resources are directed at what the client considers most important.*
- *Integrated Pest Management (IPM) to ensure that the environmental impact is not negatively affected*
- *State of the art Equipment Maintenance monitoring and programs to maintain your assets*
- *Advanced water/irrigation technologies to ensure prudent use of the irrigation systems and regulatory requirements are being met*
- *Environmental Planning and working with Audubon and other regulatory agencies to ensure our programs are the most advanced in the industry*

To deliver these services efficiently, we employ the following practices:

- *Directing labor resources to make sure tasks are completed correctly the first time.*
- *Implementing equipment and programs that ensure productivity and reduce the overall time required to produce the desired results.*

- *Leveraging our buying power for multiple course operations to get us the best pricing with the industry's top vendors.*
- *Doing things in a business- like manner vs. traditional maintenance practices*

ENVIRONMENTAL COMMITMENT

Every day, at each golf course maintained by **CGCS**, our managers are acutely aware of the impact our operations can have on the local, regional, and global environment. That is why we apply chemicals fastidiously and consistently with Integrated Pest Management (IPM) practices. This commitment is detailed further in the Environmental Practices section of the proposal.

AFFILIATIONS

CGCS and its team members are proud to be affiliated with the following groups and organizations that make golf a better game:

- *National Golf Foundation*
- *Golf Course Superintendents Association of America*
- *Audubon International*
- *National Golf Course Owners Association*
- *American Society of Golf Course Architects*
- *GCBC (Golf Course Business Consultants)*
- *Environmental Institute for Golf*

CGCS strives to ensure all of its golf courses are maintained at the highest possible standards. Below are the general standards for daily golf course conditioning and related facility maintenance standards required to achieve this goal. It is up to the individual course superintendent to ensure that these standards are met on a daily basis to guarantee the satisfaction of the club's members and guests. Even though playing conditions are affected by seasonal changes and uncontrollable weather factors, the Superintendent can use these standards to consistently meet the high standards expected of a CGCS maintained golf course.

In order to provide the club with the quality product they expect, it is extremely important that these standards be maintained on a daily basis. The Superintendent is responsible for ensuring that the staff is well trained, professional and is meeting these standards. All of the club grounds must be properly kept up to these standards so that all guests will have a positive image of the club from the moment they enter the driveway.

While the RFP asked for the provider to list their basic specifications or scope of services, it is important to understand that we are working with Mother Nature and an un-predictable (to some extent) continually changing environment. In order to be successful, a company must be able to adapt and have thorough plans and call to action in place. It is through these practices that CGCS has developed methods and programs designed to deliver the required conditions on a more consistent basis than anyone else.

The maintenance practices included in this section are intended to be an overall outline for the agronomic, horticultural, and recurring service practices of CGCS's golf course maintenance operations.

While the guidelines in our proposal are understood and CGCS will ensure the mowing frequencies, amounts of total N applied, and areas are accomplished as noted in the RFP, variances from the guidelines will be necessary at times to allow for adjustments resulting in climatic conditions, pest infestations, golf course traffic and other unforeseen problems. Any changes however will always be discussed with the City's representative.

MOWING

Mowing is one of the most important maintenance operations on a golf course. Without regular mowing at appropriate heights of cut, the course would become unplayable. When following good mowing practices, turf density, texture, color, root development, and wear tolerance are enhanced; and when healthy turf is present, it minimizes the need for excessive use of fertilizers and pesticides. In addition, mowing can be an effective means of controlling many weeds; thereby, helping to reduce the use of herbicides.

Growth rate and mowing height have the most influence on mowing frequency. As a rule of thumb, mowing should be done often enough that no more than 33% of the leaf blade is removed any one mowing. Therefore, the frequency of mowing must be related to the rate of growth rather than to a time schedule. Following this practice will minimize the effect of mowing on photosynthesis and help maintain a high percentage of leaf surfaces which is necessary for healthy root development.

Height of cut is important because if the turfgrass is mowed too low it becomes less tolerant of environmental stresses, more disease prone and more dependent upon a carefully implemented cultural program. The best approach to offset these potential problems is to use the highest mowing height acceptable for the various playing surfaces. However, if fast greens are desired for tournament play, mowing heights can be lowered below the recommended minimum for a short period of time.

If the height of cut on greens should need to be lowered, it should not be lowered too rapidly and as mentioned previously, not for an extended length of time, as this action is most detrimental to the health of the turfgrass in particular. In addition, anytime the grass is in a weakened or stressed condition, the mowing height should be raised immediately. Also, by varying the mowing patterns on putting surfaces, as well as other playing areas, upright growth and overall plant vigor and health will be increase. These changes in mowing patterns will also help to reduce mower wear patterns as well as reduce soil compaction.

AERIFICATION

The main purpose of aerification is to relieve surface compaction that in turn improves surface water infiltration, allows for good root penetration, provides for easier air exchange in the soil, improve nutrient uptake, increases turfgrass vigor and removes thatch and the potential for disease.

VERTICUTTING / SPIKING

When done on a timely basis to actively growing turf, vertical mowing can be used to remove mower-induced grain on greens and reduce thatch. In addition, vertical mowing can be used to thin turf so that a better job of reel mowing can be done. Also, vertical mowing is used to separate the soil from aerifier cores and mix it with the sand used to fill the aerifier holes and topdress the playing surface.

TOPDRESSING

Aerification on putting greens is commonly followed with topdressing. If aerifying is done without topdressing with proper materials, most soils will return to their original compacted state. Topdressing encourages rooting, aids thatch decomposition, stimulates new shoot growth, provides microorganisms antagonistic to parasitic fungi, provides nutrients to the turf and makes the ball roll true and faster.

Although a small amount of thatch, ¼ to ½ inch thick is desirable to provide a certain amount of resiliency, thatch is the greatest single limiting factor in the development of fast, uniform greens. Research has shown that topdressing is the most effective cultural practice for significantly reducing and/or managing thatch accumulation. Although topdressing does not prevent the development of stems and roots that contribute to thatch buildup, it does keep the thatch separated to prevent dense, compacted mats from forming. By mixing suitable topdressing materials with the organic material, thatch layers, as such, will not develop and will decompose faster.

FERTILIZATION

The most important aspect of a fertilizer program is to ensure that the materials used do not contaminate the soil and/or groundwater. The first step in arriving at a sound plant nutrition program is to have the soil analyzed to determine pH, calcium, magnesium, phosphorus and potassium availability and nutrient balance. From this information a valid fertilizer/salt treatment program can be developed with the assurance that excess nutrients will not be applied.

Nitrogen is the nutrient used by grasses in the largest quantities. Its function is to stimulate vegetative growth and provide the grass with green color. Nitrogen fertilization will be determined by color, density, and rate of growth (clipping yields) of the grass. Interpretation of

soil nitrogen analyses to exact amounts that are available to the plant is difficult. For this reason, nitrogen rates will be adjusted, but not solely based on soil testing. Leaching of nitrate nitrogen can be safely regulated by making controlled applications (spoon-feeding), using controlled materials (slow-release) or using a combination of these approaches.

Controlled applications can be made by using soluble fertilizers and applying the materials with a sprayer that has been calibrated to put out an accurate amount of material per acre. Using this method, the superintendent can personally control the rate and frequency of fertilizer application, and thereby reduce the tendency to apply excessive amounts of nitrate and ammonium forms of nitrogen on an infrequent basis.

Controlled materials, such as natural organic sources (Milorganite and others), isobutylidene diurea (IBDU), urea-formaldehyde (UF) and coated areas (SCU and others) are all slow release nitrogen sources. They have the advantage of supplying a longer more uniform source of nitrogen, a lower salt index and reduce nitrogen leaching. By combining soluble nitrogen sources with these slow-release nitrogen products, availability can be extended to the grass without fear of nitrogen leaching into the groundwater.



With the native soils being sugar sand, nutrients will leach rapidly from the soils. Using a combination of organic sludge and slow release fertilizers will be necessary for the first several years of management

IRRIGATION

A definitive description of how to irrigate is elusive because of many variables to consider, i.e. slope, soil types, height of cut, rooting depth, weather factors, and the performance of the irrigation system itself. The only way for the superintendent to master the irrigation of every corner of his course is through careful study and trial and error. Experience is the best teacher when it comes to fine-tuning irrigation management skills. Given the imperfect nature of any irrigation system in the content of the variables noted above, there most likely will be different areas of the course over watered, correctly watered and under watered. Trying to achieve the most appropriate balance, preferably on the drier side, will be the goal of the irrigation program.

Irrigation scheduling involves answering two questions, when to irrigate and how much water to apply. Once these two questions have been answered, the schedule will need to be adjusted for rainfall and refined as experience is gained.

Irrigation should be scheduled only when the turf needs water, i.e. just before it begins to stress. One method that can be used in determining when to irrigate is visual inspection of the turf. When the grass begins to turn a bluish-gray tint, or leaf blades curl or fold, footprints linger in the grass long after being made and/or a soil probe indicates the soil is dry, it is time to irrigate.

Greens

Greens should be kept healthy and pest free through the use of accepted turf management practices by implementing sound cultural, fertility and pest control programs. A specific Turfgrass Management Plan should be developed to achieve the desired results including; regular aerifications, spiking, verticuttings, annual or more often testing of fertility, topdressing sand, the soil profile and for diseases and pests etc. The greens should be kept smooth and putting true using appropriate grooming methods to control grain, maintain good density, texture, and prevent excess thatch accumulation. Green speeds should be maintained as consistently as possible and between 8.5 and 9.5 feet at the City of Pompano "Palms" Golf Course and 9.0-10.0+ on the renovated "Pines" Golf Course and their new TifEagle greens.

The greens must be aerified on a regular basis. The number of annual aerifications, tine size and method of aerification must be adjusted according to the level of organic mat accumulation, compaction levels and the greens performance. For the purpose of the initial quantity, three (3) aerifications will be scheduled with two (2) using solid tines and one (1) using a deep tine method for the Palms course and twelve (12) aerifications including pencil tine, planet air, hydroject and quadratures to ensure proper water infiltration is achieved on the Pines course.

Greens should be mowed daily. Height of cut will vary to achieve the desired playing conditions and depending on manufacturer mower differences, and as turf and weather conditions allow. The original greens edge must be maintained to prevent green shrinkage from occurring and encroachment from surrounding undesirable turf.

All ball marks must be repaired daily and sunken cups, old hole locations and scars on the greens should be repaired immediately. Collars should be kept mowed at an acceptable height of cut and they should be appropriately groomed to prevent excessive thatch and grain accumulation.

As in any outdoor environment, it is not as much as following the specifications as it is to having the ability to adapt to the changing environment which can mean success or failure with a product.

While the scope of work (technical specifications) serve as a tool for a guideline, the facilities will all have their own “**micro environments**” that must be dealt with on a daily basis. There is however a need to understand that **microenvironments** exist where certain climate variations may occur. This can be a shaded area, a severely sloped area, a small green with condensed traffic from golfers, or any combination of this and other factors.

CGCS is committed to understanding these variations and will ensure as much consistency from green to green and hole to hole remains our number one focus.



Green's at the City of Pompano "Palms" golf course were thatch, grainy, and very soft with an un-even mowing pattern.



Green slopes were void of grass making it an unsightly walk from the cart path to the putting surface.

Tees

The tees should be maintained in a healthy state, pest free, drain well, have good texture and density, provide good footing and quality teeing surfaces. A Turf Management Plan including regular aerifications, verticuttings, topdressing, fertility testing etc. should be developed and implemented to achieve the desired results. The tee mowing height should be maintained as low as reasonably possible to achieve the desired results, but the achievable height of cut also depends upon turf conditions, climate, and season as well as plant variety. Divots must be cleaned off and filled with the appropriate site specific mixture to promote fast recovery, maintain a level surface, and a clean appearance. Divot mix should be spread evenly into the holes and not left in piles.

Like the greens, teeing surfaces are strategic in the maintenance routine to have solid footing, firmness and uniform in appearance. More so than greens, often tees are set back in the far corners and in heavily shaded areas requiring more supplemental practices that go above and beyond the typical maintenance standards. Keeping these **microenvironments** in mind will allow consistency between tees and allow for a better golfer experience.



Teeing areas were full of weeds and showed signs of low fertility levels and an “un-kept” appearance

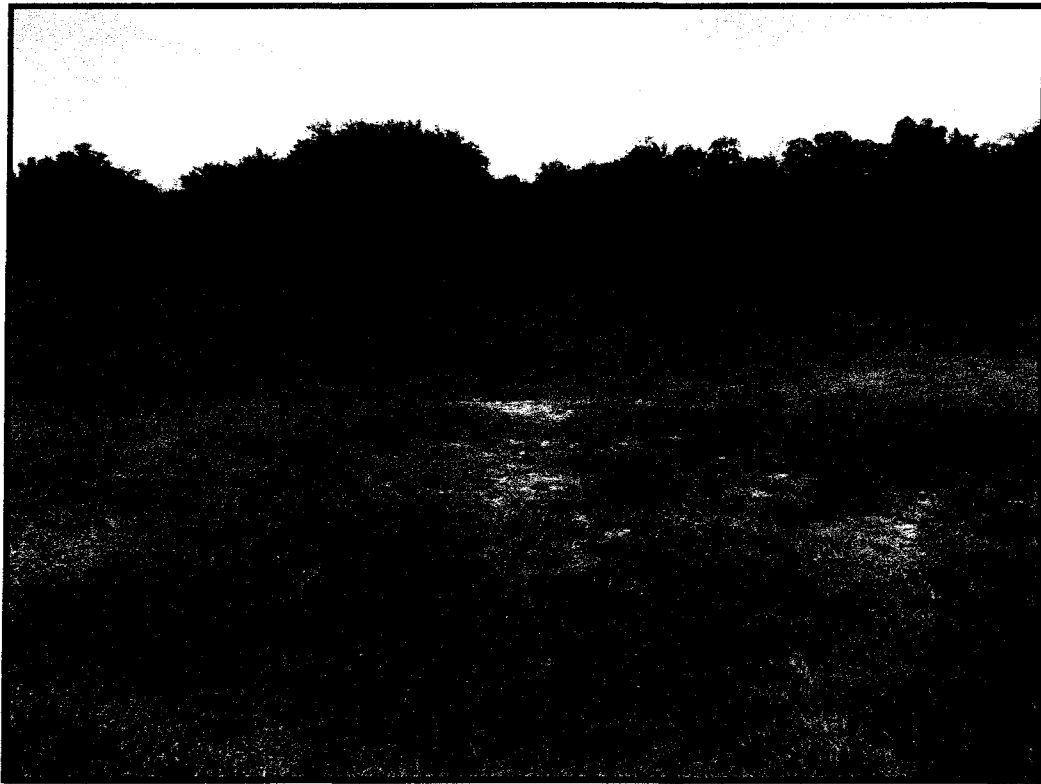
Fairways/Roughs

The fairways should be maintained in a healthy state, pest free, drain well, have good texture and density, provide good footing and quality fairway surfaces. A Turf Management Plan including IPM practices, regular aerification, fertility/salt testing, etc., should be implemented to achieve the desired results. Fairways should be mowed at an acceptable height of cut depending on turf conditions, climate and plant variety. The fairways must be routinely kept at the lowest height of cut that will provide a quality playing surface consistent with desired goals but without sacrificing turf quality and health. Clippings from fairway mowing should be evenly dispersed so they are not left in piles or clumps.

The roughs should be maintained in a healthy state, have minimal pest issues, drain well, and have good texture, density and uniformity. A Turf Management Plan including IPM practices, aerification, spiking and any necessary cultural practices, including annual fertility testing, should be implemented to achieve the desired results. The rough height of cut will vary depending on the plant variety, club specific goals, and weather and turf conditions. The

frequency of rough mowing should be set according to growth rates to prevent excessive clipping accumulation on the surface, to prevent lost balls and to promote healthy turfgrass. Leaf and clipping debris should be scattered as needed to maintain a clean and uniform looking rough.

Mowing of fairways needs to coincide with the approach mowing operation to have a neat and clean appearance that blends in to the golf course. This coupled with a proper balance of nutrition, IPM, and utilizing an environmentally friendly organic fertilizer program will allow for an enjoyable golfing experience. Like the tees and greens, many microenvironment or supplemental work may be required to bring a less than desirable area up to the remaining course standards.



Most all of the fairways were inundated with grassy and broadleaf weeds and need to be on an aggressive pre-emergent program for long term health

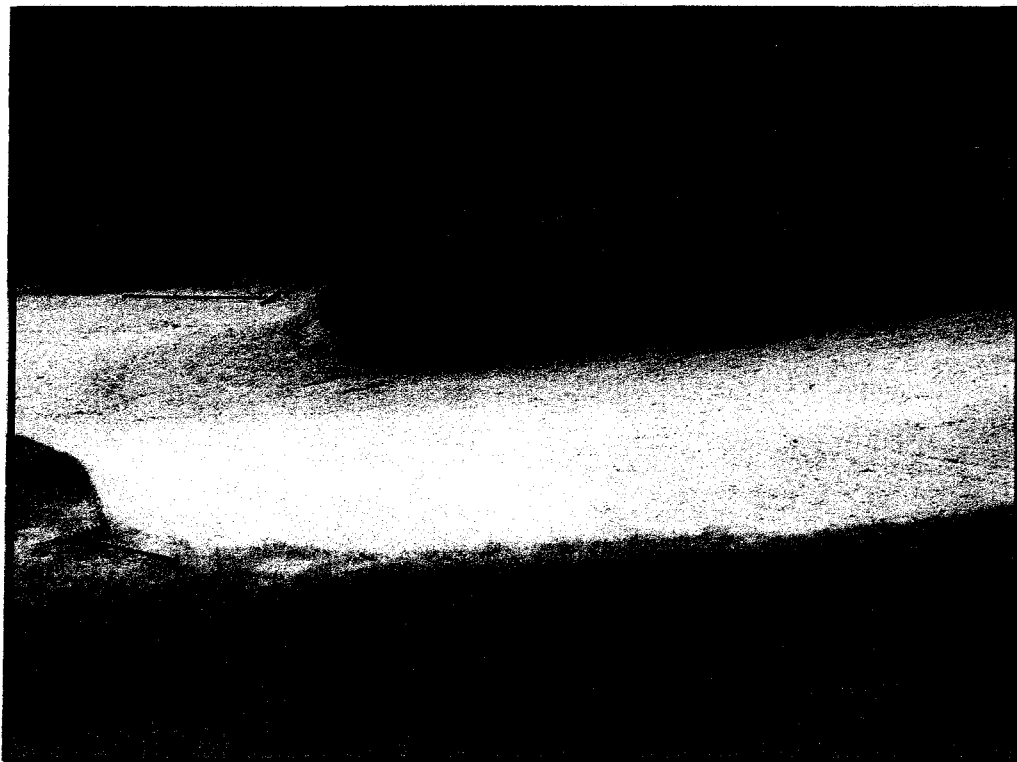
Bunkers

The bunkers must be at least inspected and touched up every day when open for play regardless of play levels. All bunker rakes should be evenly placed outside of the bunker and parallel to the bunker in line with play, unless otherwise dictated by the Club. Bunkers must be kept free of weeds, debris and rocks and have a defined edge between sand and turf. The bunkers must be

edged frequently enough to prevent grass from creeping into the sand.

Bunkers should be checked regularly for appropriate sand levels and to ensure the drains are working correctly and repaired as needed. The bunker shape and integrity should be maintained by observing proper edging techniques and avoiding bunker creep. Any excess sand accumulation on the faces should be blown off and removed as needed to slow build up. Periodically, excess sand accumulation should be removed.

Like the greens and tees, bunker faces and slopes are also **microenvironments** that need additional attention. Having a strong bunker face can minimize damage caused by mowing, damage from golfers walking out of the bunkers and minimize the pests that can invade this highly visible area. Extra fertilizer and insect control should be a part of all management plans in order to be successful.



Bunkers were inconsistent and needed to be on a routine edging and maintenance program



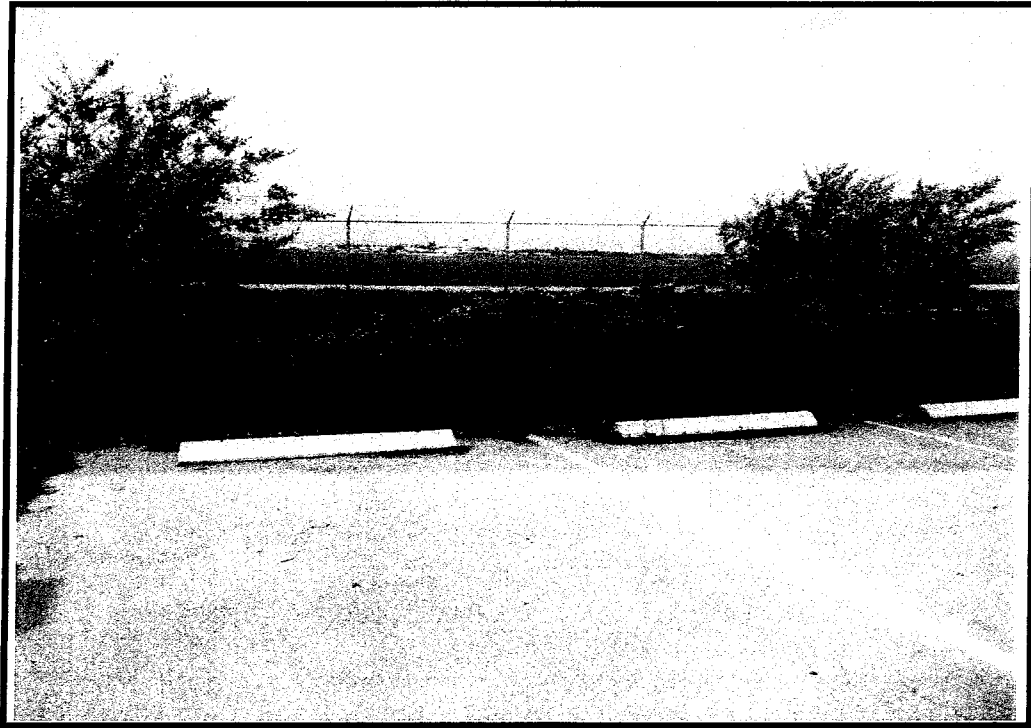
Poor sand quality, rocks and poor turf around the edges make the bunkers look un-defined and un-kept

Clubhouse and First Impression areas

The landscape and clubhouse is the first impression of the club and it is extremely important to make a good impression on the guests. The entry, parking lot and all traffic areas must be maintained to the highest standard level of presentation at all times. All landscape areas must be weed free, healthy, free of trash and debris, and freshly mulched. A Landscape Management Plan must be developed that addresses all of the landscapes cultural, fertility, pest control and presentation needs in order to maintain a healthy and pleasing landscape. This should include annual testing of soil nutrients and for diseases as needed.

Trees should be kept in good health, trimmed of unwanted growth, low hanging branches and for safety concerns. Shrubbery should be pruned as needed for health and for a pleasing appearance. Annual color beds and pots should be changed often enough to maintain a quality and colorful presentation. All hardscapes including the parking lot, entryways and sidewalks should be blown and cleaned, prior to guest arrival. Cracks, potholes, and any curb damage should be reported to the Club immediately. The entrance sign and parking lot signs must be clean, freshly painted and in good repair. If present, landscape lighting should be fully operational and checked at least monthly for proper operation and adjustment. Bulbs should be replaced immediately as needed.

First tee, last green, clubhouse appearance and practice facilities are critical to a golfer returning to play or not. Most of the time, it is the first and last impressions that can make this difference. Properly detailed and pleasing landscapes, a good 18th hole appearance, and a warm friendly staff all are things that bring golfers back. In this day where competition is tough and play is down, makes it extremely important to look at these details.



Beds in all areas should be weed free and have a consistent appearance



The first tee is the first chance to make an impression and should be weed free and in good repair

Detail

Holes should be rotated to a fresh area according to the playing conditions and pin location systems in place. Holes must be cut to the proper depth with a sharp edge and the cup liner set to exactly a one- inch depth. Freshly painted cups should be rotated on a regular basis.

New flags and poles should be rotated as necessary. Worn, soiled or damaged flags should be replaced immediately. Tee markers should be in good repair should be rotated as necessary to avoid wear and be optimally positioned for the days playing conditions. All markers should be placed with a T-line pointing at the landing area. Markers should also be placed 12" from each edge of the tee unless the tee is being divided into sections to spread wear. In this case, the markers should be placed a minimum of 15' apart. All fencing, rope, and stakes should be inspected and only clean, approved hollow-core rope with approved stakes should be used. Rope should be stretched tightly between stakes and replaced as necessary. The rope and stakes should be moved as needed to control traffic and prevent excess wear.

Cart paths must be kept clean, edged and in good repair. Cracks in the paths are to be free of weeds and grass growth. Cart path yardage markers should be kept clean and polished, and replaced as needed. Sprinkler heads with yardage markings and sprinkler heads located in the fairways and around greens should be edged routinely to maintain a clean and groomed appearance. Hazard stakes should be checked for condition, proper location and straightened as needed. Tee consoles should be inspected for damage, wiped clean and kept freshly painted. Ball washers must have clean water, a fresh cloth towel and be in good working order. Trash containers should be emptied and wiped clean. All steps, walkways, and ramps should be kept clean, edged and repaired. Distance monuments should be kept edged, clean and/or freshly painted.

Restrooms should be clean, freshly painted and well stocked. This includes floors, walls, ceilings, basins, mirrors, urinals, paper dispensers, steps and walkways. Water coolers must be kept clean, in good working order and sanitized.

While it is tough to write into an RFP all the things that one might need to do on a golf course, it is the responsibility of the golf course maintenance provider to minimize the impact that the detail has on the overall appearance of the golf course and the important role that it plays in bringing back golfers. Attention to detail is often overlooked by the staff that sees the clubs on a daily basis and it will take additional sets of eyes to point these out and entrench the culture that the management team has for the property. It is our jobs as maintenance providers to recognize this importance and assist the club in keeping the conditions at the highest level in order to compete in this tough golf environment.



Tee sign areas should have a consistent feel from hole to hole



Growing turf instead of increasing the size of the tee sign bed would be a better choice

Performance Evaluation

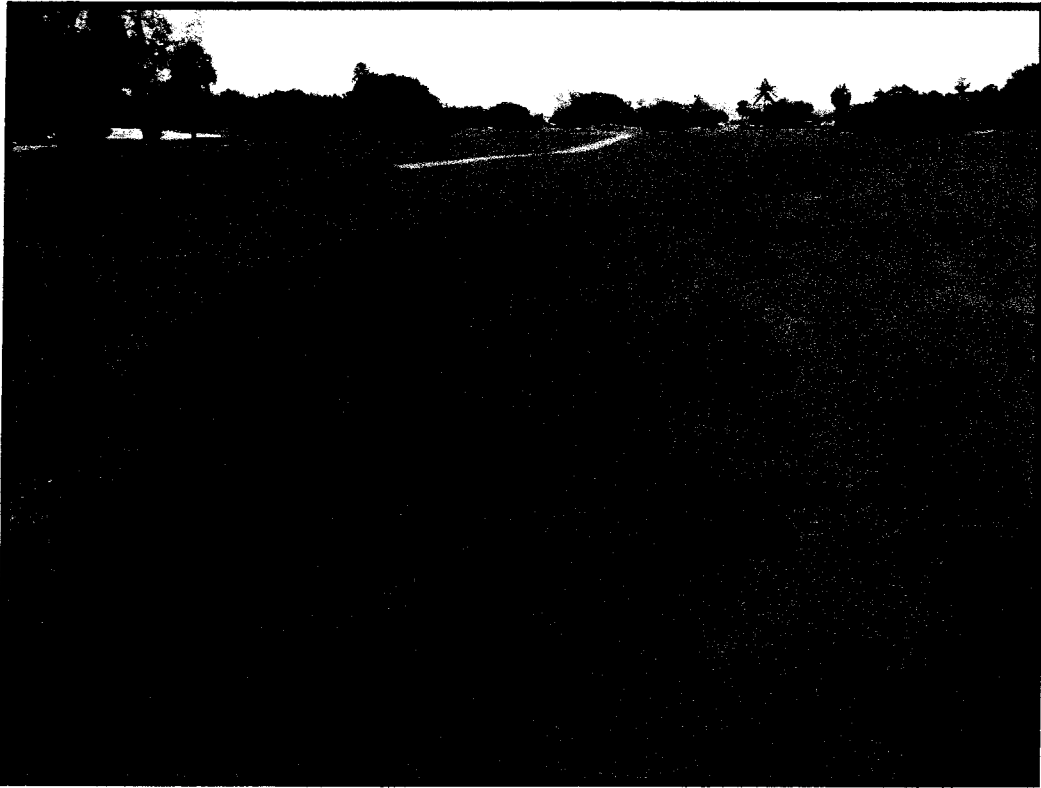
Evaluating the success of the programs and Maintenance Company is vital to the overall objectives of the City and conditioning of the golf course. At CGCS, we take a two tiered approach to managing each facility. Each month, during the inspection of Scott Zakany, President of CGCS, the superintendent at the facility will take a tour and receive a written follow up of the progress of the course. After the initial benchmarks are set by both CGCS and the Cities representative, it is imperative that each month that the clubs remains consistent or a level above for adherence to the contractual obligations.

The follow up report will score/rank all areas and point out additional areas that need to be addressed. These are scored as Unacceptable; Needs improvement; or Acceptable. While this is an internal document, it covers all aspects of the operation to ensure compliance both contractually and regulatory. (A copy of this form is at the end of this proposal)

In addition to this internal form, a quarterly ride thru with the facilities representative where they do the scoring will ensure that we are not only satisfying our own needs, but that of the facility manager as well. This report will follow up with a written review of the facility and where we stand to date as it relates to overall satisfaction. While we could use an independent company to solicit and make satisfaction calls, we have found that this type of survey is often un-reliable and can give a false sense of security or feeling about the golf course.

The scoring program on the CGCS rating form will give a true sense of conditioning, playability, aesthetics, and overall turf health of every tee, green and fairway at the facility.

It is these internal and external documents that will ensure the success of the golf courses and the overall customer satisfaction that we are all striving for.



Spot spraying weeds when the fairways and roughs are inundated with them is a poor choice for management. It is hard to get a uniform control and effect when it is done this way.



One week later, the turf is burned and there are still heavy weed pressure throughout

Environmental Practices

With the attention that golf course and the fertilizers and pesticides used to maintain them is under constant scrutiny, having an environmental plan committed to and executed by the City of Pompano's maintenance provider is essential. While there are several ways to approach the maintenance of a golf course, taking additional steps to ensure the health of the environment and the surrounding area is a process that cannot be taken lightly.

As you will notice throughout the entire CGCS literature, documents, and newsletters, having a proven environmental plan and strategy is commonplace.

With our partnerships with golf and the environment and the Audubon Sanctuary for Golf Courses organizations, our commitment to the environment is something that we do not take lightly.

Golf has a unique role to play in caring for our environment. By their very nature, golf courses provide significant natural areas that benefit people and wildlife in increasingly urbanized communities across North America. At the same time, golf's use of chemicals, water, and other resources to maintain pristine golfing conditions is often criticized for threatening the quality of our environment.

Golf courses offer numerous opportunities to not only provide pleasant places to play, but also to protect drinking water, improve the water quality of our lakes, streams, and rivers, support a variety of plants and wildlife, and protect our environment for future generations.

Some of the programs and ideas that come out of this organization will help the guests at the City of Pompano's Golf Course to not only enjoy the benefits of this type of commitment, but the City to market and sell the principals of its concepts to the golfing public.

What are the benefits of environmental performance?

- Image and Reputation
- Customer Satisfaction
- Financial Performance
- Worker Safety and Reduced Liability
- Improved Efficiency

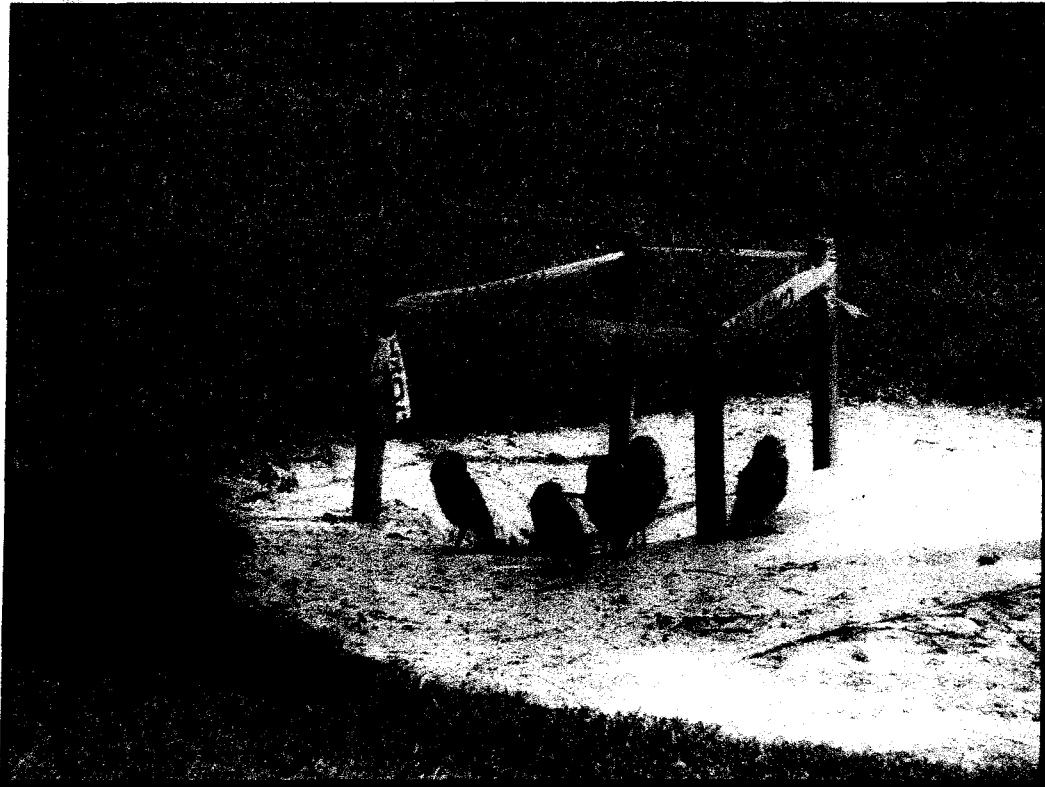
What are golf's environmental opportunities?

- Provide needed wildlife sanctuaries
- Preserve natural areas within urban environments
- Support plants and wildlife native to the area
- Protect water resources
- Filter storm water runoff through golf course wetlands and turfgrass

- Rehabilitate degraded landscapes
- Promote physical and mental well being, reducing stress for more than 25 million U.S. golfers
- Improve air quality and moderate temperature
- Educate golfers and the general public about the nature of the game and promote environmentally-sound management

Ways Golf Courses Can Help Protect the Environment

When properly sited, designed, constructed, and managed, golf courses can be an environmental asset to a community. By their very nature, golf courses can provide significant open space and opportunities to provide needed wildlife habitat in increasingly urbanized communities across North America. With nearly 80% of all of the 15,000-plus golf courses in the United States located in urban or suburban areas, opportunities abound for golf courses to provide ecosystem services such as storm water retention, runoff filtration, urban wildlife habitat, wildlife corridors, heat island effect reduction, etc. Like most other businesses, golf courses must also work to address the environmental challenges of water use, water quality, habitat and biodiversity loss, chemical use, waste, energy use, etc.



Ground owls are a prominent fixture at the Pompano Beach Golf Course and having them protected is vital to the environmental responsibility of the maintenance provider

Fertilizers

Issue information

Efforts by municipalities across the country to ban or restrict the use of fertilizers continue as elected officials and citizens attempt to address concerns of nutrient loading in waterways. Phosphorus is of special concern. Activists are attempting to overturn state preemption laws. Golf course fertilizer use remains a target due to public perception that the amounts used to manage courses are a source of the nutrient loads. State-mandated nutrient management plans can have a detrimental impact on golf courses if they are not developed with input from the golf course management industry and without consideration of existing environmental best management practices for golf courses.

Specific fertilizer issues include:

- Nutrient Management and Management Plans
- Best Management Practices (BMPs)
- Total Maximum Daily Loads (TMDLs)
- Fertilizer Bans/Restrictions

In Florida, many Counties and Cities are requiring that the companies applying fertilizers have additional training and certification in BMP's (Best Management Practices). This additional training teaches the fundamentals of the new laws on the books as they relate to Nitrogen and Phosphorous inputs into the environment.

Organic fertilizers are endorsed by the new laws as they have slow release Nitrogen compounds and are greater than 75% slow release which is a part of the new requirements. These restrictions occur between June 1st and November 30th each year.

Pesticide Laws and Regulations

Issue information

Golf course superintendents utilize pesticides as part of a system of integrated pest management (IPM) to control pests and maintain healthy turf. Best management practices, continuing education, research and technology are important elements for an IPM approach for golf course superintendents. Pesticide production is highly regulated in the U.S. through the Federal Insecticide, Fungicide and Rodenticide Act. Pesticides used to maintain healthy golf course turf have been thoroughly tested and are considered safe when used according to label directions. The safe and responsible use of pesticides, and the continued availability of effective products, is a top priority for CGCS principles of pesticide usage.

Pesticide laws and regulations should be based on sound science supported by credible peer-reviewed data and university recommendations. Golf course pesticide applicators are trained in the safe and proper use of pesticides within an integrated pest management (IPM) system and must pass a state-administered examination to be licensed. CGCS golf course superintendents follow best management practices for proper pesticide management of the course. Healthy turf allows communities to enjoy many benefits, including crucial "greenspaces" and sanctuaries for birds and other wildlife, recreational opportunities and municipal revenue generated by outdoor

recreational facilities.

CGCS has adopted Integrated Pest Management (IPM) as "a sustainable approach to managing pests by combining biological, cultural, physical, and chemical tools in a way that minimizes economic, health and environmental risks."

Integrated Pest Management (IPM) defined is a system of controlling pests (weeds, diseases, insects or others) in which pests are identified, action thresholds are considered, all possible control options are evaluated and selected control(s) are implemented. Control options--which include biological, chemical, cultural, manual and mechanical methods--are used to prevent or remedy unacceptable pest activity or damage. Choice of control option(s) is based on effectiveness, environmental impact, site characteristics, worker/public health and safety and economics.

The goal of an IPM system is to manage pests and the environment to balance benefits of control, costs, public health and environmental quality. IPM takes advantage of all appropriate pest management options.

IPM systems rely on accurate determination of optimum control timing and selection of appropriate method(s). Implementation requires current, comprehensive information on pests and control options. As a system, IPM programs include a series of three steps:

- Monitor the site for presence of pests. Critical components of monitoring include not only acknowledging presence and level of infestation of the pest, but also accurately identifying the pest and acquiring knowledge of requirements and life cycles of both pest and host.
- Determine the action threshold below which the pest can be tolerated. Action thresholds are determined by factors such as severity of the injury caused by the pest, site characteristics and use requirements, health concerns related to the pest and site user needs.
- Initiate preventative or curative action to avoid surpassing the established threshold. The selected method(s) must balance considerations of economics, efficacy, worker/public health and safety and potential hazards to property and the environment.

It should be noted that in Florida, a golf course superintendent who works at a public facility who uses or supervises the use of restricted use pesticides is required to become certified and to obtain a certified commercial applicator license. A golf course superintendent who uses or supervises the use of restricted use pesticides as an employee of a state agency, municipal corporation, or other governmental agency is required to become certified and to obtain a certified public applicator license. The certified public applicator license is valid only for work performed for the government agency during the course of employment. Golf course superintendents are encouraged to become certified and licensed even if they don't use restricted use pesticides.

CGCS golf course superintendents will all have the proper certifications to perform pesticide applications on the City of Pompano Beach Golf Courses and will be supervised under the license of Scott Zakany, CGCS who possesses a Certified Pest Control applicators license as well as a BMP Training Certificate as required by many cities and counties within Florida.

Schedule “A”
Operating Budget
Greg Norman Re-designed Pines Course

Personnel

Includes but not limited to payroll, payroll taxes, insurance, benefits, etc.....\$463,500.00

Horticultural Supplies

Includes but not limited to all fertilizer, chemicals, topdressing, sand, seed, sod, etc..... \$ 143,900.00

Irrigation

Includes pump service, irrigation repairs, controller repairs, clay valve adjusting, etc.....\$ 7500.00

Utilities

Includes utilities to run electric service to shop, telephone, water, cable, etc\$18,500.00

Equipment Costs

Includes all repair and maintenance and preventative maintenance of equipment
(City to provide equipment), Fuel and oil, additional equipment needed.....\$65,000.00

Operating Supplies

Includes small tools and small equipment, course accessories, office and
Janitorial supplies, uniforms, soil tests, etc.....\$78,100.00

Management Fee

Includes management and operations, administrative, and corporate support..... \$32,000.00

Total Golf Course Expenses.....\$808,500.00

Schedule “A”
Operating Budget
Palms Course

Personnel

Includes but not limited to payroll, payroll taxes, insurance, benefits, etc.....\$348,700.00

Horticultural Supplies

Includes but not limited to all fertilizer, chemicals, topdressing, sand, seed, sod, etc..... \$ 95,500.00

Irrigation

Includes pump service, irrigation repairs, controller repairs, clay valve adjusting, etc.....\$ 7500.00

Utilities

Includes utilities to run electric service to shop, telephone, water, cable, etc\$9500.00

Equipment Costs

Includes all repair and maintenance and preventative maintenance of equipment
(City to provide equipment), Fuel and oil, additional equipment needed.....\$35,000.00

Operating Supplies

Includes small tools and small equipment, course accessories, office and
Janitorial supplies, uniforms, soil tests, etc.....\$78,100.00

Management Fee

Includes management and operations, administrative, and corporate support..... \$35,000.00

Total Golf Course Expenses.....\$609,300.00

Exhibit "A"

Summary of Costs

Year 1

Pines \$808,500.00

Palms \$609,300.00

Year 2

Pines \$828,715.00

Palms \$624,530.00

Year 3

Pines \$849,450.00

Palms \$640,100.00

Year 4

Pines \$870,690.00

Palms \$656,100.00

Year 5

Pines \$892,460.00

Palms \$672,500.00

TOTALS

\$1,417,800.00

\$1,453,245.00

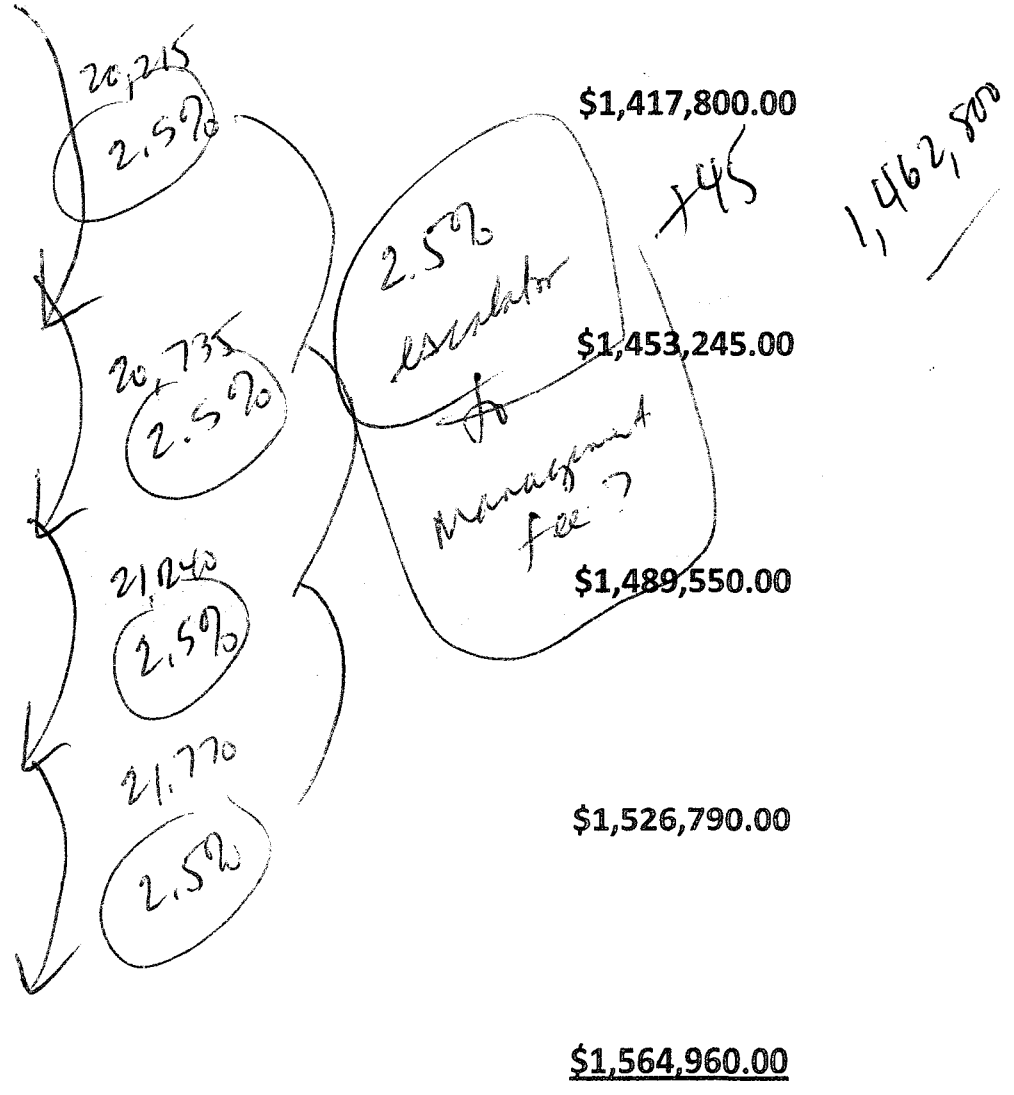
\$1,489,550.00

\$1,526,790.00

\$1,564,960.00

Total Years 1-5

\$7,452,345.00





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Qualifications/Education/Experience of Staff

Personnel

Having the right personnel in any operation is always a strong key to the long term success of the club. Equally important is the on-site leader who will be the daily “voice” of the contractor. While many company’s will list current employees as potential candidates for the job or position that may or may not be available, CGCS goes out and describes the position being offered and seeks out candidates to fulfill that role. With that said, CGCS is proud to indicate that Mr. Alex Marshall, Certified Golf Course Superintendent, will fulfill the role of Director of Maintenance for CGCS if successfully awarded the contract. In addition, Mr. Marshall will be in attendance if CGCS is selected to make initial presentations to the selection committee to get a better understanding of the experience and qualifications that we all bring to the team. Mr Marshall will report directly to Scott Zakany who is also a Certified Golf Course Superintendent and serves as President of Cypress Golf Course Services.

In order to attract good quality people, you must have a proper job description that fits the mold of the position you are trying to fill and that the high standards of employees are being met by not only CGCS standards, but the City of Pompano Beach’s as well. With that in mind, we used a summary of our job descriptions to test the waters of what is available in these various positions. We had to see for ourselves what kind of response we would get if we ran an ad in the local Broward County paper or on Craigslist to see what was available. In a three day ad in the Pompano area, we received over 100 inquiries from local residents showing interest and skill sets that are within the job descriptions and guidelines that we use at CGCS.

Advertisements for positions such as Golf Course Superintendent and Assistant Golf Course Superintendent would be conducted thru the job posting services offered by the Golf Course Superintendents Association of America.

Furthermore, it was asked in the RFP that “Each Respondent must provide documentation to fully demonstrate sufficient manpower”. In order to properly staff a golf maintenance operation, you must first understand the frequency of services and the hours that it would take to provide these services (also called a “Man-Hour Estimate”. We took the tasks that were outlined in the RFP and documented the frequency of service and multiplied it by the typical time it takes to complete that service and came up with a staffing level sufficient to manage the property. (This can be found at the back of this section along with an organizational chart)

Besides having the job descriptions for the employees hired, one first must have the specific training and procedure manual (Operational Manual) for the type of jobs being performed on the golf course. The way the employees are trained are a direct reflection of the company, the golf course, and in this case, the City of Pompano Beach. (See Operations Manual at the end of the proposal for a partial list of this manual)

We feel confident that whether the existing employees decide they want an opportunity to join our team or not, we will have the resources available to bring the employee hiring and certifications requirements to an immediate close if awarded the contract.

Senior Management Team of Cypress Golf Management, LLC

William Stine Chief Executive Officer

William “Bill” Stine has over 25 years of golf course operations and acquisitions experience. Bill started in the golf course management business in 1983 as owner and CEO of U.S.A. Golf, Inc., owner and operator golf courses in Fl.

As a co-founder and Chief Operating Officer of International Golf Maintenance (IGM), and Meadowbrook Golf, along with Scott Zakany and Jim Sartain, was instrumental in growing the company to become the third largest golf course operator in the U. S. with 105 courses and over 5,000 employees and grew *International Golf Maintenance* into the industry’s largest provider of third party golf course maintenance.

Bill is a proven “results-driven” leader with a track record of successful startups and turnaround of struggling golf operations to deliver bottom-line impact. He has been responsible for numerous new course construction and renovation. In addition the Stine family founded GolfWeek magazine in 1972.

Bill is the Past President and current board member of the National Golf Course Owners Association. He was an original member of the “Golf 20/20” steering committee for the growth of golf with the Commissioner of the PGA Tour, The USGA president and Executive directors of PGA of America, LPGA and other industry leaders.

He is a frequent guest speaker at numerous golf conventions and shows. Bill has been published in many publications including Golf News, Golf Week, Golf Superintendents News, Golf Business, Forbes and Wall Street Journal.

John Fogel, PGA
President & Chief Operating Officer

John has been a Class "A" PGA Professional since 1997 and possesses 20 years of experience in the golf industry. His entire career has been spent in golf and club operations, literally learning the business from the ground up. He has worked as an assistant golf professional, head golf professional and club general manager before moving into the area of multi-club operations in the 1990s. These experiences also include food and beverage and course maintenance experience. John has a proven track record of achieving club performance goals as well as managing very good relations with clients.

Previously John worked with Bill Stine at Meadowbrook Golf. Most notably, John ran the company's first golf management assignment. Under Bill he helped grow the company to the third largest golf management company in the country. John spent over 10 years at Meadowbrook and ascended to the position of Regional Vice President responsible for operations of 16 clubs in the North East with annual gross revenues of \$25 million and also 14 clubs in the South East with annual gross revenues of \$50 million.

John also worked with Kitson and Partners where he held the position of Vice President of Operations for the United States. In his time with Kitson and Partners John was responsible for all the owned clubs as well as all of the third party management contracts. He also performed multiple workout and disposition assignments for lenders and financial institutions across the country. John's responsibilities took him all across the United States as he worked club in Hawaii, as well as the North East, South East and South West. Kitson & Partners is a multi-billion dollar real estate company with a Clubs Division grew to become the 15th largest management company in the country.

His prior work experience has also given him the ability to perform multiple course renovations and course construction projects along with clubhouse renovations and new construction.

John has been a speaker and seminar leader at golf and club industry conferences.

James K. Sartain
Secretary/ Treasurer

Jim has been involved in the golf and related business arena for in excess of 25 years. Beginning his career as a financial manager with Lykes fertilizer in the mid 80's, Jim then left to form Golf Venture's where he sold fertilizer and chemicals to the golf course industry in 1982. Shortly thereafter, Jim began adding lines of products to Golf Ventures such as turf equipment for Cushman/Ransomes and Ryan as well as chemical contracts with major chemical companies. Jim also began his golf course maintenance business in 1990 by signing the 27 hole Orange Blossom Gardens Golf Course in The Villages as the first company in that area to do so.

In 1994, along with William Stine and Scott Zakany, Jim co-founded International Golf Maintenance (IGM) and after selling IGM and Golf Ventures to Meadowbrook Golf Management in 1999, he stayed on as CEO and successfully grew the company in to the third largest management company in the US.

Jim also founded International Club Suppliers in 2000 and has successfully grown that food and clubhouse supply company to one of the largest of its kind with over 1500 golf courses throughout the US and exceeding \$150 Million in annual sales.

In addition, Jim also co-founded Global Turf Equipment which refurbishes and sells turf equipment all over the world and is the country's largest supplier of remanufactured equipment to the overseas market.

Scott Zakany, Certified Golf Course Superintendent

President

Cypress Golf Course Services

Scott A. Zakany serves as President of CGCS. Mr. Zakany has been involved in the Golf Course industry for over 30 years and has experience at over 300 golf facilities in three countries. Prior to his involvement with CGCS, Mr. Zakany was a co-founder of International Golf Maintenance in 1994 where he served as President of the world's largest golf course maintenance company. Mr. Zakany has been a Certified Golf Course Superintendent, as designated by the Golf Course Superintendents Association of America, for over 25 years and currently serves on the industry Advisory Board at Florida Gateway College (formerly Lake City Community College's School of Golf Course and Landscape Operations).

Mr. Zakany is a member of the Top Agronomic Officers Advisory Board that works in conjunction with the National Golf Course Owner's Association and he also serves as the President and Agronomic Council for the Golf Course Business Consultants Group (CGBC) www.gcbeinc.com which is a professional organization that provides owners and operators with golf course related services and advice.

Mr. Zakany has an Associate of Science Degree in Golf Course Operation from Lake City Community College and is an active member of several advisory organizations and groups.

Theresa Dawdry

Accounting Officer

Has over 20 years of CPA experience working all facets of business. She has been our corporate affiliated CPA and comptroller dealing directly with our golf industry accounting for the last 8 years.

Kristen Jagos

Controller

Kristin Jagos is a seasoned professional in accounting and business operations for growing businesses. She graduated from the University of Central Florida with a degree in business management. After quickly advancing through the ranks to become the Director of Human Resources of a local company, she oversaw their Orlando, Jacksonville and Tampa branches. She has 15 years of experience in performing all accounting duties for multi-million dollar businesses.

SCOTT ZAKANY, Certified Golf Course Superintendent

Professional Experience

Cypress Golf Course Services President Apollo Beach, FL	January, 2010-Present
Championship Golf Course Services President Bradenton, Florida	July, 2008-Present
International Golf Maintenance, Inc. President, Co-Founder ChampionsGate, Florida	1994 – June, 2008
ISS Golf Services (Currently called OneSource) Vice President Tampa, Florida	1988 - 1994
The Evergreen Club Golf Course Superintendent Stuart, Florida	1987 - 1988
City of Pompano Beach Golf Course Golf Operations Manager Pompano Beach, Florida	1982-1987

Education

Lake City Community College
Associate of Science, Golf Course Operations
Graduated Magna Cum Laude, 1981

Associations

Golf Course Superintendents Association of America
Florida Turfgrass Association
Florida Golf Course Superintendents Association
South Florida Golf Course Superintendents Association
(Past Vice President)

Licenses

Certified Golf Course Superintendent since 1987
Florida Restricted Use Pesticide Applicator
Florida Certified Pest Control Operator
Turf and Ornamental - Department of Health &
Rehabilitative Services- Lic #JF163811
Best Management Practices- 2009

Affiliates

Golf Course Business Consultants- Agronomist 2004- present (Current President)
Top Agronomic Officer- National Golf Course Owners Association- 2003-present
Industry Advisory Board- Lake City Community College, School of Golf Course
Operations- 1995- present

ALEXANDER W. MARSHALL, CGCS
307 W Fountain Street · Fruitland Park, Florida 34731
amarshall@amvllc.net · (407) 928-3113

July 30, 2012

Mr. Scott Zakany, President
Cypress Golf Course Services
1585 SE Sunshine Ave
Port Saint Lucie, FL 34952

Scott,

Thank you for your continued interest in my opportunity to work with Cypress Golf Course Services at the City of Pompano Beach Golf Course. As you are aware, I have extensive experience working with golf course maintenance companies as both a Senior Executive for ValleyCrest Golf and as an Agronomist and Customer Liason for International Golf Maintenance.

The new Greg Norman designed golf course is a perfect fit for me to join your team as my most recent position as Director of Country Club at the Wyndham Rio Mar Beach Resort and Spa in Puerto Rico I was managing a premier Greg Norman resort course. I understand what it takes to maintain a high level resort golf operation and I have extensive experience working with the new ultra dwarf grasses such as those in use at Pompano, (Tif-Eagle and Celebration bermudagrass).

I am excited about the opportunity to return to a golf position that is in a more hands on role and attached I have provided my resume for your distribution. I look forward to working with you in the event you are successfully awarded the golf course maintenance contract.

Best Regards,

Alex Marshall



ALEXANDER W. MARSHALL, CGCS
307 West Fountain Street · Fruitland Park · Florida · 34731
amarshall@amvllc.net · (407) 928-3113

GOLF COURSE MANAGEMENT

I am a highly accomplished individual with Domestic and Caribbean experience in golf course maintenance and club operations, P&L management, multi-facility operations, systems development, acquisitions, and strategic planning with both startup and growth organizations. I am a results oriented, decisive leader, with proven success in golf course and landscape operations, strategic thinking, and cost effective problem solving. I possess a proven track record of increasing efficiencies and overall profitability.

PROFESSIONAL EXPERIENCE

Wyndham Rio Mar Beach Resort & Spa – Rio Grande, PR
Executive Director – Country Club

2007-2012

The Rio Mar Beach Resort & Spa is a Wyndham Grand premier destination resort on over five hundred acres of lush landscape located near San Juan, Puerto Rico. The country club is home to two spectacular golf courses, the Ocean Course designed by George and Tom Fazio and the River Course by Greg Norman, a magnificent thirty five thousand square foot Clubhouse with restaurants, full complement golf and tennis shops, men's and women's locker facilities with spa, and tennis facility with eleven Har-True and two hard courts.

I resided as one of seven resort directors supervising the daily operation of the entire resort with key responsibilities being management of the Country Club facilities and all resort landscape.

Key Achievements:

- Through extensive focus on middle manager accountability, overall staff training, sound agronomic and golf course maintenance practices, we successfully stabilized the daily performance and overall conditioning of both golf courses. I personally prepared all agronomic practices and directed all product applications.
- Efficiently reorganized and established the country club and golf course accounting systems with regard to purchases in effort to curtail unjustified expenses.
- Developed and awarded a RFP for total landscape and one mile of beach maintenance. Effectively improving contractor performance and reducing maintenance costs by more than twenty percent annually, (A savings of over \$150,000 annually).
- Successfully updated all membership "Rules and Regulations" stabilizing a declining membership and restoring membership sales and marketing procedures. Effectively recovering a valid membership proposition for existing and potentially new members. In years 2009 and 2010 the club had declining membership growth, in 2011-2012 membership increased by ten percent, (\$100,000 in annual dues alone).
- Through established efficiencies, in fiscal year 2011 the country club achieved a reduction in overall annual expenses by twelve percent, (approx \$300,000 in savings).
- As Rio Mar is located on the north eastern shoreline of Puerto Rico I supervised numerous hurricane recovery initiatives with the largest being Hurricane Irene resulting in over \$300,000 in damage to the golf courses and country club.

AM Ventures, LLC – Fruitland Park, FL
President/CEO

2004-Present

Through AM Ventures I solely provide financial and performance analysis for golf course owners and operators. Typical services provided include; the development and implementation of agronomic, cultivation, horticulture, and landscape plans for golf courses and landscape grounds, management and the care for golf course construction, grow-in and large plant material installation and care., experience providing legal and expert witness services extending from general counsel to trial litigation.

Key Achievements:

- ✦ Successfully assists clientele with improved golf course maintenance, effectively enhancing contract development and renewals.
- ✦ Developed and implemented unified golf course maintenance standards for a growing golf management company. Various facilities are currently using my program for quality control through coordinated site visits.
- ✦ Effectively provide nationwide golf maintenance companies with safety and compliance reviews, and hurricane and disaster recovery analysis.
- ✦ My unique experience allows me to effectively contribute in all climatic regions and turfgrass varieties.

ValleyCrest Golf Course Maintenance – Los Angeles, CA
Division Operations Manager

1995-2004

I served as Senior Manager of golf maintenance operations for forty-five properties throughout the United States. Golf course maintenance contracts with annual gross sales of twenty one million dollars and contributing to divisional profits in excess of two million, supervision of a staff in excess of five hundred administrative, sales, and operational employees.

Key Achievements:

- ✦ Developed electronic systems and tools to financially track a portfolio of forty-five golf facilities.
- ✦ Enhanced a customer satisfaction program resulting in improved customer partnerships and renewal rate.
- ✦ Negotiated and achieved unprecedented national account partnerships, effectively increasing the division's annual profitability.
- ✦ Established operational safety standards and practices to effectively reduce the on job accident rate positively impacting workers compensation expense.
- ✦ Created and instrumented ValleyCrest's "Course Quality Review" program to benchmark and enhance on the job performance of all course personnel.

ADDITIONAL PROFESSIONAL EXPERIENCE

Orchard Park Country Club – Orchard Park, NY

General Manager

Gowanda Country Club – Collins, NY

Golf Course Superintendent

EDUCATION

Associate in Applied Science Degree (AAS) ◇ Finger Lakes Community College ◇ Canandaigua, NY
 Certified Golf Course Superintendent ◇ Golf Course Superintendents Association of America

Man Hour estimate for City of Pompano Beach Golf Course

hrs/ser = how many man hours required to perform each service

ser/wk = how many times per week the service is performed

ser/wm = how many times per warm season the task will be performed

ser/mod = how many times per moderate season the task will be performed

PALMS COURSE

GOLF COURSE RECURRING MAINTENANCE

	MAIN SEASON (4/01-11/30)				MODERATE SEASON (12/01-3/31)		
	HRS/SER	SER/WK	WEEKS	HOURS	SER/WK	WEEKS	HOURS
MOWING							
GREENS, WALK	0.00	0.00	34.00	0.00	7.00	18.00	0.00
GREENS, TRIPLEX	3.00	7.00	34.00	714.00	7.00	18.00	378.00
TEES, WALK	0.00	0.00	34.00	0.00	0.00	18.00	0.00
TEES, TRIPLEX	3.00	3.00	34.00	306.00	2.00	18.00	108.00
COLLARS	1.00	3.00	34.00	102.00	2.00	18.00	36.00
APPROACHES	1.00	3.00	34.00	102.00	2.00	18.00	36.00
FAIRWAYS	8.00	3.00	34.00	816.00	2.00	18.00	288.00
ROUGH, REEL	8.00	1.00	34.00	272.00	0.50	18.00	72.00
ROUGH, ROTARY	24.00	1.00	34.00	816.00	0.50	18.00	216.00
TRIM, GREEN SLOPES	8.00	1.00	34.00	272.00	0.50	18.00	72.00
TRIM, ROTARY	8.00	1.00	34.00	272.00	0.50	18.00	72.00
H2O BANKS, DITCHES	8.00	1.00	34.00	272.00	0.50	18.00	72.00
BUNKER FACES	10.00	1.00	34.00	340.00	0.50	18.00	90.00
				4284.00			1440.00

RECURRING FUNCTIONS

TEE/GREEN SERVICE	3.00	7.00	34.00	714.00	7.00	18.00	378.00
BALL WASH SERVICE	2.00	1.00	34.00	68.00	1.00	18.00	36.00
RESTROOM SERVICE	0.50	7.00	34.00	119.00	7.00	18.00	63.00
HAZARD STAKE/ROPE	2.00	1.00	34.00	68.00	1.00	18.00	36.00
DIVOT REPAIR	3.00	1.00	34.00	102.00	1.00	18.00	54.00
GROOM GREENS	3.00	1.00	34.00	102.00	1.00	18.00	54.00
SWEEP/VAC/BLOW	6.00	1.00	34.00	204.00	1.00	18.00	108.00
BUNKER RAKE	5.00	3.00	34.00	510.00	3.00	18.00	270.00
BUNKER RAKE, HAND	2.00	4.00	34.00	272.00	4.00	18.00	144.00
				2159.00			1143.00

COMMON AREA MOWING

DRIVING RANGE	0.00	2.00	34.00	0.00	2.00	18.00	0.00
DOG PARK	0.00	1.00	34.00	0.00	1.00	18.00	0.00
CLUBHOUSE AREAS	0.00	1.00	34.00	0.00	1.00	18.00	0.00
				0.00			0.00

PROJECTS

	HR/SER	SER/WM	HR/WRM	SER/MOD	HR/MOD
AERIFICATION					
GREENS	24.00	3.00	72.00	1.00	24.00
TEES	24.00	2.00	48.00	1.00	24.00
FAIRWAYS	120.00	1.00	120.00	0.00	0.00
SPIKING	8.00	2.00	16.00	1.00	48.00
VERTICUT					
GREENS	6.00	14.00	84.00	8.00	48.00
TEES	8.00	2.00	16.00	1.00	8.00
FAIRWAYS	120.00	1.00	120.00	0.00	0.00
TOPDRESS					
GREENS	12.00	14.00	240.00	8.00	96.00
TEES	16.00	2.00	32.00	1.00	16.00
FAIRWAYS	0.00	0.00	0.00	0.00	0.00
FERTILIZE					
GREENS	4.00	8.00	32.00	2.00	8.00
TEES	4.00	4.00	16.00	2.00	8.00
FAIRWAYS	24.00	4.00	96.00	2.00	48.00
ROUGH	20.00	4.00	80.00	2.00	40.00
WEAK AREAS	8.00	8.00	64.00	4.00	32.00
			1036.00		400.00

DETAIL TASKS

	HR/SER	SER/WM	HR/WRM	SER/MOD	HR/MOD
BUNKER EDGING	60.00	8.00	480.00	4.00	240.00
CART PATH EDGING	40.00	8.00	320.00	4.00	160.00
TREE TRIMMING	80.00	1.00	80.00	1.00	80.00
SPRAY TREE RINGS	40.00	8.00	320.00	4.00	160.00
EDGE IRR HEADS,ETC	24.00	8.00	192.00	4.00	96.00
CLEAN UP DEBRIS	8.00	34.00	272.00	18.00	144.00
ROPING/SIGNAGE	4.00	34.00	136.00	18.00	72.00
PAINTING	4.00	8.00	32.00	4.00	16.00
NATURAL AREAS	16.00	8.00	128.00	4.00	64.00
GC LANDSCAPE BEDS	16.00	8.00	128.00	4.00	64.00
PERIMETER	0.00	8.00	0.00	4.00	0.00
			2088.00		1096.00

SUPERVISION/TECHNICAL

	QTY	HR/WK	HR/YEAR	
SUPERINTENDENT	0.50	40.00	52.00	1040.00
ASST SUPERINTENDEN	1.00	40.00	52.00	2080.00
EQUIP TECH (asst)	1.00	40.00	52.00	2080.00
SPRAY TECH	1.00	40.00	52.00	2080.00
LANDSCAPE MANAGER	1.00	40.00	52.00	2080.00
			9360.00	
		MAIN	MODER	TOTAL
MOWING		4284.00	1440.00	5724.00
RECURRING FUNCTIONS		2159.00	1143.00	3302.00
PROJECTS		1036.00	400.00	1436.00
DETAIL TASKS		2088.00	1096.00	3184.00
		9567.00	4079.00	13646.00

STAFF REQUIREMENTS	7.03	5.67
PLUS SUPERVISORY	4.50	4.50
TOTAL PERSONNEL	11.53	10.17

Items not included in the man hour estimate that absorb additional hours are:

- scheduled breaks and transportation to & from work areas
- equipment down-time
- extra preparation for tournaments (double mowing greens, extra trap raking, etc)
- weather (rain, cold, lightning, etc)
- sick days, holidays, vacations
- cleaning of shop areas and policing golf course
- other projects

Man Hour estimate for City of Pompano Beach Golf Course

hrs/ser = how many man hours required to perform each service

ser/wk = how many times per week the service is performed

ser/wm = how many times per warm season the task will be performed

ser/mod = how many times per moderate season the task will be performed

PINES COURSE

GOLF COURSE RECURRING MAINTENANCE

	MAIN SEASON (4/01-11/30)			MODERATE SEASON (12/01-3/31)			
	HRS/SER	SER/WK	WEEKS	HOURS	SER/WK	WEEKS	HOURS
MOWING							
GREENS, WALK	6.00	2.00	34.00	408.00	7.00	18.00	756.00
GREENS, TRIPLEX	3.00	5.00	34.00	510.00	0.00	18.00	0.00
TEES, WALK	0.00	0.00	34.00	0.00	0.00	18.00	0.00
TEES, TRIPLEX	4.00	3.00	34.00	408.00	2.00	18.00	144.00
COLLARS	1.00	3.00	34.00	102.00	2.00	18.00	36.00
APPROACHES	2.00	3.00	34.00	204.00	2.00	18.00	72.00
FAIRWAYS	10.00	3.00	34.00	1020.00	2.00	18.00	360.00
ROUGH, REEL	12.00	2.00	34.00	816.00	1.00	18.00	216.00
ROUGH, ROTARY	24.00	1.00	34.00	816.00	0.50	18.00	216.00
TRIM, GREEN SLOPES	8.00	2.00	34.00	544.00	1.00	18.00	144.00
TRIM, ROTARY	8.00	1.00	34.00	272.00	0.50	18.00	72.00
H2O BANKS, DITCHES	8.00	1.00	34.00	272.00	0.50	18.00	72.00
BUNKER FACES	10.00	1.00	34.00	340.00	0.50	18.00	90.00
				5712.00			2178.00

RECURRING FUNCTIONS

TEE/GREEN SERVICE	3.00	7.00	34.00	714.00	7.00	18.00	378.00
BALL WASH SERVICE	2.00	1.00	34.00	68.00	1.00	18.00	36.00
RESTROOM SERVICE	1.00	7.00	34.00	238.00	7.00	18.00	126.00
HAZARD STAKE/ROPE	2.00	1.00	34.00	68.00	1.00	18.00	36.00
DIVOT REPAIR	4.00	1.00	34.00	136.00	1.00	18.00	72.00
GROOM GREENS	4.00	1.00	34.00	136.00	1.00	18.00	72.00
SWEEP/VAC/BLOW	6.00	1.00	34.00	204.00	1.00	18.00	108.00
BUNKER RAKE	6.00	5.00	34.00	1020.00	5.00	18.00	540.00
BUNKER RAKE, HAND	4.00	2.00	34.00	272.00	2.00	18.00	144.00
				2856.00			1512.00

COMMON AREA MOWING

DRIVING RANGE	4.00	2.00	34.00	272.00	1.00	18.00	72.00
DOG PARK	4.00	1.00	34.00	136.00	1.00	18.00	72.00
CLUBHOUSE AREAS	32.00	1.00	34.00	1088.00	1.00	18.00	576.00
				1496.00			720.00

PROJECTS

	HR/SER	SER/WM	HR/WRM	SER/MOD	HR/MOD
AERIFICATION					
GREENS	24.00	8.00	192.00	4.00	96.00
TEES	24.00	3.00	72.00	1.00	24.00
FAIRWAYS	120.00	3.00	360.00	1.00	120.00
SPIKING	8.00	4.00	32.00	2.00	48.00
VERTICUT					
GREENS	6.00	24.00	144.00	10.00	60.00
TEES	8.00	3.00	24.00	1.00	8.00
FAIRWAYS	120.00	1.00	120.00	0.00	0.00
TOPDRESS					
GREENS	12.00	38.00	240.00	14.00	168.00
TEES	16.00	3.00	48.00	1.00	16.00
FAIRWAYS	0.00	0.00	0.00	0.00	0.00
FERTILIZE					
GREENS	4.00	17.00	68.00	6.00	24.00
TEES	4.00	8.00	32.00	2.00	8.00
FAIRWAYS	24.00	8.00	192.00	4.00	96.00
ROUGH	20.00	8.00	160.00	4.00	80.00
WEAK AREAS	8.00	30.00	240.00	10.00	80.00
			1924.00		828.00

DETAIL TASKS

	HR/SER	SER/WM	HR/WRM	SER/MOD	HR/MOD
BUNKER EDGING	80.00	8.00	640.00	4.00	320.00
CART PATH EDGING	40.00	8.00	320.00	4.00	160.00
TREE TRIMMING	80.00	1.00	80.00	1.00	80.00
SPRAY TREE RINGS	40.00	8.00	320.00	4.00	160.00
EDGE IRR HEADS,ETC	24.00	8.00	192.00	4.00	96.00
CLEAN UP DEBRIS	8.00	34.00	272.00	18.00	144.00
ROPING/SIGNAGE	4.00	34.00	136.00	18.00	72.00
PAINTING	4.00	8.00	32.00	4.00	16.00
NATURAL AREAS	24.00	8.00	192.00	4.00	96.00
GC LANDSCAPE BEDS	24.00	8.00	192.00	4.00	96.00
PERIMETER	10.00	8.00	80.00	4.00	40.00
			2456.00		1280.00

SUPERVISION/TECHNICAL

	QTY	HR/WK	HR/YEAR
SUPERINTENDENT	0.50	40.00	52.00
ASST SUPERINTENDE	1.00	40.00	52.00
EQUIP TECH	1.00	40.00	52.00
SPRAY TECH	1.00	40.00	52.00
IRRIGATION	1.00	40.00	52.00
			9360.00
		MAIN	MODER
			TOTAL
MOWING		5712.00	2178.00
RECURRING FUNCTIONS		2856.00	1512.00
PROJECTS		1924.00	828.00
DETAIL TASKS		2456.00	1280.00
		12948.00	5798.00
			18746.00

STAFF REQUIREMENTS	9.52	8.05
PLUS SUPERVISORY	4.50	4.50
TOTAL PERSONNEL	14.02	12.55

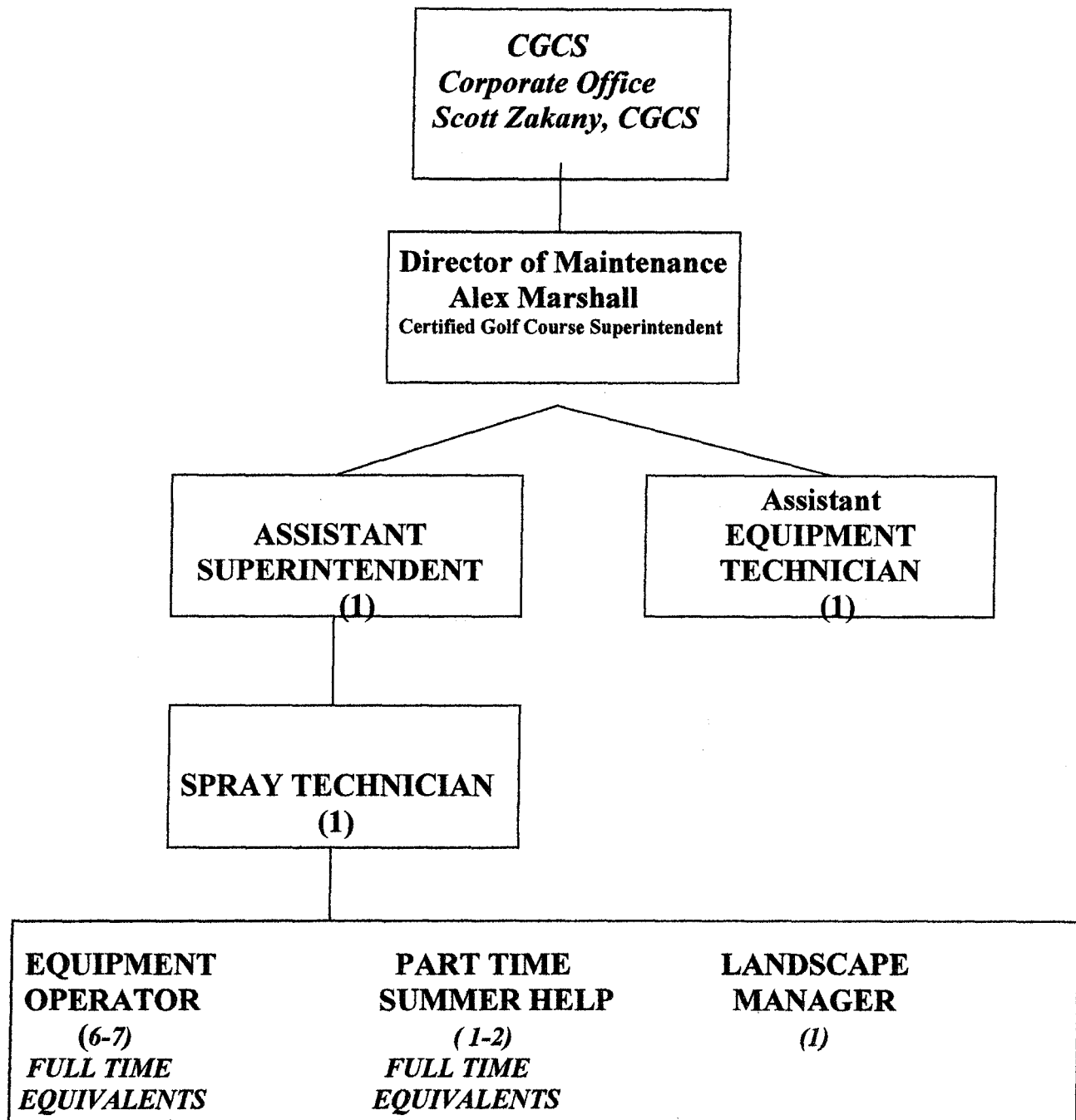
Items not included in the man hour estimate that absorb additional hours are:

- scheduled breaks and transportation to & from work areas
- equipment down-time
- extra preparation for tournaments (double mowing greens, extra trap raking, etc)
- weather (rain, cold, lightning, etc)
- sick days, holidays, vacations
- cleaning of shop areas and policing golf course
- other projects

STAFFING PLAN

City of Pompano Beach Golf Course

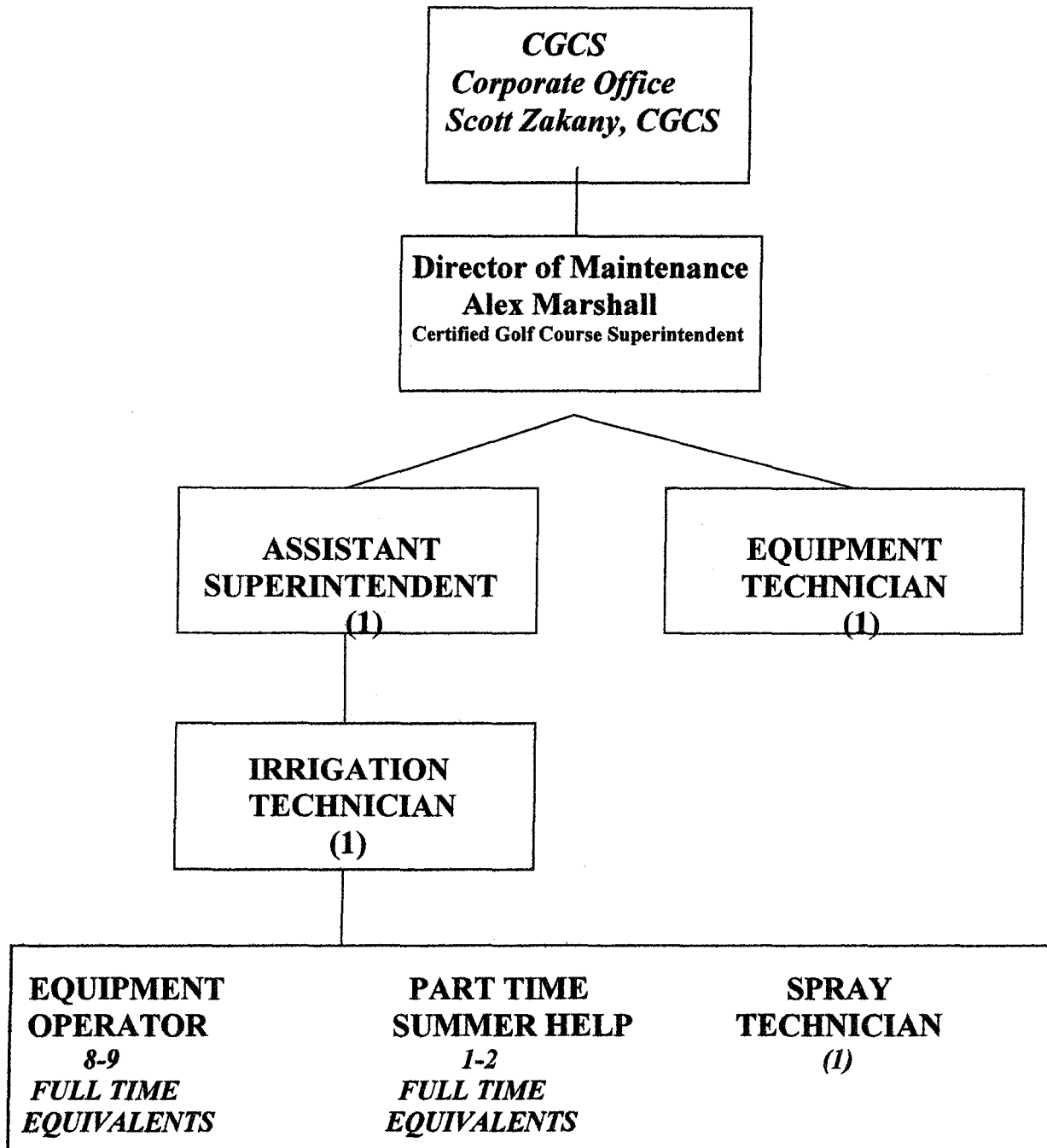
Palms Golf Course



STAFFING PLAN

City of Pompano Beach Golf Course

Pines Golf Course





1585 SE Sunshine Ave
Port Saint Lucie, FL 34952
Office: (772) 398-3339
Fax: (772) 398-5993
Email: CGCS_Office@att.net

JOB DESCRIPTION

JOB TITLE: Certified Golf Course Superintendent

Department: Maintenance

FLSA Status: Full Time, Exempt

Salary Range: \$48,000 - \$55,000

Reports To: Regional Manager/President

SUMMARY: Manage, supervise, and delegate and oversee the overall maintenance of the golf course, practice areas and clubhouse facilities in order to maintain the highest stands of excellence.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Responsible for the daily golf course set-up and initial inspection, using judgment in scheduling and daily course conditioning.
- Recruit, hire, interview, direct, review and communicate with all maintenance personnel.
- Administrative duties: evaluate daily labor records; schedule and conduct safety and staff meetings; initiate equipment schedules; chemical, irrigation and fertilizer inventory control; initiate purchase requisitions for golf course supplies including accessories, fertilizers, chemicals and topdressing; assist with budget preparations.
- Train new and existing employees in job function, equipment operation, guest service standards and departmental information.
- Evaluate the usage and application of fertilizer, chemical and seeding applications.
- Perform final daily course evaluation/inspection.
- Supervise irrigation and irrigation maintenance, and maintenance for shop area and clubhouse grounds.
- Develop and administer horticultural programs for course surfaces, (greens, traps, tees, fairways), surrounding bodies of water, trees and surrounding areas.
- Interact with outside contractors, vendors, visitors, county and state agencies.
- Maintain records of all work undertaken by maintenance, including maintenance, pesticide application, as well as plans, "specs", blueprints and drawings.
- Track and maintain expense records for course equipment, supplies and labor, as well as current inventory of equipment, maintenance schedules and replacement needs.
- Ensure that all equipment is used safely and correctly, and not abused.
- Maintain security of golf course property and buildings.
- Manage customer and Regional Manager Communication relating to course maintenance and procedures.
- Create monthly course condition reports and newsletters and transmit electronically to Regional Manager and Home Office in accordance with monthly reporting schedule.

- Record payroll data into electronic timesheet and transmit in accordance with payroll reporting schedule. Review for accuracy and tracking of payroll data to meet budgetary directives.
- Other duties assigned by Regional Manager.

Supervisory Responsibilities:

Responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises one non-supervisory employee, the equipment technician. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Minimum of an associate degree in turfgrass management/golf course management required. Bachelor's degree with specialty in agronomy, horticulture, plant and soil sciences preferred. Four years experience in golf course maintenance operation, including one year as an assistant superintendent required. Knowledge of irrigation system, fertilizer application and chemical related applications, damage control methods. Continuing education classes related to golf course maintenance required. Ability to schedule and supervise maintenance staff members to achieve the most efficient utilization of staff members and equipment. Prepare clear and concise report required. Intermediate computer skills are required for record keeping and irrigation system management. Class A Golf Course superintendent with a minimum of 3 years experience in Florida working with warm season turf grasses.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence, take inventories, and create budgets. Ability to effectively present information to top management, and/or board of directors.

Mathematical Skills:

Ability to calculate figures and amounts in order to properly mix chemicals as directed.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.

Certificates, Licenses, Registrations:

Must be a certified pesticide applicator in the state. Must have a valid drivers license and be able to drive a standard transmission. May require current state certificates or licensing.

Other Skills and Abilities:

Must have advanced knowledge of turf grass management practices.

Ability to operate all types of mowing equipment, sprayers, and other equipment used in maintaining the golf course.

Knowledgeable of current federal, state, and local laws and regulations including such areas as employment, safety, and environmental standards.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk, sit, and reach with hands and arms. The employee is occasionally required to stand; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and must occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

Must be able to work in temperatures exceeding 90 degrees in the summer and below 20 degrees in the winter.

This job description includes, but is not limited to, the duties and responsibilities noted above. The essential functions of this job description are not exhaustive and may be supplemented.



1585 SE Sunshine Ave
Port Saint Lucie, FL 34952
Office: (772) 398-3339
Fax: (772) 398-5993
Email: CGCS_Office@att.net

JOB DESCRIPTION

JOB TITLE: Assistant Superintendent
Department: Maintenance
FLSA Status: Full Time

Salary Range: Open
Reports to: Superintendent

Summary: To assist the Superintendent with the scheduling, maintenance and overall operation of the golf course. To keep the Superintendent informed of any problems with the crew or the maintenance operation. Ability to keep the maintenance facility operating in a safe and efficient manner in the absence of the Superintendent. Desire to grow and learn to be able to become a Superintendent.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assist the Superintendent with work assignments.
- Assist in scheduling and directing the maintenance activities performed on the golf course and related areas.
- Supervise the operation of the maintenance shop.
- Assist in the preparation of the annual budget and make recommendations for capital expenditures.
- Maintain departmental expenses and payroll within budget guidelines.
- Purchase and oversee the maintenance of all equipment, and buying of all golf course supplies and materials necessary to maintain the golf course and related areas with the approval of the Superintendent.
- Keep accurate records of maintenance activities including, but not limited to records on weather data, pest populations, material applications, and location of hazardous materials.
- Train maintenance employees in the safe operation of all equipment and use of personal protective equipment.
- Conduct safety-training meetings with Superintendent on, at minimum, a monthly basis. Maintain safety-training records in compliance with OSHA regulations.
- Keep current with latest equipment and new culture practices, fertilizers, chemicals and their applications, and pest control methods and materials.

Supervisory Responsibilities:

Is responsible for the overall direction, coordination, and evaluation of the unit. Carries out supervisory responsibilities under the direction of the Superintendent and in accordance with applicable laws. Responsibilities include directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualification requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Successful completion of golf course operations school; or one to two years experience working with all phases of course maintenance.

Language Skills:

Ability to read, analyze, and interpret technical journals and financial reports. Must be able to read and understand documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information to top management.

Mathematical Skills:

Ability to calculate figures and amounts in order to properly mix chemicals as directed.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Certificates, Licenses, Registrations:

Must have a valid drivers license and be able to drive a standard transmission.

Other Skills and Abilities:

- Knowledge of turf grass management practices.
- Ability to operate all types of mowing equipment, sprayers, and other equipment used in maintaining the golf course.
- Knowledge of current federal, state, and local laws and regulations including such areas as employment, safety, and environmental standards.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk, sit, and reach with hands and arms. The employee is occasionally required to stand; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds. The employee must occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

Must be able to work in temperatures exceeding 90 degrees in the summer and below 20 degrees in the winter.



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JOB DESCRIPTION

JOB TITLE: Equipment Technician
Department: Maintenance
FLSA Status: Full Time, Non-Exempt

Pay Range: \$26,160 - \$45,000
Reports To: Superintendent or
Assistant Superintendent

SUMMARY: Responsible for all equipment maintenance and repairs of all golf course and all non-guest carrying vehicles. Responsible for making major and minor repairs on a variety of gasoline, diesel and electric powered equipment.

Essential Duties And Responsibilities include the following. Other duties may be assigned.

- Coordinate and schedule all equipment for repairs and/or maintenance.
- Inspect, diagnose and repair mechanical defects in golf course maintenance and construction equipment. Grind, backlap, set and adjust mowers.
- Overhaul and repair automotive and other powered equipment including engines, brakes, transmissions, differentials, springs, and mufflers; secure and replace tools and parts.
- Responsible for administrative duties in relation to operation of shop including purchasing, receiving, vehicle record maintenance, departmental billing, inventory control, safety checklists for equipment. Vendor association in terms of bidding and purchase of needed material.
- Responsible for oil/gasoline inventories and fuel facility. Make sure orders are received, correct, and accounted for.
- Assist Superintendent by making recommendations for capital equipment purchase.
- Responsible for continuing education of all employees in terms of safety programs and equipment standards.
- Maintain shop in orderly condition, cleaning working areas after repairs are completed.
- Direct the operation of the cart maintenance program. Fill automotive equipment with fuel and check fluid levels' inspects, change and repair tires; maintain mileage reports; may do body repair and painting work.
- Other duties assigned by Superintendent or Assistant Superintendent.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school degree or equivalent required. Minimum two years experience as head mechanic or shop manager of golf course operation. Additional two years minimum for general maintenance equipment, engines, diesel and gas cycle engines. General understanding of golf course maintenance operation. Working knowledge of general operation of gasoline, diesel and electric equipment; knowledge of proper methods of servicing golf course equipment; knowledge of the repair and adjustment of power mowing equipment. Computer and office administrative duties. Continuing education classes for all related golf course manufacturer's equipment required. Valid driver's license required.

Language Skills:

Ability to comprehend simple instructions and information such as safety rules, operating and maintenance instructions and procedures manuals in English, bilingual a plus. Ability to write simple correspondence. Ability to communicate in English to outside vendors. Ability to effectively present information to supervisor.

Mathematical Skills:

Must have high school math ability. Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percent.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Other Skills And Abilities:

Must be able to drive a standard transmission.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, reach with hands and arms, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

Must be able to work in temperatures exceeding 90 degrees in the summer and below 20 degrees in the winter.

This job description includes, but is not limited to, the duties and responsibilities noted above. The essential functions of this job description are not exhaustive and may be supplemented.



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JOB DESCRIPTION

JOB TITLE: Equipment Operator

Department: Maintenance

FLSA Status: Full Time or Part Time

Salary Range: \$9.00 - \$12.50/hour

Reports To: Superintendent or assistant

SUMMARY: Perform work involving the use of the large equipment, including tractors, loaders, trenchers, backhoes, trucks and other maintenance equipment.

Essential Duties And Responsibilities include the following. Other duties may be assigned.

- Operates all equipment for use on the golf course including, fairway mowers to mow rough and fairway areas at designated cut, exercising care not to injure turf or shrubs.
- Mow fairways and roughs; operate turf vac, skip-loader, fairway and rough aerifier. Operate walking greensmowers, flymowers, weed eaters, trap rakes, tractors, triplex mowers, etc. taking care not to injure turf or shrubs.
- Raking and edging bunkers.
- Check and refill fuels and oils daily, clean equipment daily, report equipment problems or failures.
- Responsible for basic preventative maintenance on equipment as directed.
- Aid in new construction and reconstruction.
- Other duties assigned by Superintendent or Assistant Superintendent.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Two to four years related experience and or training. Knowledge of safe, efficient mechanical operation of tractors and other motorized equipment, mechanical aptitude required.

Language Skills:

Ability to comprehend and interpret information such as safety rules, operating and maintenance instructions, and procedures manuals.

Mathematical Skills:

Ability to perform basic math using addition, subtraction, multiplication, and division.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations:

May require special license for some heavy equipment.

Other Skills And Abilities:

Experience in operating large mower units similar to fairway mowers

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and climb or balance. The employee must frequently lift and/or move up to 25 pounds and must occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually loud.

Must be able to work in temperatures exceeding 90 degrees in the summer and below 20 degrees in the winter.

This job description includes, but is not limited to, the duties and responsibilities noted above. The essential functions of this job description are not exhaustive and may be supplemented.

January 2013

January 2013							February 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	3	4	5	6	7	1	2
13	14	8	9	10	11	12	10	11	12	13	14	8	9
20	21	15	16	17	18	19	17	18	19	20	21	15	16
27	28	22	23	24	25	26	24	25	26	27	28	22	23

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 30 - Jan 5	Dec 30	31	Jan 1, 13	2	3	4	5
					Spot Spray Weeds Pin		
Jan 6 - 12	6	7	8	9	10	11	12
	Green relates to Palms	Topdress Greens Pines	Topdress Greens Palm	Pre-emergent Herbicide	Spot Spray Weeds Pin	Fertilize Tees with gran	
Jan 13 - 19	13	14	15	16	17	18	19
	Red Denotes Pines Col	Topdress Greens Pines		8:00am 8:30am Pre-em ergent Herbicide (Pa lms Course)	Aerify Greens Pines Spot Spray Weeds Pin	Fertilize Tees with gran	
Jan 20 - 26	20	21	22	23	24	25	26
		Topdress Greens Pines	Fertilize Fairways with Spray Primo on Pines Topdress Greens Palm		Spot Spray Weeds Pin	Spray Primo on Pines	
Jan 27 - Feb 2	27	28	29	30	31	Feb 1	2
		Topdress Greens Pines	Fertilize Fairways 15-0		Spot Spray Weeds Pin		

February 2013

February 2013							March 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30
							31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jan 27	28	29	30	31	Feb 1	2
Jan 27 - Feb 2							
	3	4	5	6	7	8	9
Feb 3 - 9		Topdress Greens Pines Verticut /Spike Greens	Topdress Greens Palm Verticut/Spike Greens		Spot Spray Weeds Pin	Fertilize Tees with gra	
	10	11	12	13	14	15	16
Feb 10 - 16		Topdress Greens Pines			Spot Spray Weeds Pin	Fertilize Tees with gra	
	17	18	19	20	21	22	23
Feb 17 - 23		Topdress Greens Pines Verticut /Spike Greens	Fertilize Fairways with Spray Primo on Pines Topdress Greens Palm Verticut/Spike Greens		Aerify Greens Pines Fertilize Fairways 15-0 Spot Spray Weeds Pin	Spray Primo on Pines	
	24	25	26	27	28	Mar 1	2
Feb 24 - Mar 2		Topdress Greens Pines			Spot Spray Weeds Pin		

March 2013

March 2013							April 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2	7	1	2	3	4	5	6
10	11	12	13	14	8	9	14	8	9	10	11	12	13
17	18	19	20	21	15	16	21	15	16	17	18	19	20
24	25	26	27	28	22	23	28	22	23	24	25	26	27
31					29	30		29	30				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Feb 24	25	26	27	28	Mar 1	2
2/24 - 3/1							
3/3 - 8	3	4	5	6	7	8	9
		Topdress Greens Pines Verticut /Spike Greens	Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed	Spot Spray Weeds Pin	Fertilize Tees with gran	
3/10 - 15	10	11	12	13	14	15	16
		Topdress Greens Pines		Post Emergent Weed	Spot Spray Weeds Pin	Fertilize Tees with gran	
3/17 - 22	17	18	19	20	21	22	23
		Topdress Greens Pines Verticut /Spike Greens	Fertilize Fairways with Spray Primo on Pines Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed	Spot Spray Weeds Pin	Spray Primo on Pines	
3/24 - 29	24	25	26	27	28	29	30
		Topdress Greens Pines	Fertilize Fairways 18-2	Post Emergent Weed	Aerify Greens Pines Spot Spray Weeds Pin		
3/31 - 4/5	31	Apr 1	2	3	4	5	6

April 2013

April 2013							May 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6							
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 31 - Apr 6	Mar 31	Apr 1	2	3	4	5	6
		Topdress Greens Pines Verticut /Spike Greens	Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed Pre-emergent Herbicide	Spot Spray Weeds Pin		
Apr 7 - 13	7	8	9	10	11	12	13
		Topdress Greens Pines		Post Emergent Weed 8:00am 8:30am Pre-em ergent Herbicide wit h Ronstar (Palms Co urse)	Spot Spray Weeds Pin	Fertilize Tees with gra	
Apr 14 - 20	14	15	16	17	18	19	20
		Topdress Greens Pines Verticut /Spike Greens	Fertilize Fairways with Spray Primo on Pines Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed	Fertilize Fairways with Spot Spray Weeds Pin	Fertilize Tees with gra	
Apr 21 - 27	21	22	23	24	25	26	27
		Topdress Greens Pines		Post Emergent Weed	Aerify Greens Palms Spot Spray Weeds Pin	Spray Primo on Pines	
Apr 28 - May 4	28	29	30	May 1	2	3	4
		Topdress Greens Pines Verticut /Spike Greens	Topdress Greens Palm Verticut/Spike Greens				

May 2013

May 2013							June 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 28 - May 4	Apr 28	29	30	May 1	2	3	4
				Post Emergent Weed	Aerify Greens Pines Spot Spray Weeds Pini		
May 5 - 11	5	6	7	8	9	10	11
		Topdress Greens Pines		Post Emergent Weed	Spot Spray Weeds Pini	Fertilize Tees with gra	
May 12 - 18	12	13	14	15	16	17	18
		Topdress Greens Pines Verticut /Spike Greens	Fertilize Fairways with Spray Primo on Pines Topdress Greens Palm Verticut/Spike Greens	Chipco Choice Fairway Post Emergent Weed	Spot Spray Weeds Pini	Fertilize Tees with gra	
May 19 - 25	19	20	21	22	23	24	25
		Topdress Greens Pines	Fertilize Fairways Reve	Chipco Choice Fairway Post Emergent Weed	Spot Spray Weeds Pini	Spray Primo on Pines	
May 26 - Jun 1	26	27	28	29	30	31	Jun 1
		Topdress Greens Pines Verticut /Spike Greens	Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed	Spot Spray Weeds Pini		

June 2013

June 2013							July 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	7	1	2	3	4	5	6
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	May 26	27	28	29	30	31	Jun 1
5/26 - 31							
6/2 - 7	2	3 Topdress Greens Pines	4	5 Post Emergent Weed	6 Aerify Greens Pines Spot Spray Weeds Pini	7	8
6/9 - 14	9	10 Topdress Greens Pines Verticut /Spike Greens	11 Fertilize Fairways with Spray Primo on Pines Topdress Greens Palm Verticut/Spike Greens	12 Post Emergent Weed	13 Fertilize Fairways 6-2-4 Spot Spray Weeds Pini	14 Fertilize Tees with gra	15
6/16 - 21	16	17 Topdress Greens Pines	18	19 Post Emergent Weed	20 Aerify Greens Palms Spot Spray Weeds Pini	21 Fertilize Tees with gra	22
6/23 - 28	23	24 Topdress Greens Pines Verticut /Spike Greens	25 Topdress Greens Palm Verticut/Spike Greens	26 Post Emergent Weed Pre-emergent Barricad	27 Spot Spray Weeds Pini	28 Spray Primo on Pines	29
6/30 - 7/5	30	Jul 1	2	3	4	5	6

July 2013

July 2013							August 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	31

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 30 - Jul 6	Jun 30	Jul 1	2	3	4	5	6
		Topdress Greens Pines		Post Emergent Weed 6:00am 8:30am Pre-emergent Barricade (Palms Course)	Spot Spray Weeds Pine		
Jul 7 - 13	7	8	9	10	11	12	13
		Topdress Greens Pines Verticut /Spike Greens	Fertilize Fairways with Spray Primo on Pines Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed 6:00am 8:30am Pre-emergent Barricade (Palms Course)	Aerify Greens Pines Spot Spray Weeds Pine	Fertilize Tees with gran	
Jul 14 - 20	14	15	16	17	18	19	20
		Topdress Greens Pines	Fertilize Fairways 6-2-0	Post Emergent Weed 6:00am 8:30am Pre-emergent Barricade (Palms Course)	Spot Spray Weeds Pine	Fertilize Tees with gran	
Jul 21 - 27	21	22	23	24	25	26	27
		Topdress Greens Pines Verticut /Spike Greens	Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed 6:00am 8:30am Pre-emergent Barricade (Palms Course)	Spot Spray Weeds Pine	Spray Primo on Pines	
Jul 28 - Aug 3	28	29	30	31	Aug 1	2	3
		Topdress Greens Pines		Post Emergent Weed 6:00am 8:30am Pre-emergent Barricade (Palms Course)			

August 2013

August 2013							September 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	1	2	3	1	2	3	4	5	6	7
11	12	13	14	8	9	10	8	9	10	11	12	13	14
18	19	20	21	15	16	17	15	16	17	18	19	20	21
25	26	27	28	22	23	24	22	23	24	25	26	27	28
				29	30	31	29	30					

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 28 - Aug 3	Jul 28	29	30	31	Aug 1	2	3
					Spot Spray Weeds Pin		
Aug 4 - 10	4	5	6	7	8	9	10
		Topdress Greens Pines Verticut /Spike Greens	Fertilize Fairways with Spray Primo on Pines Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed	Fertilize Fairways 18-2 Spot Spray Weeds Pin	Fertilize Tees with gra	
Aug 11 - 17	11	12	13	14	15	16	17
		Topdress Greens Pines		Post Emergent Weed	Aerify Greens Palms Aerify Greens Pines Spot Spray Weeds Pin	Fertilize Tees with gra	
Aug 18 - 24	18	19	20	21	22	23	24
		Topdress Greens Pines Verticut /Spike Greens	Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed	Spot Spray Weeds Pin	Spray Primo on Pines	
Aug 25 - 31	25	26	27	28	29	30	31
		Topdress Greens Pines		Post Emergent Weed	Spot Spray Weeds Pin		

September 2013

September 2013							October 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 1 - 7	Sep 1	2	3	4	5	6	7
		Topdress Greens Pines Verticut /Spike Greens	Fertilize Fairways with Spray Primo on Pines Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed	Spot Spray Weeds Pin		
Sep 8 - 14	8	9	10	11	12	13	14
		Topdress Greens Pines	Fertilize Fairways 18-2	Post Emergent Weed	Spot Spray Weeds Pin	Fertilize Tees with gra	
Sep 15 - 21	15	16	17	18	19	20	21
		Topdress Greens Pines Verticut /Spike Greens	Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed Pre-emergent Eschelo	Aerify Greens Pines Spot Spray Weeds Pin	Fertilize Tees with gra	
Sep 22 - 28	22	23	24	25	26	27	28
		Topdress Greens Pines		Post Emergent Weed 8:00am 8:30am Pre-em ergent Eschelon Fair ways (Palms Course)	Spot Spray Weeds Pin	Spray Primo on Pines	
Sep 29 - Oct 5	29	30	Oct 1	2	3	4	5
		Topdress Greens Pines Verticut /Spike Greens					

October 2013

October 2013							November 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	3	4	5	6	7	1	2
13	14	8	9	10	11	12	10	11	12	13	14	15	16
20	21	15	16	17	18	19	17	18	19	20	21	22	23
27	28	22	23	24	25	26	24	25	26	27	28	29	30

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 29 - Oct 5	Sep 29	30	Oct 1	2	3	4	5
			Fertilize Fairways with Spray Primo on Pines Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed	Fertilize Fairways 15-5 Spot Spray Weeds Pin		
Oct 6 - 12	6	7	8	9	10	11	12
		Topdress Greens Pines		Post Emergent Weed	Aerify Greens Palms Spot Spray Weeds Pin	Fertilize Tees with gra	
Oct 13 - 19	13	14	15	16	17	18	19
		Topdress Greens Pines Verticut /Spike Greens	Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed	Spot Spray Weeds Pin	Fertilize Tees with gra	
Oct 20 - 26	20	21	22	23	24	25	26
		Topdress Greens Pines		Post Emergent Weed	Aerify Greens Pines Spot Spray Weeds Pin	Spray Primo on Pines	
Oct 27 - Nov 2	27	28	29	30	31	Nov 1	2
		Topdress Greens Pines Verticut /Spike Greens	Fertilize Fairways with Spray Primo on Pines Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed	Spot Spray Weeds Pin		

November 2013

November 2013							December 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
							29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 27 - Nov 2	Oct 27	28	29	30	31	Nov 1	2
Nov 3 - 9	3	4	5	6	7	8	9
		Topdress Greens Pines	Fertilize Fairways 15-0	Post Emergent Weed	Spot Spray Weeds Pin	Fertilize Tees with gra	
Nov 10 - 16	10	11	12	13	14	15	16
		Topdress Greens Pines Verticut /Spike Greens	Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed	Spot Spray Weeds Pin	Fertilize Tees with gra	
Nov 17 - 23	17	18	19	20	21	22	23
		Topdress Greens Pines		Post Emergent Weed	Spot Spray Weeds Pin	Spray Primo on Pines	
Nov 24 - 30	24	25	26	27	28	29	30
		Topdress Greens Pines Verticut /Spike Greens	Fertilize Fairways with Spray Primo on Pines Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed	Aerify Greens Pines Fertilize Fairways on P Spot Spray Weeds Pin		

December 2013

December 2013							January 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 1 - 7	Dec 1	2	3	4	5	6	7
		Topdress Greens Pines		Post Emergent Weed	Spot Spray Weeds Pini		
Dec 8 - 14	8	9	10	11	12	13	14
		Topdress Greens Pines Verticut /Spike Greens	Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed Pre-emergent Barricad	Spot Spray Weeds Pini	Fertilize Tees with grai	
Dec 15 - 21	15	16	17	18	19	20	21
		Topdress Greens Pines		Post Emergent Weed 8:00am 8:30am Pre-em ergent Barricade (Pal ms Course)	Spot Spray Weeds Pini	Fertilize Tees with grai	
Dec 22 - 28	22	23	24	25	26	27	28
		Topdress Greens Pines Verticut /Spike Greens	Fertilize Fairways with Spray Primo on Pines Topdress Greens Palm Verticut/Spike Greens	Post Emergent Weed	Spot Spray Weeds Pini	Spray Primo on Pines	
Dec 29 - Jan 4	29	30	31	Jan 1, 14	2	3	4
		Topdress Greens Pines	Fertilize Fairways 16-4				



1585 SE Sunshine Ave
Port Saint Lucie, FL 34952
Office: (772) 398-3339
Fax: (772) 398-5993
Email: CGCS_Office@att.net

Respondent's Profile

Company Information:

*denotes contact person info

*denotes Regional Support Office

Corporate Office: Cypress Golf Management

10524 Moss Park Road, Suite 204-233,
Orlando, FL 32832

(407) 421-7958- phone

info@cypressgolfmanagement.com

www.cypressgolfmanagement.com

Corporate Office: Cypress Golf Course Services

Scott Zakany- Certified Golf Course Superintendent

235 Apollo Beach Blvd. #422

Apollo Beach, FL 33572

(813) 252-5442 phone

(813) 526-1689- cell

info@cgcs.com

www.cgcs.com

szakany@cgcs.com

Regional Office: Cypress Golf Course Services

Chad Leonard, Regional Manager

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cleonard@cgcs.com

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Brief Summary of Background and History of Company

Cypress Golf Management is a premier golf management company with a proven track record in all aspects of Golf Club operations, marketing, acquisitions, sales and agronomics. The company's focus to provide quality service and professional management, have been the keys to their success. Cypress Golf Course Services is the agronomic division responsible for all third party maintenance contracts and agronomic support to all of our operations.

Cypress Golf Management key personnel have been involved in golf management in all areas of the United States. The senior management team has over 100 years of combined experience in the golf operations industry. This team of industry professional have operated and managed more than 225 public, municipal, resort and private golf facilities across the United States. This experience translates to an understanding of what it takes to provide professional golf operations management. In addition, as current owners and operators of golf facilities we understand the needs to maximize profits and stabilize operations.

The company's core business focus is golf course operations management and golf course maintenance services. Cypress Golf Management has an experienced management team that has been successful in every segment of the golf course and club industries. This experience is the platform for the establishment of Cypress Golf Management and the commitment to the golf industry and professional golf operations management.

Cypress Golf was re-organized in January of 2010 to consolidate several different business aspects that the senior management team had together. In fact, all members of the senior management team/stockholders have been working together in various businesses since 1994. It was at that time that International Golf Management was formed by this senior team and that business was grown to become the world's largest golf course maintenance company. In 1999, the original founders sold International Golf Maintenance to a group of investors and William Stine stayed on as COO, and Scott Zakany stayed on as President until he left the company in 2009.

After the non-compete clauses ran out on Scott Zakany at the end of 2009 and John Fogel who left Kitson and Partners (one of the top golf management companies in the US) also in 2009, the individuals reformed to become Cypress Golf Management and Cypress Golf Course Services (CGCS) which quickly became the company of choice by several lending institutions and golf course operators.

Services Offered by Company

Operations Management

Cypress Golf Management has the ability to handle any golf course management or consulting assignment at anytime and anywhere in the United States. The members of the senior management team have years of experience in golf operations and facility management in most major golf markets in America.

The company has been structured to be able to provide immediate high level management services to every club in any location. Cypress Golf Management has the resources to fully support all golf course and private club operations, including accounting and financial services, employment of all personnel and selling memberships. We can also provide specialized support and expertise in the areas of golf shop merchandising, food and beverage and golf course agronomics.

Cypress Golf Management believes to succeed across all areas of the golf business industry that every club that is managed by Cypress Golf and its employees have the same objective to ***“exceed each guests and clients expectations”***.

The key for us to be able to offer knowledgeable service is the extensive experience the team brings to a project. Averaging over 20 years of club operations and industry experience, our team members all learned the business from hands on “work experience” environment. Our experts have performed every job at one time in their careers in a club operation. This invaluable training and experience translates to the results that our clients are looking to achieve. Municipal golf courses require special attention and the ability to work efficiently in a government environment. Our senior team has a tremendous amount of experience working with small townships as well as large city governments.

The main objective in all of our assignments is to achieve the desired goal for the client and also solve their problems timely, efficiently and effectively.

Development and Renovation

Cypress Golf Management has experience in every phase of the golf course and club development and renovations process. Over the past 25 years we have worked on countless projects that include planning, design, permitting and renovations. Our senior team has been involved in the every aspect of over a dozen golf courses constructions from permits to completion. We have worked with many of the leading golf course architects, contractors and professionals.

We have also worked with leading architectural and design firms on the construction and renovation of clubhouses, restaurants, maintenance facilities, recreational centers, and tennis and spa facilities projects up to \$10.5 million.

Our industry veterans know exactly what questions to ask and what to look for when planning, designing and constructing golf courses, clubhouses and amenities.

Management Services Program

Cypress Golf Management has a strategic approach to operations management. The management of a club is not a “one size fits all” approach as each and every facility has its own unique character. While we live by that philosophy there are several core business practices that we use as the building blocks to create a successful property. This approach can be adjusted to achieve the desires and goals for each client and each facility. In the end the business approach gets adjusted for each facility to achieve the desires and goals for each client and each facility. The following is a summary of our scope of services offered:

Accounting & Finance

- Centralized Accounting
- Full Monthly Financial Statements
- Cash Flow Forecasts
- Weekly Sales Reports
- Payroll & Human Resource Management
- Accounts Payable and Receivable
- Cash and Inventory Controls
- Daily Cash Management
- Bank Reconciliations and Check Register Detail

Management Services

- Excellent Client Communications and Relationships
- Regular Property Inspections
- Regular Course Inspections
- Monthly Management Report
- National Buying Programs

Course Maintenance

- Course Evaluation Historical Agronomic Plan
- Course Maintenance Standards
- Detailed Agronomic Plan
- Detailed Agronomic Budget
- Agronomic Inspections
- Equipment Assessment and / or Replacement Plan

Marketing

- Marketing Strategies
- Website and Database / Email Management and Marketing
- Community Outreach Programs
- Strategic Partnerships with Hotels, Business Partners, etc.
- Golf Wholesalers and Internet Tee Times

Membership

- Service Standards and Training
- Review Membership Documents
- Membership Programs Development and Marketing
- Member Relations / Events

Golf Operations

- Guest Service Standards and Training
- Membership and Club Events
- Tournaments and Leagues
- Competitive Market Analysis / Pricing Program
- Merchandising

Clubhouse / Food & Beverage

- Guest Service Standards and Training
- Membership and Club Events
- Menu Review and Costing
- Buying Programs
- Event Bookings and Marketing

Facility Planning

- Review and Analyze Financial History
- Market Study and Competitive Analysis
- Business Plan and Annual Operating Budget
- Capital Improvement Plan

Exceeding Expectations

Cypress Golf Properties has been built with simple but strong values. The main focus for everyone is to always *exceed every client and guests expectation every day*. Each one of the company's strong senior management team have dedicated themselves to the golf industry and passing along their knowledge and expertise to make golf and club management successful. The success is based on sound business practices and professional club management.

The Company management philosophy is to maintain a reputation for "hands-on" involvement of senior managers. Operating a golf course remains a "cottage industry" in this age of the Internet, twits and iphones. Our relationship with our customers is our reputation and our business.

Our true focus is our clients and their properties success. We build solid working relationships with all of our clients using reporting practices and informational updates. By establishing and managing good working relationships with our clients it enables both parties to effectively and efficiently manage their asset.

While we know that this is a maintenance/agronomic proposal for the City of Pompano Beach, it is important to know that our maintenance division is intimately aware of the business of golf and that of the club operations. Consistently providing top maintenance conditions is paramount to the success of the golf operations and all of us at Cypress Golf work closely with the management team to ensure that success.

Scott Zakany, Certified Golf Course Superintendent President Cypress Golf Course Services

Scott A. Zakany serves as President of CGCS. Mr. Zakany has been involved in the Golf Course industry for over 30 years and has experience at over 300 golf facilities in three countries. Prior to his involvement with CGCS, Mr. Zakany was a co-founder of International Golf Maintenance in 1994 where he served as President of the world's largest golf course maintenance company. Mr. Zakany has been a Certified Golf Course Superintendent, as designated by the Golf Course Superintendents Association of America, for over 25 years and currently serves on the industry

Advisory Board at Florida Gateway College (formerly Lake City Community College's School of Golf Course and Landscape Operations).

Mr. Zakany is a member of the Top Agronomic Officers Advisory Board that works in conjunction with the National Golf Course Owner's Association and he also serves as the President and Agronomic Council for the Golf Course Business Consultants Group (CGBC) www.gcbcinc.com which is a professional organization that provides owners and operators with golf course related services and advice.

Mr. Zakany has an Associate of Science Degree in Golf Course Operation from Lake City Community College and is an active member of several advisory organizations and groups.

Mr. Zakany will also be the companies dedicated representative and will have full authority to act and operate on behalf of Cypress Golf Management and its affiliated company, Cypress Golf Course Services.



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Experience with Golf Course Maintenance

Cypress Golf Course Services (CGCS) is proud to list the following clients as references:

Capital City Country Club – Dale Brown, PGA Professional/ Manager (850) 251-9127
1601 Golf Terrace Drive, Tallahassee, FL 32301

Located in the beautiful and historic city of Tallahassee, Florida's capital, the Club is nestled among rolling hills and ancient oak trees. Member-owned and member-operated, they offer their members and guests the finest in both recreational facilities and social amenities.

The rolling, tree-lined 6,502 yardage 18-hole golf course is as challenging as it is breathtaking. The Golf Pro Shop is fully stocked with the finest in equipment, apparel and accessories. They have a PGA professional who is an outstanding teacher who can help you begin or improve your game. There is an active Ladies Golf Association and Men's Golf Association and both groups sponsor numerous member tournaments and activities throughout the year.

Capital City Country Club is a fully private equity owned country club which was started in 1908, and currently consists of a classic A.W. Tillinghaust 18-hole golf course, full service dining and banquet facilities, locker rooms, tennis facility, driving range and golf proshop. Cypress Golf Management was hired to provide management services for both the operations and the agronomics, as well as, to provide the needed push for marketing and sales which consists of banquets, outings and memberships as well as to get the golf course in top shape to help drive membership sales. Cypress Golf and CGCS have been involved since January 2011 and services are still ongoing.

Golf Course Scope of work and responsibilities:

All golf course maintenance and landscape management of this facility including but not limited to: pesticide applications, fertilization, mowing practices, detail, bunker raking, cup and tee placement, landscape maintenance and the training and supervision of the 11 member golf maintenance staff.

Acres maintained- Greens- 137,000 sqft (3.15 acres) of Tifdwarf
Tees- 132,500 sqft (3.03 acres) of 419 Bermudagrass
Fairways- 28.5 acres of 419 and common Bermudagrass
Roughs- 62 acres of common Bermudagrass and Bahia grass
Common areas/other- 20 acres

Total golf course maintenance budget- \$539,300

Hernando Oaks Golf and Country Club- Pete Sands, General Manager(352) 799-9908
5230 Delacroix Dr., Brooksville, FL 34604

Hernando Oaks Golf and Country Club is Tampa Bay's newest 18-hole championship semi-private course, with expansive fairways, lush Tifeagle greens and surrounded by majestic oaks.

Located just north of Tampa, Hernando Oaks is certainly one of the Bay Area's best public golf courses. Majestic oaks laden with Spanish moss, tree-lined fairways and rolling greens paint a picture of old-world Florida charm sure to provide you with an unforgettable golfing experience.

Scott Pate of Seaside Golf Development, Inc. designed the holes to blend in naturally with the native landscape, including five sets of tee boxes per hole, complimenting the rolling wooded terrain just south of Brooksville. As a unique feature, the course has native grass species in the rough areas, keeping the area environmentally friendly for native habitat. The course also has numerous dry retention areas that will be covered using the same native grass species.

With 18 holes of championship caliber golf meandering through the Florida countryside, Hernando Oaks treats its guests spectacularly in calm seclusion while exposing them to the true heritage of the game. Facilities include pro shop, grill room, driving range and practice putting green.
Golf Course Scope of work and responsibilities:

All golf course maintenance and landscape management of this facility including but not limited to: pesticide applications, fertilization, mowing practices, detail, bunker raking, cup and tee placement, landscape management of the HOA grounds and the training and supervision of the 11 member golf maintenance staff.

Acres maintained- Greens- 149,500 sqft. (3.43 acres) of Tifeagle
Tees- 143,500 sqft (3.29 acres) of 419 Bermudagrass
Fairways- 35.5 acres of 419 Bermudagrass
Roughs- 70 acres of 419 Bermudagrass
Common areas/other- 10 acres of St. Augustine grass

Total golf course maintenance budget- \$589,900

The Hills Golf Club- David Kelly, General Manager- (941) 697-2414
100 Rotonda Circle, Rotonda, FL 33947

The Hills is an 18-Hole par 72 championship course in the Oakland Hills community. This course is heavily dotted with well placed water hazards; it is a true test of accuracy and course management skills. The greens are among the best rolling in the area. Designed by architect Jim Petrides, this unique golf course first opened its doors in 1973 and has been a local favorite since

All golf course maintenance and landscape management of this facility including but not limited to: pesticide applications, fertilization, mowing practices, detail, bunker raking, cup and tee placement, landscape management of the HOA grounds and the training and supervision of the 8 member golf maintenance staff.

Acres maintained-	Greens- 129,500 sqft. (2.97 acres) of Tifdwarf
	Tees- 133,500 sqft (3.06 acres) of 419 Bermudagrass
	Fairways- 31 acres of 419 Bermudagrass
	Roughs- 50 acres of 419 Bermudagrass
	Common areas/other- 20 acres of Bahia grass

Total golf course maintenance budget- \$398,900

Kissimmee Bay Country Club - Buck Stine, General Manager (407) 348-4653
2801 Kissimmee Bay Cir, Kissimmee, FL 34744

Kissimmee Bay Golf & Country Club was nominated as one of America's "Best New Courses" by Golf Digest. While there are many golf courses in Kissimmee, this club is a local's favorite. Kissimmee Bay Country Club is a semi private 18 Hole Club located 20 minutes from Walt Disney World, 15 minutes from Sea World, and near many beautiful resorts and places to stay.

Opened in 1990, Kissimmee Bay boasts an 18-hole championship golf course with a complete practice area including a unique water driving range. Kissimmee Bay meanders between dozens of water hazards and some wooded areas normally not found in Florida. Kissimmee Bay Golf & Country Club houses its own pro-shop, practice facility, and bar & grille. The course stretches for 6,846 yards and is a par 71 championship golf course.

The principals of Cypress Golf Management have been involved in this club for the past 20 years. The scope of services provided are fully operational management for the club including but limited to: full banquet and restaurant operations; agronomic support and maintenance operations; sales and marketing; membership and membership programs; corporate leagues and outings; various golf development programs like “hook a kid on golf” and many levels of golf teaching and development programs.

All golf course maintenance and landscape management of this facility including but not limited to: pesticide applications, fertilization, mowing practices, detail, bunker raking, cup and tee placement, landscape management of the HOA grounds and the training and supervision of the 10 member golf maintenance staff.

Acres maintained- Greens- 135,000 sqft. (3.1 acres) of Tifdwarf
 Tees- 149,500 sqft (3.43 acres) of 419 Bermudagrass
 Fairways- 30 acres of 419 Bermudagrass

Roughs- 40 acres of 419 Bermudagrass
Common areas/other- 15 acres of St. Augustine and Bahia grass

Total golf course maintenance budget- \$445,100

The Palms of Rotonda- David Kelly, General Manager (941) 697-8118
266 B Rotonda Circle, Rotonda, FL 33947

The Palms is Rotonda's second 18-Hole par 72 championship course. Golfers are astounded by its five finishing holes, which include six different water hazards, multi-tiered greens, and two of Florida's most demanding holes, the 15th & 16th, back to back. This course is well designed with four sets of tees that challenge all skill levels. Designed in 1980 by architect D.J. DeVictor, this Semi-Private club is a must play on the Cape Haze peninsular.

All golf course maintenance and landscape management of this facility including but not limited to: pesticide applications, fertilization, mowing practices, detail, bunker raking, cup and tee placement, landscape management of the HOA grounds and the training and supervision of the 9 member golf maintenance staff.

Acres maintained- Greens- 134,900 sqft. (2.97 acres) of Tifdwarf
 Tees- 133,500 sqft (3.1 acres) of 419 Bermudagrass
 Fairways- 32 acres of 419 Bermudagrass and Ormond Bermudagrass
 Roughs- 40 acres of 419 Bermudagrass and Ormond Bermudagrass
 Common areas/other- 28 acres of Bahia grass

Total golf course maintenance budget- \$388,900

Remington Golf Club - Mark Farrow, General Manager (407)-344-9316
2995 Remington Blvd, Kissimmee, FL 34744

Remington Golf Club was voted Best New Course of 1996 by Golf Digest Magazine and has been rated Four Stars by Golf Digest Places to Play. This Kissimmee Golf Course, Remington Golf Club is located 20 minutes from Walt Disney World. Opened in May 1996, Remington Golf boasts an 18-hole championship golf course with a complete practice area including a unique water driving range.

This visually striking course offers abundant water, generous landing areas, and a contemporary design that is fair and challenging. Remington Golf club is a prime example of the artistry of course designers, Clifton, Ezell & Clifton Golf Design Group.

This club is a semi-private club with an 18-hole championship golf course located in a gated community. Cypress Golf's principals provide full operational management for the club including but not limited to: catering and banquet sales; tee times management; junior development programs as well as many programs for members and guests; golf clinics supporting junior leagues and first tee; golf course maintenance and agronomic support.

All golf course maintenance and landscape management of this facility including but not limited to: pesticide applications, fertilization, mowing practices, detail, bunker raking, cup and tee placement, landscape management of the HOA grounds and the training and supervision of the 10 member golf maintenance staff.

Acres maintained- Greens- 142,500 sqft. (3.27 acres) of Tifdwarf
Tees- 155,500 sqft (3.57 acres) of 419 Bermudagrass
Fairways- 35 acres of 419 Bermudagrass
Roughs- 50 acres of 419 Bermudagrass
Common areas/other- 10 acres of St. Augustine grass

Total golf course maintenance budget- \$465,000

**Twisted Oaks Golf Club – Blake Sampson, General Manager (540) 842-1664
4801 N Forest Ridge Blvd, Beverly Hills, FL 34465**

Twisted Oaks is an 18-hole championship golf course located in Beverly Hills Florida and is the jewel of Citrus County, Florida. Local and destination golfers alike will enjoy the challenges and thrills of this links-style course. Those golfers accustomed to the flatter layout of traditional Florida golf courses will be pleasantly surprised by the rolling landscapes of Twisted Oaks.

All golf course maintenance and landscape management of this facility including but not limited to: pesticide applications, fertilization, mowing practices, detail, bunker raking, cup and tee placement, landscape management of the HOA grounds and the training and supervision of the 13 member golf maintenance staff.

Acres maintained- Greens- 165,500 sqft. (3.79 acres) of Tifdwarf
Tees- 173,500 sqft (3.98 acres) of 419 Bermudagrass
Fairways- 38 acres of 419 Bermudagrass
Roughs- 60 acres of 419 Bermudagrass
Common areas/other- 10 acres of St. Augustine, Centipede and Bahia grass

Total golf course maintenance budget- \$698,900

**Sandpiper Bay @ Club Med- Kevin Batt, General Manager(772) 398-5011
4500 Pine Valley Street, Port Saint Lucie, Florida 34952**

Sandpiper Bay at Club Med is where you will discover this 18 hole championship golf course designed in 1961 by Marc Mahannah on a treed terrain. This course offers five different sets of tee markers, and is located in Saint Lucie County and it stretches along the lush vegetation of the St Lucie river, between Miami and Orlando, and only a 30-minute drive from West Palm Beach. In addition, there is a 9 hole short course for the resort guests to enjoy.

Club Med has one of the best golf and tennis academy's in the country with many top prospects in both sports coming to this all inclusive resort. In addition to the championship golf course, the nine hole par-3 practice facility will test every player with every skill level.

All golf course maintenance and landscape management of this facility including but not limited to: pesticide applications, fertilization, mowing practices, detail, bunker raking, cup and tee placement, landscape management of the resort grounds and the training and supervision of the 22 member golf maintenance staff.

Acres maintained- Greens- 159,500sqft. (3.66 acres) of Tifdwarf
Tees- 163,500 sqft (3.75 acres) of 419 Bermudagrass
Fairways- 40 acres of 419 Bermudagrass
Roughs- 60 acres of 419 Bermudagrass, Ormond bermudagrass
Common areas/other- 20 acres of Bahia grass, Celebration bermudagrass and Seaside Paspalum

Total golf course and resort maintenance budget- \$1,090,900

Lake Region Yacht and Country Club- Joe Bogdahn, Greens Chairman

Lake Region Yacht and Country Club is an 18 hole private golf club that sits on 290 acres of pristine natural habitat. There are no homes lining the fairways here. You'll find an championship golf course, a tennis complex featuring eight meticulously-kept courts, a junior Olympic-size swimming pool, fitness center and award-winning dining facilities.

With your first visit to Lake Region Yacht & Country Club you'll know that it's someplace special; where memories have been made of dances and weddings, birthdays and anniversaries, sun-drenched days by the pool, holes-in-one, and tennis rallies. But more importantly, Lake Region Yacht & Country Club is treasured as a place where lifetime friendships are forged.

All golf course maintenance and landscape management of this facility including but not limited to: pesticide applications, fertilization, mowing practices, detail, bunker raking, cup and tee placement, landscape management of the clubs grounds and the training and supervision of the 12 member golf maintenance staff.

Acres maintained- Greens- 139,500 sq ft. (3.20 acres) of Floridwarf
Tees- 129,000 sqft (2.96 acres) of 419 Bermudagrass
Fairways- 30 acres of 419 Bermudagrass
Roughs- 40 acres of 419 Bermudagrass, Ormond Bermudagrass
Common areas/other- 20 acres of Bahia grass

Total Golf Maintenance and Landscape budget- \$576,000

In addition to the aforementioned experience, the principals of Cypress Golf Management and Cypress Golf Course Services have been involved with the following clubs throughout the US.



Denotes municipality

Denotes being involved in the past 5 years

Agonomic/Maintenance and Consulting

Babe Zaharias Golf Club		Tampa, FL
Brevard County Courses		Melbourne, FL
Bobby Jones Golf Complex		Sarasota, FL
Eagles Golf Club		Oldsmar, FL
Highlands Reserve		Davenport, FL
Indian River County		Vero Beach, FL
IMG Academy Golf Course		Bradenton, FL
Ironwood Golf Club		Gainesville, FL
Longboat Key Club		Longboat Key, FL
The Village of North Palm Beach		North Palm Beach, FL
Pompano Beach, the City of		Pompano Beach, FL
Rocky Point Golf Course		Tampa, FL
Roger's Park Golf Course		Tampa, FL
Stoneybrook East Golf Club		Orlando, FL
Stoneybrook West Golf Club		Orlando, FL
Timacuan Golf Club		Orlando, FL
Vista Royale		Vero Beach, FL
Weston Hills		Weston, FL
Windermere Golf Club		Windermere, FL

Full Service Management and Golf Course Maintenance Operations

Bearbrook Golf Club	Newton, NJ
Bella Vista Golf & Yacht	Howie in the Hills, FL
Birkdale Golf and C.C.	Chesterfield, VA
Boggy Creek Golf Club	Orlando, FL
Broad Bay Country Club	Virginia Beach, Va
Champions Gate Resort	Orlando, FL
City Line Sports Center	Philadelphia, PA
Cobbs Creek Golf Club	Philadelphia, PA
Countryside Golf Club	Roanoke, VA
Del Tura G&CC	North Fort Myers, FL
Dubsdread Golf Club	Orlando, FL
Eagle Ridge Golf Club	Fort Myers, FL
Ed Oliver Golf Club	Wilmington, DE
Emerald Springs	El Paso, TX
Fairways Golf Club	Orlando, FL
Fiddler's Green	Jacksonville, FL

Franklin D. Roosevelt G.C.

Highlands Reserve Golf Club
Indigo Lakes Golf Club

John Byrne Golf Club

Juniata Golf Club

Kiln Creek

Lake Windsor Golf Club

Lexington Oaks Golf Club
Marlborough Country Club

Meadow Woods North

Meadow Woods South

Memphis Oaks

Mequon Country Club

Miami Springs C.C.

Monroe Valley Golf Club

Montclair Country Club

Oak Hills Golf Club

Painted Dunes

Palm Beach Gardens

Patuxent Greens G.C.C.

Pebble Creek Golf Club

Pelican Bay Country Club

Poinciana Golf Club

Prairie Landing Golf Club

Prince Williams Golf Club

Princeville (Makai Course)

Princeville Resort (Prince Course)

Remington Golf Club

Rolling Green Golf Club

Sabal Point Country Club

Scenic Hills Country Club

Seminole Golf Club

Shalimar Pointe G.C.C

Silver Springs Country Club

Silver Stone Golf Club

Philadelphia, PA

Orlando, FL
Daytona Beach, FL

Philadelphia, PA

Philadelphia, PA

Newport News, VA

Windsor, WI

Tampa, FL
Upper Marlboro, MD

Orlando, FL

Kissimmee, FL

Memphis, TN

Mequon, WI

Miami Springs, FL

Reading, PA

Montclair, VA

Columbia, SC

El Paso, TX

Palm Beach, FL

Laurel, MD

Tampa, FL

Daytona, FL

Poinciana, FL

West Chicago, IL

Nokesville, VA

Princeville, HI

Princeville, HI

Kissimmee, FL

Sarasota, FL

Longwood, FL

Pensacola, FL

Tallahassee, FL

Shalimar, FL

Menomonee, WI

Las Vegas, NV

Stoneybrook East Golf Club [REDACTED]
Stoneybrook West Golf Club [REDACTED]
Sun Air Country Club
Sun N Lake G&CC
Tantallon C.C.
Tattersall Golf Club
The Club at Hidden Creek
The Gauntlet Golf Club
The Hills C.C. [REDACTED]
The Links C.C. [REDACTED]
The Links of Cape Haze
The Palms C.C. [REDACTED]
The Pines Golf Club at Marana
The Reserve at Thunder Hill
The Tides Golf Club
Tiger Point Golf and C.C.
Timacuan Golf Club [REDACTED]
Twin Rivers Country Club
Walden Lakes C.C.
Walnut Lane Golf Club
Wellington G.C.C. [REDACTED]
Willow Run
Winter Springs Golf Club

Orlando, FL
Orlando, FL
Haines City, FL
Sebring, FL
Fort Washington, MD
West Chester ,PA
Navarre, FL
Fredericksburg, VA
Rotonda,FL
Rotonda, FL
Cape Haze, NJ
Rotonda,FL
Tucson, AZ
Madison ,OH
St. Petersburg, FL
Gulf Breeze, FL
Lake Mary, FL
Oviedo, FL
Plant City, FL
Philadelphia, PA
Wellington, FL
Pewaukee ,WI
Winter Springs, FL



GREG NORMAN GOLF COURSE DESIGN COMPANY

CHRISTOPHER A. CAMPBELL
SENIOR VICE PRESIDENT

July 25, 2012

To Whom It May Concern:

I am writing on behalf of Scott Zakany, who we have had the opportunity to work with on three of our Greg Norman Signature golf courses.

In the interest of protecting our clients, as well as our brand, we have specific maintenance standards and expectations for all of our courses. Mr. Zakany has a thorough understanding of what it takes to deliver those standards and we have complete confidence in his abilities in the field of golf course maintenance and agronomy.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Campbell". The signature is fluid and cursive.

Christopher A. Campbell
Chris.Campbell@gwse.com

Litigation

Cypress Golf Management, LLC or Cypress Golf Course Services has never been involved in any kind of Litigation.

2012 LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L09000123128

Entity Name: CYPRESS GOLF MANAGEMENT, LLC

FILED
Jan 04, 2012
Secretary of State

Current Principal Place of Business:

572 EDEN DRIVE
ST. CLOUD, FL 34771

New Principal Place of Business:

10015 IANS RIDGE RD.
ORLANDO, FL 32832

Current Mailing Address:

572 EDEN DRIVE
ST. CLOUD, FL 34771

New Mailing Address:

10015 IANS RIDGE RD.
ORLANDO, FL 32832

FBI Number: 27-1636119

FBI Number Applied For ()

FBI Number Not Applicable ()

Certificate of Status Desired ()

Name and Address of Current Registered Agent:

STINE, WILLIAM J
572 EDEN DRIVE
ST. CLOUD, FL 34771 US

Name and Address of New Registered Agent:

FOGEL, JOHN
10015 IANS RIDGE RD.
ORLANDO, FL 32832 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: JOHN FOGEL

01/04/2012

Electronic Signature of Registered Agent

Date

MANAGING MEMBERS/MANAGERS:

Title: MR
Name: STINE, WILLIAM J
Address: 572 EDEN DRIVE
City-St-Zip: SAINT CLOUD, FL 34771

I hereby certify that the information indicated on this report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 608, Florida Statutes.

SIGNATURE: WILLIAM STINE

MM

01/04/2012

Electronic Signature of Signing Managing Member, Manager, or Authorized Representative / Date

APPLICATION FOR REGISTRATION OF FICTITIOUS NAME

REGISTRATION# G11000050366

Fictitious Name to be Registered: CYPRESS GOLF COURSE SERVICES

Mailing Address of Business: 10524 MOSS PARK ROAD
ORLANDO, FL 32832

Florida County of Principal Place of Business: ORANGE

FEI Number:

FILED
May 27, 2011
Secretary of State

Owner(s) of Fictitious Name:

CYPRESS GOLF MANAGEMENT LLC
572 EDEN DRIVE
SAINT CLOUD, FL 34771
Florida Document Number: L09000123128
FEI Number: 27-1636119

I the undersigned, being an owner in the above fictitious name, certify that the information indicated on this form is true and accurate. I further certify that the fictitious name to be registered has been advertised at least once in a newspaper as defined in Chapter 50, Florida Statutes, in the county where the principal place of business is located. I understand that the electronic signature below shall have the same legal effect as if made under oath and I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s. 817.155, Florida Statutes.

WILLIAN STINE

05/27/2011

Electronic Signature(s)

Date

Certificate of Status Requested (X)

Certified Copy Requested (X)

State of



Florida

Department of Agriculture and Consumer Services

Bureau of Entomology and Pest Control

CERTIFIED PEST CONTROL OPERATOR

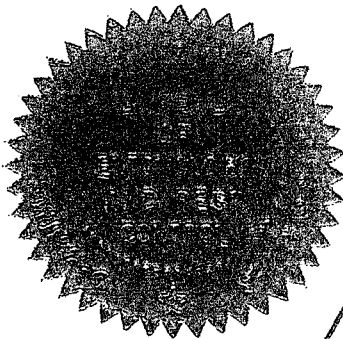
Number: JF163811

SCOTT A ZAKANY

This is to Certify that the individual named above is a Certified Pest Control Operator and is privileged to practice

Lawn and Ornamental

*in conformity with an Act of the Legislature of the State of Florida regulating the
practice of Pest Control and imposing penalties for violations.*



Charles H. Bronson

Charles H. Bronson
Commissioner of Agriculture

*In Testimony Whereof, Witness this
signature at Tallahassee, Florida on October 1, 2008*

Richard J. Fager
Chief Bureau of Entomology and Pest Control



Department of Environmental Protection

2600 Blair Stone Road, M.S. 3570
Tallahassee, Florida 32399-2400

UNIVERSITY OF
FLORIDA
IFAS EXTENSION

September 3, 2009

Congratulations on successfully completing the Florida Green Industries Best Management Practices Training Program. We greatly appreciate your participation in and successful completion of this course. We hope that it has helped you to better understand Florida's nonpoint source pollution problems and the importance of proper design, construction, irrigation, fertilization, pest control, and maintenance of lawns and landscapes, in order to assure minimal adverse environmental effects while achieving customer expectations.

Attached you will find your numbered certificate and wallet card. Please let me know if there are any errors in the certificate or card, or in the grading of your exam. If we can be of further assistance, please do not hesitate to contact Dr. Trenholm at 352/392-1831x374 or via email: letn@ufl.edu.

State of Florida
DEPARTMENT OF
ENVIRONMENTAL PROTECTION

Scott Zakany
CGCS, LLC
1435 Tallevast Rd
Sarasota, FL 34243

Scott Zakany

GV6804-1

GV6804

Certificate #

Trainee ID #

GREEN INDUSTRIES BEST MANAGEMENT PRACTICES
TRAINING PROGRAM





1585 SE Sunshine Ave
Port Saint Lucie, FL 34952
Office: (772) 398-3339
Fax: (772) 398-5993
Email: CGCS_Office@att.net

GOLF COURSE OPERATIONS AND MAINTENANCE EVALUATION FORM

DATE: _____

SUPERINTENDENT: _____

AUDITOR: _____

CLUB: _____

GREENS

QUALITY STANDARD: Smooth, consistent, and uniform turf with green edges being well-defined. Suitable greens speed for the golfers. Cups placed in accordance with USGA recommendation. Flags stand straight up. Cups, poles and flags are uniform, clean and in good repair. Pin placement indicators uniform and properly used only where necessary.

1. QUALITY

100% turf cover, no bare spots. Are greens are smooth, consistent, and uniform? Do the greens hold approach shots? Are the cups cut cleanly and in proper locations? No diseases, weeds, or insects.

_____ Unacceptable

_____ Needs Improvement

_____ Acceptable

2. APPEARANCE

Color and texture of the turf; uniformity of the mowing patterns; condition of the cup, flag and pole; and the condition of the collars around the greens.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

3. GREENS SURROUNDS

Area between cart path (if any) and green has uniform and consistent turf; no mud or dirt along path edges; Landscape (if present) is weed free and properly maintained.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

4. SAND TRAPS

Sand surface is uniform and smooth; is sand at an adequate depth for play? No weeds or debris in traps. Rakes are adequate in number, in good condition, and properly placed. Quality of mowing/trimming around traps? Raking patterns good? Trap edges have a neat lip?

_____ Unacceptable _____ Needs Improvement _____ Acceptable

FAIRWAYS AND ROUGHS

QUALITY STANDARD:Smooth, consistent uniform turf cover; good mowing patterns; trimming is neat and clean; fairways and roughs well defined; height of cut properly supports the ball for play.

1. QUALITY - FAIRWAYS

Mowing height of fairways is within USGA specifications; mowing frequency is appropriate for the turf type and season. Fairway turf properly supports the ball for play. Absence of wet or dry spots in play areas.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

2. QUALITY - ROUGHS

Mowing height of roughs is within USGA specifications; mowing frequency is appropriate for the turf type and season. Able to find the ball in the roughs. Absence of wet or dry spots in play areas.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

3. APPEARANCE - FAIRWAYS

Uniformity of color with good texture; quality mowing patterns. Appearance of having "manicured" turf coverage in traffic areas. No weeds, disease, insects, or off-color areas.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

4. APPEARANCE - ROUGHS

Uniformity of color with good texture; quality mowing patterns. Appearance of having "manicured" turf coverage in traffic areas. No weeds, disease, insects, or off-color areas.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

5. SAND TRAPS

Sand surface is uniform and smooth; is sand at an adequate depth for play? No weeds or debris in traps. Rakes are adequate in number, in good condition, and properly placed. Quality of mowing/trimming around traps? Raking patterns good? Trap edges have a neat lip?

_____ Unacceptable _____ Needs Improvement _____ Acceptable

6. TREES AND SHRUBS

Trimmed and pruned to maintain specimen health; limbed up for safety to golfers and maintenance employees. No exotics, suckers, and/or undergrowth present in play areas.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

TEES

QUALITY STANDARD: Smooth, consistent and uniform turf coverage; surfaces are level and firm but not hard; amenities including trash cans, signs tee markers, monuments, ball washers, towels, etc. are clean and in good condition and repair; tee surrounds are consistent and uniform.

1. QUALITY

Mowing height of tees is within USGA specifications; mowing frequency is appropriate for the turf type and season. Turf properly supports the ball for play. Absence of wet or dry spots on teeing areas.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

2. APPEARANCE

100 % turf cover and uniform. No weeds, diseases, or insects. Consistent and adequate top dressing program in use. Minimal litter or broken tees present on surfaces.

_____ Unacceptable

_____ Needs Improvement

_____ Acceptable

3. TEE SURROUNDS

Area between cart path (if any) and tee has uniform and consistent turf; no mud or dirt along path edges; Landscape (if present) is weed free and properly maintained.

_____ Unacceptable

_____ Needs Improvement

_____ Acceptable

4. TEE AMENITIES

Ball washers and other amenities are clean and in good repair and properly located for the tee positions; cart paths edges and curb lines if present are clean; no identifiable traffic wear patterns along paths.

_____ Unacceptable

_____ Needs Improvement

_____ Acceptable

DRIVING RANGE

1. QUALITY

Mowing height of range is within USGA specifications; mowing frequency is appropriate for the turf type and season. 100% turf coverage. Absence of wet or dry spots on teeing areas.

_____ Unacceptable

_____ Needs Improvement

_____ Acceptable

2. APPEARANCE

Uniformity of mowing patterns; good turf density and color; accessories in good condition and properly placed; perimeters are clean and free of debris.

_____ Unacceptable

_____ Needs Improvement

_____ Acceptable

TRAFFIC CONTROL

QUALITY STANDARD: Ropes, stakes, and other traffic control devices are cleaned as necessary, in good condition, straight and repaired. Traffic control devices are used effectively to minimize turf wear in high traffic areas. Worn areas are under repair. Routes used by golf carts are well-maintained, free of potholes, and present a generally smooth and clean appearance.

_____ Unacceptable

_____ Needs Improvement

_____ Acceptable

CART PATHS

QUALITY STANDARD: Routes used by golf carts are well-maintained and free of potholes. Turf areas bordering paths are generally consistent and clean in appearance. Minimal worn areas present. Paths are cleanly edged.

_____ Unacceptable

_____ Needs Improvement

_____ Acceptable

CLUBHOUSE APPEARANCE

QUALITY STANDARD: Landscape beds are mulched; plantings are healthy; landscape areas are free of debris, weeds and pests. Roadways and parking lot are clear of litter and trash. Hedges and trees trimmed and pruned to maintain specimen health, safety and manicured look; turf areas are uniform and free of weeds, debris, and pests.

_____ Unacceptable

_____ Needs Improvement

_____ Acceptable

COURSE RESTROOMS

QUALITY STANDARD: Entry door stain, scuff and finger-mark –free; tile and painted walls clean; toilets clean; bowls, rims, tank tops and bodies-toilet seats cleaned; tops and under sides mirrors clean and streak free; soap dispenser clean and full; counter top clean; sink and faucet fixtures clean and functional. Light fixtures clean, functional and bug free; room air freshener clean and functional; trash receptacle clean with liner, reasonably empty.

_____ Unacceptable

_____ Needs Improvement

_____ Acceptable

LAKES AND OTHER WATER BODIES

QUALITY STANDARD: Lakes and water bodies are clean and free of litter and trash; water edges are well-defined; free of weeds and noxious growth; hazards are well-marked.

1. APPEARANCE

Clean, no weeds or noxious growth, no noxious odors, no floating trash/debris.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

2. TURF AREAS AROUND LAKES

Mowing and trimming done on a regular basis; hazards properly marked; areas free of debris and trash.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

3. DITCHES

Properly mowed and trimmed; free of weeds and undergrowth; free of trash and debris; hazards properly marked.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

MAINTENANCE SHOP AND EQUIPMENT

QUALITY STANDARD: Entry door stain, scuff and finger-mark –free; tile and painted walls clean; toilets clean; bowls, rims, tank tops and bodies-toilet seats cleaned; tops and under sides mirrors clean and streak free; soap dispenser clean and full; counter top clean; sink and faucet fixtures clean and functional. Light fixtures clean, functional and bug free; room air freshener clean and functional; trash receptacle clean with liner, reasonably empty.

1. SHOP AREA (INTERIOR)

Shop area is orderly, clean, with no obvious safety hazards. Fertilizer and chemical storage is per operating manual. No disorganization, junk or trash in shop. Ceiling free of cobwebs; flammable storage labeled and in proper containers; floors clean of debris and dirt; walls painted and clean.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

2. MAINTENANCE BUILDING (EXTERIOR)

Maintenance building should be free of debris and trash; equipment should be properly stored and organized; gates operable; asphalt should be free of fuel/oil leaks; landscaping should be trimmed and well maintained; curbing/pole/bumpers should be painted; free of non-functional equipment; external lights in working order. Used oil storage and disposal area clean and free of spills/stains, wash area clean.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

3. EQUIPMENT

Equipment is in good repair, clean, and properly maintained. (Check oil, air cleaners, hydraulic oil, and status of machines in repair.) Small tools storage locked and organized, supply storage locked and organized.

_____ Unacceptable _____ Needs improvement _____ Acceptable

4. BREAKROOM AND RESTROOMS

Cleaned and free of trash, organized. Floor kept clean, tables, countertops, appliances wiped down. Refrigerator cleaned inside and out. Restroom walls free of marks, walls painted, floor clean and free of debris and dirt. Trash can lined and reasonably empty.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

5. EMERGENCY EYEWASH

Emergency eyewash & shower functional & clear of obstacles.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

6. EMERGENCY AIDES

Fire Extinguishers maintained, functional and properly labeled; First Aid cabinet stocked with approved supplies; Personal protective equipment available and operational; Emergency lighting and signage functional. .

_____ Unacceptable _____ Needs Improvement _____ Acceptable

7. FERTILIZER AND CHEMICAL STORAGE

Storage is secure and lockable; spill protection in place; personal protective equipment available and operational; emergency lighting and signage functional. .

_____ Unacceptable _____ Needs Improvement _____ Acceptable

OFFICE COMPLIANCE

QUALITY STANDARD: Superintendent office should be organized, cleaned, locked when not in use. Office should be free of cobwebs, dust and accumulation of dirt. Computer, fax, telephone and copier equipment should be kept clean and properly stocked as necessary.

1. REQUIRED STATE AND FEDERAL FORMS

MSDS Logs, Labor Posters posted, Worker's Compensation posters posted.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

2. TRAINING BOARD

Training board present and up to date.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

3. DAILY LOGS AND PLANNERS

Agronomic planners are being kept up to date. Audubon progress reports, pesticide reports, irrigation pumping permits should all be filed and up to-date. Pesticide records and reports should be posted in accessible area.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

4. RECORD KEEPING, FILING AND STORAGE

All Inventory, Financial Logs and PO Logs need to be filed electronically and updated on a weekly if not daily basis. Filing should be done in a timely manner to prevent lost paper work. Filing cabinet shall be kept orderly and maintained.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

5. OFFICE APPEARANCE

General office appearance should be clean, free of cobwebs, free of dirt, free of dust; walls should be painted and free of holes and or scuff marks; floors need to be cleaned and swept on a regular basis. Office shall be organized, trash cans need to be emptied, and trash needs to be picked up at all times.

_____ Unacceptable _____ Needs Improvement _____ Acceptable

6. UNIFORMS

Employee uniforms must be worn at all times during an employees scheduled shift. Uniform must be clean and free from stains, holes or wrinkles. Safety equipment must be worn while operating any piece of equipment or machinery i.e. safety goggles, hard hats, gloves.

_____ Unacceptable

_____ Needs Improvement

_____ Acceptable

ADMINISTRATIVE COMPLIANCE

QUALITY STANDARD: Lines of communication between corporate and field should be open and frequent. Changes and updates need to be expressed to corporate and to the field. Logs, reports and requests are due as stated by corporate. Weekly mailings to corporate performed.

1. COMMUNICATION

Frequent communication through phone or email with administrative departments; timely responses to corporate administrative personnel. Does a weekly mailing to corporate office with all necessary reports and employee documents.

_____ Unacceptable

_____ Needs Improvement

_____ Acceptable

2. REPORTS AND LOGS

All monthly and weekly reports and logs are up to date; Monthly Planner, Monthly Report, Petty Cash, Expense Reports, Inventory, Safety Meetings, and Time Sheets are turned in on respective due dates.

_____ Unacceptable

_____ Needs Improvement

_____ Acceptable

3. NEW HIRE AND RE-HIRE PAPERWORK

All new hire and re-hire paperwork fully completed and submitted before hiring employee. New hire and re-hire federal documents are filled out correctly, signed, and submitted as required by law.

_____ Unacceptable

_____ Needs Improvement

_____ Acceptable

4. EMPLOYEE FORMS AND REQUESTS

All employee request forms i.e.; Separations, Action Forms, Vacation Requests, Uniform Requests turned in a timely manner.

_____ Unacceptable

_____ Needs Improvement

_____ Acceptable

MAINTENANCE RECORDS AND SCHEDULES

QUALITY STANDARD: All of the following maintenance records properly kept, on site and up to-date.

1. DAILY PLANNER and LABOR LOGS

_____ Unacceptable _____ Needs Improvement _____ Acceptable

2. IRRIGATION LOGS

_____ Unacceptable _____ Needs Improvement _____ Acceptable

3. PESTICIDE USE LOGS

_____ Unacceptable _____ Needs Improvement _____ Acceptable

4. FERTILITY LOGS

_____ Unacceptable _____ Needs Improvement _____ Acceptable

5. EQUIPMENT MAINTENANCE RECORDS

_____ Unacceptable _____ Needs Improvement _____ Acceptable

6. FUEL LOGS

_____ Unacceptable _____ Needs Improvement _____ Acceptable



1585 SE Sunshine Ave
Port Saint Lucie, FL 34952
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TOP TEN THINGS TO CONSIDER WHILE GOING ABOUT YOUR DAY

1. Golfers have "RIGHT OF WAY" at all times. Use proper etiquette at all times.
2. All equipment is to be operated at safe and proper distances and speeds.
3. Equipment is to be kept off of fairways whenever possible.
4. Equipment is to be parked in an out of the way manner to facilitate comfortable Passage by golfers at all times.
5. Proper uniforms and safety equipment is to be used at all times.
6. Report any accidents to mechanic and/or supervisor
7. Report any abnormalities or changes of course conditions or equipment to Immediate supervisor.
8. Pick up trash and debris from course while traveling about.
9. Upon completion of every tasks:
 - a. Thoroughly CLEAN equipment
 - b. Completely FUEL equipment
 - c. Park equipment in area designated by Head Equipment Technician
10. If uncertain about any aspect of task or operation- consult immediate supervisor

GOLF COURSE SUPERINTENDENT'S ASSOCIATION OF AMERICA



hereby confers upon

Scott Zakany

the designation

CERTIFIED GOLF COURSE SUPERINTENDENT

For having met superior standards of proficiency through experience, education, testing and performance
in the profession of golf course management
for the period

December 16, 1987 to December 15, 2012

Ricky D. Heine

Ricky D. Heine, CGCS
President

Lake City Community College

Lake City, Florida

Has awarded to

Scott A. Zakany

This diploma for satisfactory completion of the two-year course of study and is
hereby granted the Degree

Associate of Science in Golf Course Operations

Issued by the District Board of Trustees upon recommendation of the Faculty of
Lake City Community College this twenty-third day of April,
nineteen hundred and eighty-one.

Herbert Phillips
President



W. S. Rivers
Chairman of the Board of Trustees



This certifies that
Scott A. Zakany

has met the required standards for completion of

Dale Carnegie®
Leadership Training for Managers

and is hereby awarded 2.4

Continuing Education Units (CEU's).

this 28 day of June , 19 94

Attested:

Scott R. Withers

Accredited by The Accrediting Council for
Continuing Education and Training, Inc.

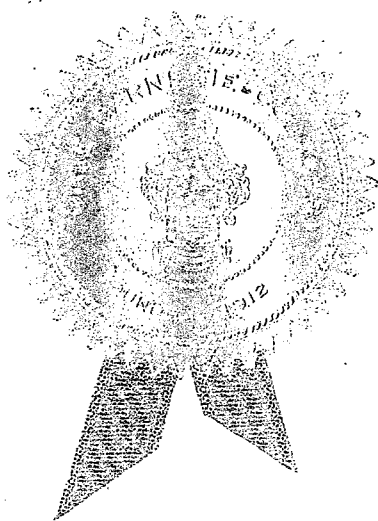
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President

Paul S. Lacey

*Vice President
Instruction*





Suggested Management Practices

TifEagle was bred, evaluated, developed and released by USDA-ARS in cooperation with the University of Georgia at the Coastal Plain Experiment Station in Tifton, GA. It was evaluated in over 25 golf course environments from North Carolina to Barbados to California from 1993 to 1997. The data collected from these sites showed that TifEagle produces a premium quality putting surface, superior to Tifdwarf, that meets the highest golfing standards. TifEagle putting greens have been overseeded with *Poa trivialis* since 1994. High quality, uniform overseeded putting surfaces are routinely obtained.

Several morphological characteristics give TifEagle its unique advantages:

- ...High quality putting surfaces at cutting heights of 0.125 inch (3.2mm).
- ... Rhizomatous and stoloniferous growth habits
- ... Superior color under cool conditions
- ...Excellent putting surface during winter season with or without overseeding

I. General Considerations:

In many ways management of TifEagle is similar to Tifdwarf. However, as a result of its distinct genetic background, turf density, and ability to tolerate extremely low heights of cut, several suggested management practices are specific to TifEagle. TifEagle is less 'forgiving' if you neglect optimum management practices for plant health as discussed in this brochure. Therefore, the management practices should be closely followed to avoid problems and to achieve TifEagle's full potential as a putting green turf.

Research has shown that inadequate maintenance of TifEagle will result in thatchy and spongy putting surfaces. Therefore, each superintendent considering TifEagle is encouraged to review these suggested management practices to determine if their personnel and budget will support the required management inputs. TifEagle, like most other bermudagrasses, needs full sunlight to produce healthy turf.

Off types have not been a problem on TifEagle greens. However, regular roguing of all bermudagrass greens is important to maintain genetic purity and putting quality. It is especially important to rogue foreign contaminants before overseeding.

TifEagle is recommended for closely mowed areas ONLY. A suggested alternative for collars is Certified TifSport turf. Maintain a border between TifEagle and the collar area with a nonselective herbicide such as Roundup or Finale until TifEagle is established and being routinely mowed at 0.125 inch (3.2mm).

II. Establishment: (From Sprigs or Sod).

1. Greens construction: TifEagle has performed well on all types of greens if they have good surface and internal root zone drainage and no water-holding pockets. Each type of greens construction requires different water and nutrient management regimes because organic matter content, water holding capacities and water infiltration rates vary depending on the components of the rooting medium. It may be difficult to maintain desirable TifEagle on a straight sand root zone until there is an accumulation of some organic matter.

2. Sprigbed (Stolonbed) preparation: The surface should be as smooth and firm as possible. A mechanical sand rake or comparable machine combined with wetting of the surface is suggested to compact the sprigbed. The sprigbed should be fumigated at a rate of 400 to 500 lbs methyl bromide/acre (450 to 550 kgs /hectare) or otherwise treated to eliminate contaminating seeds and vegetative plant parts. Nematodes need to be controlled, especially in renovated greens where sting, root knot, lance and other nematodes can become a major problem. Controlling nematodes on the perimeter of the green is also important. Good root zone moisture should be established before planting.

3. Planting: It is best to get 100% uniform coverage of the surface with individual grass sprigs (stolons), not clumps. Due to increased traffic, sprig (stolonize) the greens perimeter at a slightly higher rate so that the entire green develops at the same rate. Sprigs should be cut into the surface, preferably in at least two directions, and the surface firmed with a roller. Thin areas should be re-sprigged between cutting-in operations. Use only freshly harvested, cool sprigs. Sprigs should arrive at the planting site at a temperature below 120°F (50°C) in the center of the box of sprigs. Research has shown that sprigs transported in a box with a reinforced sealed plastic liner to exclude air (anaerobic) remain viable for longer periods of time. Sprigs with temperatures between 120° and 130° (50° and 60°C) in the center of a box showed variable amounts of vigor and ability to survive. Sprigs over 130°F (60°C) were dead.

4. Water requirements: Water the surface before spreading the sprigs to cool the surface. When planting on days when the temperature is greater than 90°F (32°C) and full sun, irrigate immediately after cutting in the sprigs. Any drying of sprigs will reduce survivability and increase grow-in-time. If topdressing is used, apply cool, moist sand. If dry sand is used, water as the sand is applied, especially during mid-day when temperatures are very hot.

Be prepared to hand water immediately after planting each section of a green. Irrigate frequently during daytime until rooted, keeping soil surface moist, but not saturated. After rooting (typically in 10 to 14 days) gradually reduce irrigation frequency to twice per day, then once per day, then alternate days or less to encourage deep rooting.

5. Fertility recommendations during establishment: Chemical soil analysis including pH should be performed and root zone fertility adjusted according to test recommendations before planting.

A. Preplant suggestions: Soil test at least monthly to check P and K status during establishment, especially on a high-sand green.

N 0.5 lb/1000 sq ft (0.25 kgs/100m²)

P 2 lb/1000 sq ft (1.0 kgs/100m²) or 2.5 to 3 lbs/cu.yd root zone mix

K 2 lb/1000 sq ft (1.0 kgs/100m²)

B. Grow-in suggestions, maximum rates:

N 0.5 lb/1000sq ft (0.25 kgs N/100m²) 2 times per week during active growth. (Some superintendents have used higher levels of N, but caution should be exercised to prevent and control unwanted thatch.) Use a soluble source (not slow release) for grow-in. Alternate NH₄NO₃/(NH₄)SO₄ with complete analysis materials such as 5-20-20 on a weekly basis.

P and K Maintain N:P:K ratio of at least 1:1:1.

6. Mowing: **Do not allow TifEagle to grow several weeks without mowing.**

A. Begin mowing at approximately 0.180 inch (4.5mm) shortly after shoot growth is initiated. Mow frequently, at least 2 to 3 times per week, such that only small amounts of leaf tissue are removed during any one mowing.

B. At least 80% coverage should be obtained in 30 days depending on soil temperature and time of year. Mowing height should be gradually lowered to 0.140 inch (3.5mm) within this period.

C. Coverage should be 100% within 45 days depending on temperature and time of year. During this period mowing height can be gradually lowered to 0.125 inch (3.2mm).

7. Reducing surface irregularities:

A. Topdress after 80% coverage using greens mix sand. Use heavier applications if necessary to fill in depressions. Topdress lightly at about four weeks such that the topdressing material does not completely cover grass blades.

B. Begin regular topdressing at 90-100% coverage. Regular light topdressing applications should be continued on a weekly or biweekly schedule when grass is rapidly growing. Use consistent, good quality topdressing sand that matches the greens construction media.

C. Roll the surface as needed.

D. After 80% coverage, light grooming weekly with a triplex mower equipped with vertical mowing heads can also be effective.

8. Increasing turf density: Mow daily. Hydrojet or aerify with 1/4 inch (6mm) quadra-tines or star-tines every 3 weeks to improve root growth, plant health, and turf density.

9. Weed Control: Remove broadleaf and grassy weeds by hand. Eliminate coarse-textured bermudagrass contaminants introduced or encroaching from collars and surrounding areas.

10. Sodding vs. sprigging: Sprigging (stolonizing) is preferred to sodding (turfing) to start a uniform and healthy turf. High quality, vigorous sprigs free of pathogenic nematodes have provided the most consistent and best results. Theoretically, sodding should result in a shorter interval between establishment and a high quality putting surface, but only if the turf is maintained at putting green height on the turf farm, including frequent topdressing, verticutting, aerification and other routine practices for a TifEagle green. Some sodded greens have been inconsistent, primarily because of the variability of turf production practices. If considering using sod, take several profiles of the proposed turf and determine if there is a thatch layer, soil that is incompatible with the greens mix, or some other irregularity that would be detrimental on the golf green. Washing turf to remove incompatible soil will fix the soil problems, but potentially causes the development of a severe thatch layer that will be difficult to remove or control. It will be extremely difficult, if not impossible, to reintroduce sand into a dense mat of washed turf.

11. Other planting procedures: If TifEagle is planted as sod from plastic, sand based fields or washed sod, greens should be aerified with core removal and topdressed with sand after sod is rooted to minimize root zone layering.

III. General Management Guidelines During Active Vegetative Growth.

Each golf course will be different and each green on the same golf course may require a little different management depending on slope, angle of sun, macro and micro-environments, shade, wind movements, etc. Evaluate YOUR greens each week and implement only the practices needed to produce the putting surface required by your members. Learn from your

neighbors, but use their practices only if they will improve your greens.

1. Fertility: Nitrogen needs are less than Tifdwarf due to increased density. Apply only enough nitrogen to maintain a quality putting surface or density (not color), usually 0.5 to 1.5 lbs/1000 (0.25-0.75 kgs./100m²)/growing month. (Note: we recommend higher levels of N during establishment). This averages about 1/2 lb.(0.25kgs) of N for every two weeks of active plant growth. Use higher rates of N during periods of active growth and after vertical mowing or aerification. Apply N immediately after vertical mowing or aerification to help turf heal and recover. Use soluble sources. Monitor potassium levels on soil reports and maintain high levels. On an annual basis apply at least one pound of K per pound of N. Fertility levels will vary depending on whether you have an 8 or 12-month growing season or somewhere in between. The longer growing season will require more fertility than a shorter one. Some have observed benefits to rotating (changing) the N source.

A. High rates of N can increase thatch buildup.

B. Granular products will be picked up by mowers due to the height of cut and density of TifEagle. Suggested alternatives are micro or mini particles or highly soluble granular materials. Use particle SGN (size guide number) 100 or less to reduce pick up by mowers.

C. Use of liquid fertilizer materials has improved consistency of TifEagle color and putting surface performance. This is probably due to the ability to better manage plant tissue nutrient levels.

D. Soil test (for P, K, Ca, Mg and lime needs) at least twice yearly on sand greens. On high CEC or push-up greens, once per year should be adequate.

E. TifEagle responds to micronutrients.

2. Irrigation: Irrigate to prevent stress. Heavy infrequent irrigation is preferable to frequent light irrigation after turf is established, to encourage deep rooting. The TifEagle rootzone can become hydrophobic because of its density. Periodic application of a good wetting agent, frequent quadratine aerification, and/or use of a hydrojet can lessen these hydrophobic conditions.

3. Mowing height: Mow your grass at the height that is best for your course, depending on several variables. Some important considerations are: the amount of play (higher cut to tolerate more traffic), environmental condition (higher cut if cloudy, cool, poor water quality, etc), greens slope and contours, health of grass (fertility, disease, nematodes, etc), **A.** TifEagle can tolerate much closer mowing than Tifdwarf. Mow at least once daily at 0.156

inch (4.0mm) or lower during periods of active growth. Double mowing will add speed and smoothness, but is probably not needed when grass is growing slow (e.g. spring and autumn). During extended periods of stress, height of cut should be raised (maybe as high as 0.180 inch [4.5mm] during the cloudy and rainy periods common in tropical areas). Raising the mowing height as much as possible in the autumn will improve winter survival, especially in the transition zone where there is a chance for winterkill. Remember, lowering the height of cut also reduces the amount of leaf area available to intercept sunlight and to produce energy for plant growth and maintenance. TifEagle can tolerate much closer mowing than Tifdwarf, but it also has its limit. Excessive low mowing reduces root growth and shade tolerance and increases the potential of soil borne and foliar diseases.

B. Walk-behind mowers provide an optimum surface and produce less traffic stress on the grass than triplex mowers. New flex mowers can eliminate some scalping.

C. During periods of rapid growth, do not decrease height of cut more than 0.010 inch (0.25mm) every 4 days.

4. Thatch prevention: A key concept is **THATCH PREVENTION** rather than thatch control. These practices are recommended to prevent excessive thatch formation and provide optimum putting speeds with true ball rolls.

Thatch is the layer of organic material including stems and roots between the soil surface and the green vegetation. Unhealthy thatch has very little sand mixed within the layer, and poor aeration, water infiltration and rooting are common. In contrast, thatch should not be confused with mat. Healthy mat is a layer of stolons and rhizomes mixed with soil, sand or other topdressing materials. A healthy mat layer is desirable, but try to keep the layer less than 1/2 inch (12mm). The specific management protocol for managing this mat layer will depend on season, weather, fertility and growth patterns of the grass. If thatch develops or the mat layer becomes excessive (hydrophobic, scalping, spongy, etc.), implement elimination procedures slowly. Severe verticutting and/or aerifying will result in damaged greens. Verticutting during active growth periods will not reduce the amount of injury, but will shorten the recovery time.

A. Frequent light topdressing or dusting with sand (5-7.5 kg/100m², particle size on the finer side of the USGA specifications so as not to cause mower damage or pickup) is critical for growing a healthy mat layer instead of thatch. Topdressing maintains pore space in the stolon/rhizome layer to improve water movement and aeration. Without sand, the stolons and rhizomes become compacted with decaying leaf material, creating low oxygen conditions, which reduces root health and growth. Eventually, the stolons and rhizomes die and become part of the problem rather than

providing carbohydrate reserves for the plant. Start early in the spring when the grass begins growing. You may want to dust every 2 or 3 weeks in the spring and autumn when the grass is growing slower, **but once every week in the summer when the grass is rapidly growing. Use dry bagged sand if possible.** Use a spinner type machine. Light and more frequent is much better than excessively heavy rates. TifEagle does not like heavy topdressing.

B.Brushing daily (with the brush behind the front roller or somewhere in front of the bedknife) and/or turf grooming 2 or 3 times a week are excellent ways to help prevent thatch. The type of brush is probably not that important. The purpose of the brush is to raise the stolon tips so they can be cleanly cut. Grooming should be more aggressive when the grass is rapidly growing and less aggressive in the spring and fall when growth has slowed down. Some superintendents have eliminated light verticutting by using brushing, grooming and light topdressing.

C. Light verticutting (usually during the months of rapid growth and in more tropical climates also during spring and autumn) alternating with topdressing is an excellent tool for promoting a smoother ball roll. Verticutting requirements depend to a large degree on location, weather and fertility rates. Some greens may benefit from vertical mowing in two directions, whereas that may not be necessary for others. TifEagle usually does not tolerate deep verticutting; however, some superintendents have had good experience in removing thatch by verticutting 1.25 inches (30mm) deep in late spring or early summer when growing conditions are ideal. The greens are topdressed immediately after verticutting. Vertical mowing (particularly deep and aggressive) may create an environment conducive for decline, slow recovery, and a poor playing surface during periods of stress (i.e. high temperatures, cloudy weather, rain, etc). Thatch prevention via methods mentioned above is preferred over thatch remediation. A preventative fungicide application may be necessary prior to verticutting.

5. Aerification: A good goal for aerification is to impact 10-15% of the surface area at one time in sub-tropical climates. In tropical climates, try to impact 15-25% of the surface. Aerify 2 to 5 times per year (during early and late summer months) using up to 5/8-inch (12mm to 16mm) tines on 2-inch (50mm) centers. Remove aerification cores and debris. Sufficient topdressing material (greens mix sand w/o organic matter) should be applied and worked into aerification holes. Use solid tines, star tines and/or a Hydrojet as needed to enhance infiltration. This will also improve root growth, reduce surface firmness and reduce dry spots. Consult the USGA website (www.usga.org) for details on how tine size and spacing impacts surface areas.

6. Plant growth regulators: Long-term effects of such compounds as Primo are not known, but research has shown that TifEagle plots treated with Primo, at the label rate, during months of rapid growth, maintained higher

turf quality, better colour, higher shoot density and faster greens speeds than TifEagle not treated with Primo. Plots treated with Primo also recovered more quickly after thatch removal with a Garden mower. Caution: Since plant growth regulators usually lessen turf vigor, a growth regulator may also make the turf more susceptible to diseases in stress situations.

7. Scalping: The closer mowing heights on the ultra dwarfs can cause scalping on greens with sharp contours. Some of this problem can be solved by reversing the front roller on the mowers to bring the roller and bedknife closer together. Greens contours may need to be softened due to the closer mowing heights of TifEagle. Scalping can also be due to excessive thatch buildup.

8. Pest management requirements: Similar to Tifdwarf. Apply fungicides curatively for any diseases noted. Control thatch to help produce a healthy plant.

9. Improving winter hardiness: A number of small things can add up to improved winter hardiness.

A. Gradually raise the mowing height in the fall so that by the time night-time temperatures reach the low 50°F (10°C), the height is 0.188 inch (4mm).

B. Develop a healthy mat layer with stolons and rhizomes with sand. The recommended mat layer thickness is slightly less than 1/2 inch (12mm). If a thatch layer, that is, a layer of stolons and rhizomes without sand, is allowed to form, the primary roots and rhizomes will develop above the soil, making them more susceptible to freezing temperatures. Deep rooting should be encouraged because it will improve winter hardiness.

C. Maintain high levels of K (up to 1N:2K) throughout the year, with special emphasis during late summer and fall.

D. Greens covers may be needed in the transition zone when temperatures routinely fall below 25°F (minus 5°C). Use greens covers if temperatures will be lower than 20°F (minus 8°C). Greens with detrimental thatch layers will need to be covered when temperatures are below 25°F.

E. In the northern part of the transition zone, paint and do not overseed.

10. Shade tolerance: Observations on golf courses indicate that TifEagle needs 8 to 10 hours of full sun each day during the growing season. Raising the height of cut can improve shade tolerance because more leaf area is available to intercept the light. TifEagle, like all bermudagrasses, needs adequate sunlight.

11. Salt tolerance: Salinity tolerance of TifEagle is similar to Tifdwarf, i.e., threshold EC of about 3.5- 4.0 DSM and 50% growth reduction EC of about 25 (one DSM = 640 ppm.).

IV. Overseed Management:

The rhizomatous and stoloniferous growth habit of TifEagle coupled with appropriate topdressing and mowing provides an excellent seedbed for uniform overseed establishment. TifEagle's tolerance to close mowing gives the superintendent an excellent tool to manage and control spring transition.

Summertime management that gives a healthy turf without excessive thatch is critical for good overseeding results. Overseeding can weaken the turf, especially in the year of establishment and in the transition area. Avoid overseeding during the year of establishment.

1. Overseed Establishment:

A. Surface preparation: Mow at 0.125 inch (3.2mm), spread sand, plant seed, and then topdress. If vertical mowing is used in preparation, leave plenty of time between a vertical mowing and overseeding. If vertical mowing grooves are obvious, the seed will fall into the grooves, creating stripes.

B. Species: Smaller seeded species are preferred. 100% *Poa trivialis* is preferred and has been shown to be satisfactory.

C. Seeding rate: total 6-12 lbs./1000 sq. ft (3-5kgs./100m²).

D. Topdress lightly and drag in with a carpet.

E. Irrigate as needed to keep seed bed moist throughout the day during germination and seedling establishment.

F. Raise height of cut to 0.140 inch (3.5mm) until stand is established.

G. Fungicide treated seed and preventative fungicide applications for 3 to 4 weeks after seeding are suggested for pythium control.

2. Spring transition: Practices that have led to successful Spring transition with Tifdwarf should be successful when incorporated into the TifEagle management protocol.

A. When weather and course conditions are appropriate for transition, lower cutting height to 0.125 inch (3.2mm) or less.

B. Grooming at this time may improve putting quality and thin the overseed

RESEARCH

TifEagle putting green management: Nitrogen and PGR applications

Using Primo on TifEagle greens may allow superintendents to reduce nitrogen fertilization.

Patrick McCullough, M.S.; Haibo Liu, Ph.D.; and Bert McCarty, Ph.D.

Ultradwarf bermudagrasses are improved cultivars that tolerate long-term mowing heights of 0.125 inch (3.2 millimeters) or less and produce putting green quality comparable to that of creeping bermgrass for transition zone golf courses. However, with ultradwarf cultivars like TifEagle, low mowing heights may increase sensitivity to environmental stresses and exacerbate root decline (8). Excessive nitrogen fertilization and routine close mowing may also shift turfgrass growth and nutrient allocation from roots to shoots. Therefore, maintaining sufficient nitrogen fertility levels without reducing root growth is a major agronomic concern for successful ultradwarf bermudagrass culture.

Ultradwarf bermudagrass putting greens generally require greater quantities of applied mineral nutrients than creeping bermgrass greens and higher-cut bermudagrass cultivars such as Tifway. Thus, improving nutrient use efficiency would be agronomically and economically beneficial for long-term putting green culture.

A gibberellic acid inhibitor, Primo (trinexapac-ethyl, IEC), is widely used for putting green management and effectively reduces clippings of higher mowed bermudagrasses such as Tifway (2,4). Applications of Primo often enhance turfgrass color and quality from compacted leaf tissue containing greater chlorophyll per unit leaf area (1,7). Furthermore, incorporating Primo into fertilization programs may allow superintendents to reduce



Figure 1. TifEagle bermudagrass treated with and without Primo at four nitrogen rates in experiments, 2003-2004, Clemson, S.C.

nitrogen requirements by enhancing leaf color and minimizing the loss of nutrients removed through clipping collection.

Field experiments were conducted in Clemson, S.C., to investigate physiological and growth responses of TifEagle shoots, roots and rhizomes following nitrogen and Primo treatments (Figure 1).

Materials and methods

Field experiments were conducted from April to August 2003 and 2004 on a Tif-

Eagle bermudagrass putting green constructed approximately to USGA recommendations in July 2002 at the Turf Service Center, Clemson University, Clemson, S.C.

On April 17, 2003, potash was applied according to soil tests at 1 pound potassium/1,000 square feet (4.9 grams/square meter) to help correct deficiencies. Beginning the first week in May, turf was mowed daily at 0.125 inch (3.2 millimeters) with a Toro Greensmaster mower and irrigated as needed to prevent stress.

On June 21, 2003, and June 18, 2004, 0.25 pound nitrogen/1,000 square feet (1.2 grams/square meter) was applied to all plots with a greens-grade granular fertilizer containing nitrogen, phosphorus, potassium, magnesium, sulfur, iron, manganese and chloride.

Bermudagrass was aerified with hollow tines 4 inches (10 centimeters) long and 0.5 inch (1.3 centimeters) in diameter with 2-inch (5-centimeter) spacing on May 20 and July 28, 2003, and May 26 and July 28, 2004. Cores were removed, and holes were filled with sand topdressing similar to the root-zone mix. Bermudagrass aerification recovery was visually rated on a scale of 0% to 100%, where 0% = no recovery and 100% = complete aerification recovery. Crabgrass germination following aerification was rated by counting all the plants in each plot.

Treatments

The experimental design was a split-block with four replications of 5- × 7-foot (1.5- × 2-meter) plots. Four nitrogen rates were applied to whole plots (5 feet × 14 feet [1.5 × 4.3 meters]), and Primo was applied across nitrogen treatments over half of every block (5 feet × 7 feet [1.5 × 4.3 meters]). Ammonium nitrate solution was applied with a single-nozzle CO₂ spray tank at 0.125, 0.25,

0.375 or 0.5 pound nitrogen/1,000 square feet (0.6, 1.2, 1.8 or 2.4 grams/square meter) per week beginning April 24, 2003, and April 26, 2004. Nitrogen treatments were continued for 16 weeks thereafter. Primo (IEC) was applied at 0 or 6 ounces/acre (0 or 0.04 milliliters/square meter) once every three weeks with a CO₂ sprayer at 75 gallons/acre (70.2 milliliters/square meter) from May 8 to Aug. 9, 2003, and from May 4 to Aug. 11, 2004.

Ratings

Turf color was visually rated weekly on a 1 to 9 scale, where 1 = brown turf and 9 = dark green turf. Color ratings below 7 were considered unacceptable. Seedheads were visually rated as percent plot coverage. From May 10 to Aug. 7, 2003 and 2004, clippings were harvested with a walk-behind greensmower twice weekly, approximately 24 hours after the previous mowing. Clippings were oven-dried at 176 F (80 C) for 48 hours and then weighed. Two soil core samples (3 square inches × 12 inches [19.4 square centimeters × 30.5 centimeters]) per plot were taken monthly between May 23 and Aug. 14, 2003, and between May 18 and Aug. 11, 2004. Soil samples were washed thoroughly to harvest roots and stolons/rhizomes.

After backfilling soil in sample holes,

percent lateral regrowth was measured with a sampling grid (each cell in the grid is 1 square millimeter) beginning two weeks after the first and second root samples. Total cells with plant tissue were calculated as a percentage of 3 square inches (19.3 square centimeters) until bermudagrass cover was complete.

Clippings, roots and stolon/rhizome samples were analyzed monthly for nutrient concentrations. Leaf tissue was collected for analysis on the same day as roots by collecting clippings. Soil (12-inch [30-centimeter] depth) was randomly taken from root samples and analyzed for nitrate-nitrogen concentrations. Chlorophyll concentrations (milligrams/gram of fresh clipping weight) were determined eight and 16 weeks after initial nitrogen treatments.

Results and discussion

Turf color

Throughout both growing seasons, TifEagle color improved as nitrogen rate increased. However, color declined in July and August from mower scalping and possibly from high nitrogen levels (0.375 and 0.5 pounds/1,000 square feet [1.8 or 2.4 grams/square meter] per week) that were excessive for ultradwarf bermudagrass. Fertilizing TifEagle at

PRIMO AND NITROGEN TREATMENTS

Primo (ounces/acre/3 weeks) ¹	Clipping yield ²	Root mass ³	Stolon/rhizome mass ³	Chlorophyll concentration (milligrams/gram) ⁴	Crabgrass cover (plants/square meter) ⁵	Seedheads (% cover) ⁶
grams/square meter						
0	2.1	16.9	1,005	7.6	2	10
6	0.7	16.5	1,050	8.9	17	0.8
Nitrogen (pound/1,000 square feet/week) ⁷						
0.125	0.5	18.1	1,021	10.5	6	17
0.25	1.2	17.1	1,075	7.9	18	4
0.375	1.8	16.6	1,040	7.3	6	0.5
0.5	2.0	15.0	972	7.4	8	0
Nitrogen	*	*	*	*	NS	*
Primo	*	NS	*	*	*	*

Note. An asterisk indicates a significant difference between Primo treatments or between nitrogen treatments at the 0.05 probability level. NS, no significant difference.

¹Initial nitrogen (34-0-0) treatments were April 26, 2003, and April 24, 2004. Initial Primo treatments were May 8, 2003, and May 4, 2004.

²Clippings were harvested May 10, 17, 24, 2003 and 2004; June 10, 14, 22, 24, 28, 2003 and 2004; July 2, 5, 7, 12, 14, 19, 2003 and 2004; and Aug. 7, 2003 and 2004. Clippings were oven-dried at 176 F (80 C) for 48 hours and then weighed.

³Roots and stolon/rhizome samples were harvested May 23, 2003; June 20, 2003; July 19, 2003; Aug. 14, 2003; May 18, 2004; June 17, 2004; July 15, 2004; and Aug. 11, 2004.

⁴Total chlorophyll concentrations determined from samples collected June 21, 2003.

⁵Crabgrass cover was rated June 17, 2004, three weeks after aerification.

Table 1. Clipping yield, root mass, stolon/rhizome mass, chlorophyll concentration, crabgrass cover and seedhead cover of TifEagle bermudagrass treated with nitrogen and Primo in field experiments, 2003-2004, Clemson, S.C.

RESEARCH

0.25 pound nitrogen/1,000 square feet (1.2 grams/square meter) per week provided the most consistent turf color from April to August 2003, but in 2004, TifEagle fertilized at this rate did not produce acceptable turf color until nine weeks after initial nitrogen treatments (June 24). TifEagle in the transition zone may require higher nitrogen input (0.375 or 0.5 pound nitrogen/1,000 square feet [1.8 or 2.4 grams/square meter] per week) in spring and early summer, but these rates appear to be excessive when applied throughout the summer.

Discoloration

Primo treatments initially caused discoloration in 2003, but bermudagrass color recovered and was enhanced compared to turf not treated with Primo. In 2004 initial Primo applications did not cause discoloration, most likely because early summer tem-

peratures were warmer in 2004 than in 2003. Our research has shown that applying Primo once a week or once every two weeks at lower rates effectively reduces discoloration from early summer applications (6).

Clipping yield

Clipping yield increased with nitrogen rate (Table 1), but the clipping yield from TifEagle treated with Primo was 67% less than the yield from turf not treated with Primo.

Stolon and rhizome mass

Stolon and rhizome mass of TifEagle treated with Primo was 5% greater than that of turf not treated with Primo. Stolon and rhizome mass increased as nitrogen rate increased from May to August in both years but was 34% greater in 2004 than in 2003. Stolon and rhizome mass increased as nitrogen rate increased

from 0.125 to 0.25 pound/1,000 square feet (from 0.6 to 1.2 grams/square meter) per week but decreased with higher nitrogen rates.

Root mass

From May to August 2003, TifEagle root growth decreased as nitrogen rate increased, probably from persistent shoot growth with higher fertility rates and routine mowing at 0.125 inch (3.2 centimeters) (3,5). Applications of Primo did not affect bermudagrass root mass (Table 1).

Nutrient allocation

Monthly tissue tests showed that nutrients removed through clippings increased as nitrogen rate increased, and inhibiting bermudagrass leaf growth with Primo reduced total nutrients lost through clippings by 70% compared to turf that was not treated with Primo. Because growth suppression by Primo

NITROGEN AND PRIMO

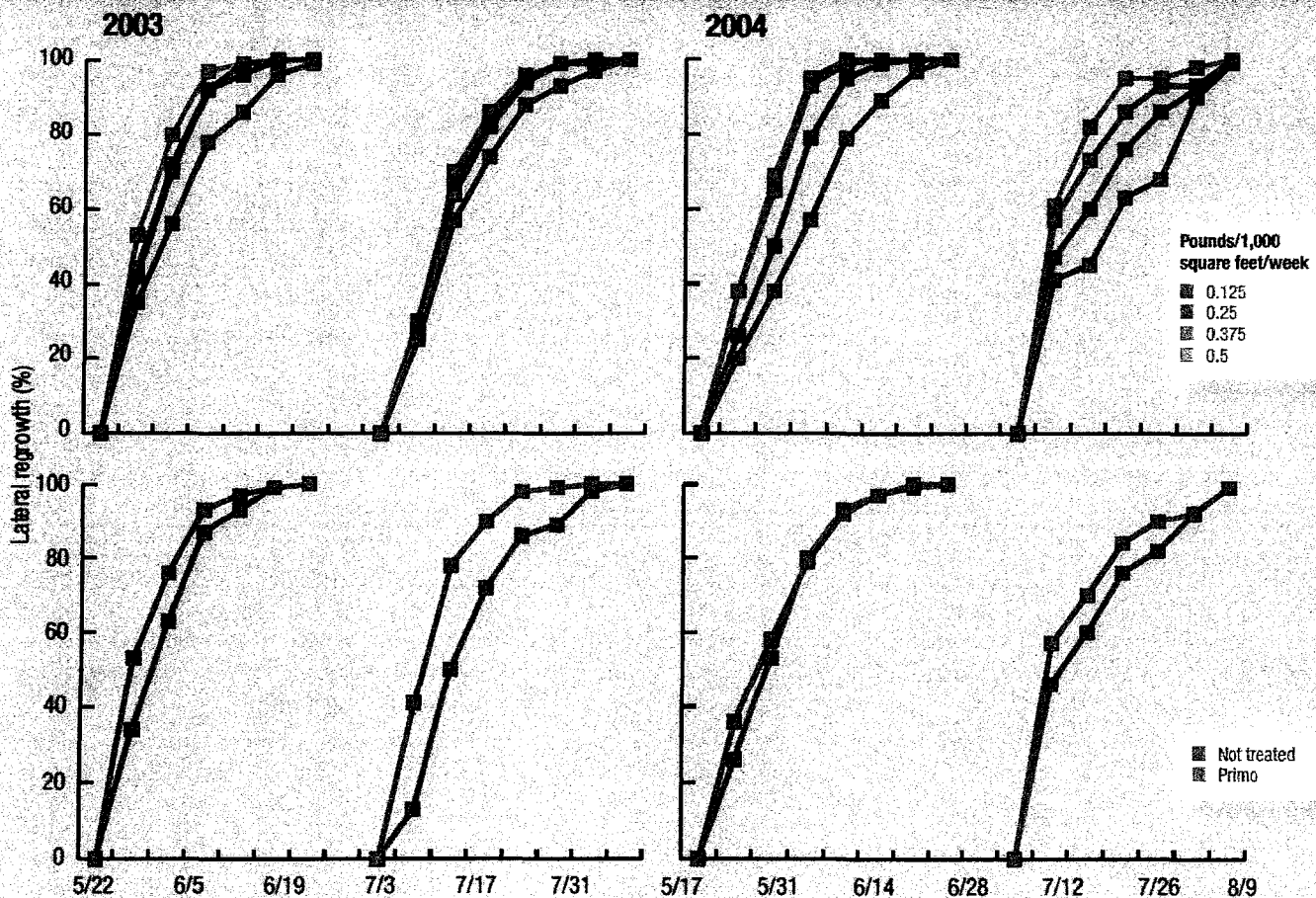


Figure 2. Percent lateral regrowth from two separate 20-square-centimeter samples of TifEagle bermudagrass treated with nitrogen (34-0-0) and Primo (0 or 6 ounces/acre once every three weeks) in field experiments in Clemson, S.C.

UNIVERSAL BACKGROUND SCREENING PROCEDURES

EXHIBIT

4

The Oasis Basic Package includes a Social Security Search, a Florida Statewide Criminal Search and a USA Criminal Search PLUS. The USA Criminal Search PLUS consists of three database searches, which include the Sex Offender Search and Interpol Most Wanted.

Social Security Search

Scope of Work: Using information found in credit headers and consumer data sources associated with an applicant's social security number, the Social Security Address/Alias Trace provides historical address information as well as AKA names.

Methodology: The search is conducted by Social Security Number through a consumer trace database.

Statewide Criminal Search

Scope of Work: A statewide Criminal Court Search typically includes a minimum of seven years and includes the highest court of jurisdictions of each county. In most locations, both felony and serious misdemeanor records are included, along with pending and/or dismissed charges when available and reportable.

Methodology: Information is obtained from the applicable state court repository, state police agency and/or privately managed databases of court records. Please contact us for details about particular states. All criminal records are identity matched to the applicant by at least two identifiers: name, and date of birth or social security number.

USA CriminalSearch™ Database

Scope of Work: Universal Background Screening's USA CriminalSearch includes criminal history data from statewide court repositories from 22 states and department corrections records from 45 states resulting in extensive coverage across 45 states plus the District of Columbia. We recommend this multi-jurisdictional "national" database search as a supplemental search tool, and should not be relied upon generally as the primary source of a criminal background check.

Universal Background Screening is compliant with Section 613a of the Fair Credit Reporting Act that maintains that screening firms can take two routes to report database information in a compliant fashion; a) provide database information "as is" while providing contemporaneous notice and a copy of the report to the applicant at the same time it is provided to the employer, or b) confirm all database information with the source or originating agency prior to reporting it to the employer. Our standard business practice is to re-confirm all database information.

Methodology: A search of the proprietary USA CriminalSearch database is conducted for the name(s) provided and/or developed based on the client's scope of work. All criminal records are identity matched to the applicant by at least two identifiers: name, and date of birth or social security number. Universal Background Screening has partnered with a data aggregator that is expert in the compilation of court data directly from state or local clerk of courts or administrative office of the court.

USA OffenderSearch™ Sex Offender Database

Scope of Work: Universal Background Screening's USA OffenderSearch includes from all 50 states, plus Washington DC, Guam and Puerto Rico. The report includes information on the crime, type of registration, length of registration, and agency that recorded the information. We also include a photograph of the sex offender (when available) in our completed report for additional identification.

Methodology: A search of the proprietary USA OffenderSearch database is conducted for the name(s) provided and/or developed based on the client's scope of work. All criminal records are identity matched to the applicant by at least two identifiers: name, and date of birth or social security number. Universal Background Screening has partnered with a data aggregator that is expert in the compilation of Sex Offender data directly from the applicable agency or registry responsible for Sex Offender Registry information in the applicable jurisdiction.

Scope of Work: Universal's proprietary USA SecuritySearch™ database includes fourteen national and international wanted person, sanctions and exclusions lists. Sources are from United States agencies, unless otherwise noted: Arms Export Control Act (AECA), Debarred Parties List, Australian Reserve Bank, Sanctions List, Bank of England Sanctions List, Canadian Office of the Superintendent of Financial Institutions (OSFI) Sanctions List, Drug Enforcement Agency (DEA), Fugitives List, European Union Terrorism Sanctions List, FBI Most Wanted List, INTERPOL Most Wanted List, Office of Foreign Asset Control (OFAC) SDN List, Office of Thrift Supervision (OTS), Secret Service Most Wanted List, U.S. Department of Commerce Denied Persons List, U.S. Marshals Most Wanted List, World Bank Listing of Ineligible Individuals.

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Universal Background Screening, Inc.
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- Universal**
Background Screening



HRO Baker's Dozen Customer Satisfaction Ratings

CYPRESS GOLF COURSE SERVICES

Re: Employee Transmittal Request

Cypress Golf Course Services is requesting that the employee/employees named below are acceptable to the City of Pompano Beach.

We have attached a copy of their background screening results and see no reason why they would not be considered for employment with our company.

Please return within 48 hours whether you accept or Decline our request.

Name of Employee

_____/_____/20____

Date of Request

Thanks in advance for your cooperation.

Your Cypress Golf Course Services team.

Accept / Decline (circle)

Golf Course Manager

Dated

_____/_____/20____

Accept /Decline (circle)

Human Resources

Dated

_____/_____/20____

Non-Routine Project Plan

EXHIBIT

6

March 2013

March 2013						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Feb 24	25	26	27	28	Mar 1	2
2/24 - 3/1							
	3	4	5	6	7	8	9
3/3 - 8			Topdress Greens/Palm Verticut/Spike Greens	Post Emergent Weed			
	10	11	12	13	14	15	16
3/10 - 15				Post Emergent Weed			
	17	18	19	20	21	22	23
3/17 - 22			Topdress Greens/Palm Verticut/Spike Greens	Post Emergent Weed			
	24	25	26	27	28	29	30
3/24 - 29				Post Emergent Weed			
	31	Apr 1	2	3	4	5	6
3/31 - 4/5							

Comments:

Golf Course Manager

POMPANO BEACH GOLF COURSE

Pesticide/Fertility Record

Date: [REDACTED]

Weather: [REDACTED]

Operator: [REDACTED]

Pesticide Name: [REDACTED]

Rate: [REDACTED]

Area: [REDACTED]

Time: [REDACTED]

Notes: [REDACTED]

Pesticide Name: [REDACTED]

Rate: [REDACTED]

Area: [REDACTED]

120

Fertilizer

Fertilizer Name: [REDACTED]

Rate: [REDACTED]

Area: [REDACTED]

Time: [REDACTED]

Notes: [REDACTED]

Notes: [REDACTED]

Notes: [REDACTED]

Notes: [REDACTED]

Notes: [REDACTED]

			0		0.0	0.0	0.0
			0		0.0	0.0	0.0
			0		0.0	0.0	0.0
			0		0.0	0.0	0.0
			0		0.0	0.0	0.0
			0		0.0	0.0	0.0
			0		0.0	0.0	0.0

Fertilizer

Fertilizer Name: [REDACTED]

Rate: [REDACTED]

Area: [REDACTED]

Time: [REDACTED]

Notes: [REDACTED]

Notes: [REDACTED]

Notes: [REDACTED]

Notes: [REDACTED]

Operator: [REDACTED]

Fertilizer Name: [REDACTED]

Rate: [REDACTED]

Area: [REDACTED]

Time: [REDACTED]

Notes: [REDACTED]

Notes: [REDACTED]

Cypress Golf Course Services - Pompano
Time Totals for Period Ending

EXHIBIT
8

Hourly Employees

Employee Name		Employee Signature				
1	Hourly Employee 1	<i>Hourly Employee 1</i>		Total Time	80.00	Pines Palms
		Regular Hours	80.00	Overtime Hours	0.00	40.00 40.00
		Holiday Hours	0.00	Vacation Hours	0.00	
2	Hourly Employee 2			Total Time	80.00	Pines Palms
		Regular Hours	80.00	Overtime Hours	0.00	40.00 40.00
		Holiday Hours	0.00	Vacation Hours	0.00	
3	Hourly Employee 3			Total Time	80.00	Pines Palms
		Regular Hours	80.00	Overtime Hours	0.00	40.00 40.00
		Holiday Hours	0.00	Vacation Hours	0.00	
4	Hourly Employee 4			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
5	Hourly Employee 5			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
6	Hourly Employee 6			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
7	Hourly Employee 7			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
8	Hourly Employee 8			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
9	Hourly Employee 9			Total Time	62.50	Pines Palms
		Regular Hours	60.00	Overtime Hours	2.50	40.00 22.50
		Holiday Hours	0.00	Vacation Hours	0.00	
10	Hourly Employee 10			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	

Cypress Golf Course Services - Pompano
Time Totals for Period Ending

Hourly Employees

Employee Name		Employee Signature				
11	Hourly Employee 11			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
12	Hourly Employee 12			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
13	Hourly Employee 13			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
14	Hourly Employee 14			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
15	Hourly Employee 15			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
16	Hourly Employee 16			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
17	Hourly Employee 17			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
18	Hourly Employee 18			Total Time	74.50	Pines Palms
		Regular Hours	72.00	Overtime Hours	2.50	40.00 34.50
		Holiday Hours	0.00	Vacation Hours	0.00	
19	Hourly Employee 19			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
20	Hourly Employee 20			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
					Total Pines Total Palms	
Hourly Totals:		Regular Hours	1572.00	Overtime Hours	42.50	800.00 814.50
1614.50		Holiday Hours	0.00	Vacation Hours	0.00	1614.50

Cypress Golf Course Services - Pompano
Time Totals for Period Ending

Technical Employees

Employee Name		Employee Signature				
1	Tech Employee 1			Total Time	80.00	Pines Palms
		Regular Hours	80.00	Overtime Hours	0.00	30.00 50.00
		Holiday Hours	0.00	Vacation Hours	0.00	
2	Tech Employee 2			Total Time	80.00	Pines Palms
		Regular Hours	80.00	Overtime Hours	0.00	50.00 30.00
		Holiday Hours	0.00	Vacation Hours	0.00	
3	Tech Employee 3			Total Time	75.00	Pines Palms
		Regular Hours	75.00	Overtime Hours	0.00	35.00 40.00
		Holiday Hours	0.00	Vacation Hours	0.00	
4	Tech Employee 4			Total Time	80.00	Pines Palms
		Regular Hours	80.00	Overtime Hours	0.00	40.00 40.00
		Holiday Hours	0.00	Vacation Hours	0.00	
5	Tech Employee 5			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	42.50 40.00
		Holiday Hours	0.00	Vacation Hours	0.00	
6	Tech Employee 6			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
7	Tech Employee 7			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
8	Tech Employee 8			Total Time	72.50	Pines Palms
		Regular Hours	70.00	Overtime Hours	2.50	32.50 40.00
		Holiday Hours	0.00	Vacation Hours	0.00	
9	Tech Employee 9			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	40.00 42.50
		Holiday Hours	0.00	Vacation Hours	0.00	
10	Tech Employee 10			Total Time	82.50	Pines Palms
		Regular Hours	80.00	Overtime Hours	2.50	42.50 40.00
		Holiday Hours	0.00	Vacation Hours	0.00	
					Total Pines Total Palms	
Technical Totals:		Regular Hours	785.00	Overtime Hours	15.00	392.50 407.50
800.00		Holiday Hours	0.00	Vacation Hours	0.00	800.00

Cypress Golf Course Services - Pompano
Time Totals for Period Ending

ACTUAL HOURS	Regular Hours	2357.00	Overtime Hours	57.50	Total Pines	Total Palms
2414.50	Holiday Hours	0.00	Vacation Hours	0.00		2414.50

Calculated hours are 1.5 hours for each overtime hour.

Calculated HOURS	Regular Hours	2357.00	Overtime Hours	86.25	Total Pines	Total Palms
2443.25	Holiday Hours	0.00	Vacation Hours	0.00	1206.88	1236.38

Budgeted Course Hours Balance	24813.13	24763.63
--------------------------------------	-----------------	-----------------

Running Hour Total	49576.75
Current Pay Period	2,443.25
Remaining Carried Forward	47133.50

Running Totals	
Total Pines	Total Palms
1206.88	1236.38

Remaining Budget Balance	23606.25	23527.25
--------------------------	----------	----------

% of Budget Remaining
90.64%

50000.00 Budgeted Annual Hours Remaining
2000.00 Hours Budgeted per pay period
48000.00 Remaining Budgeted Hours

Budgeted %
92.31%

Variance **-1.67%**

Hours Over/Under Budget
866.50

EXHIBIT9**Year X****Annual Time and Pay History Detail Report****October XXXX - September XXXX**

Work Date	Employee Number	Employee Name	Hours
2/15/2013	11111	James Salary	80
2/28/2013	11111	James Salary	80

Employee Total-Month	160
Employee Total-Annual	2080

2/1/2013	11111	Jared Nonsalary	8
2/4/2013	11111	Jared Nonsalary	8
2/5/2013	11111	Jared Nonsalary	8
2/6/2013	11111	Jared Nonsalary	8
2/7/2013	11111	Jared Nonsalary	8
2/8/2013	11111	Jared Nonsalary	8
2/11/2013	11111	Jared Nonsalary	8
2/12/2013	11111	Jared Nonsalary	8
2/13/2013	11111	Jared Nonsalary	8
2/14/2013	11111	Jared Nonsalary	8
2/15/2013	11111	Jared Nonsalary	8
2/18/2013	11111	Jared Nonsalary	8
2/19/2013	11111	Jared Nonsalary	8
2/20/2013	11111	Jared Nonsalary	8
2/21/2013	11111	Jared Nonsalary	8
2/22/2013	11111	Jared Nonsalary	8
2/25/2013	11111	Jared Nonsalary	8
2/26/2013	11111	Jared Nonsalary	8
2/27/2013	11111	Jared Nonsalary	8
2/28/2013	11111	Jared Nonsalary	8

Employee Total-Month	160
Employee Total-Annual	2080

Grand Totals-Month-All Employees**Grand Totals-Annual-All Employees**

Annual Product and Services Reconciliation Log**Chemicals / Pest Control**

Name of Product	Invoice/App Date	Vendor/Employee Name	Invoice number	Unit Amount Purchased	Prior Available Inventory	Total on Hand	Amount Used	Unit Ending Inventory
Barricade		BEGINNING INVENTORY						10
Barricade	5/1/2013	SEP Products	11792	60	10	70		70
Barricade	5/5/2013	John Doe			70	70	24	46
Barricade	5/24/2013	Lesco	22878	40	46	86		86
Barricade	5/30/2013	John Doe			86	86	45	41
					41	41		41
					41	41		41
					41	41		41
					41	41		41
Sedge Hammer		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
Manage		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
Compass		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
Daconil		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
Pro Star		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0

Annual Product and Services Reconciliation Log

Name of Product	Invoice/App Date	Vendor/Employee Name	Fertilizer					Unit Ending Inventory
			Invoice number	Unit/Bags Amount Purchased	Prior Available Inventory	Total on Hand	Amount Used	
FERTILIZER GREENS								
12-0-24		BEGINNING INVENTORY			0	0		8
12-0-24	5/5/2013	Lesco	32569	40	8	48		48
12-0-24	5/30/2013	John Doe			48	48	22	26
12-0-24	5/30/2013	Lesco	42585	40	26	66		66
					66	66		66
					66	66		66
					66	66		66
					66	66		66
6-0-0		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
18-2-12		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
16-4-8		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
Ammonium Sulfate		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
Potassium Nitrate		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
FERTILIZER TEES & FAIRWAYS								
16-4-8		BEGINNING INVENTORY			0	0		0
16-4-8	5/5/2013	Lesco	32569	160	0	160		160
16-4-8	5/30/2013	John Doe			160	160	100	60
16-4-8	5/30/2013	Lesco	42585	160	60	220		220
					220	220		220
					220	220		220
					220	220		220
					220	220		220
22-0-6		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
17-2-12		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
Ammonium Sulfate		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
FERTILIZER FOLIARS								
28-0-0		BEGINNING INVENTORY			0	0		10
28-0-0	5/5/2013	Lesco	32569	20	10	30		30
28-0-0	5/30/2013	John Doe			30	30	15	15
28-0-0	5/30/2013	Lesco	42585	40	15	55		55
					55	55		55
					55	55		55
					55	55		55
					55	55		55
Umaxx 48-0-0		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
Iron Chelate		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0
10-0-0		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
					0	0		0

Annual Product and Services Reconciliation Log

Top Dressing/Bunker Sand/Divot Mix

Name of Product	Invoice/App Date	Vendor/Employee Name	Invoice number	Unit/Tons Amount Purchased	Prior Available Inventory	Total on Hand	Amount Used	Unit Ending Inventory
Top Dressing		BEGINNING INVENTORY						10
Top Dressing	5/1/2013	SEP Products	11792	25	10	35		35
Top Dressing	5/5/2013	John Doe			35	35	5	30
Top Dressing	5/24/2013	Lesco	22878	25	30	55		55
Top Dressing	5/30/2013	John Doe			55	55	15	40
					40	40		40
					40	40		40
					40	40		40
Bunker Sand		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0
Divot Mix		BEGINNING INVENTORY			0	0		0
					0	0		0
					0	0		0
					0	0		0

Annual Product and Services Reconciliation Log

Misc. Horticultural Supplies

[illegible]

Contracted Out Products & Services

Name of Product or Service	Invoice/App Date	Vendor Name	Invoice number	Invoice Amount	Man Power Hour Allocation	Course Location
Aerification	05/15/13	Aerification Plus	21584	\$2,500.00	208.33	Palms
Aerification	06/01/13	Aerification Plus	14256	\$3,000.00	250.00	Pines
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
				TOTAL	458.33	
Aquatics	05/01/13	Lake Doctors	25475	\$1,000.00	83.33	N/A
Aquatics	06/01/13	Lake Doctors	11792	\$1,000.00	83.33	N/A
					0.00	N/A
					0.00	N/A
					0.00	N/A
					0.00	N/A
					0.00	N/A
					0.00	N/A
					0.00	N/A
				TOTAL	166.67	
Janitorial	05/01/13	Merry Maids	456845	\$500.00	41.67	N/A
Janitorial	05/07/13	Merry Maids	145245	\$500.00	41.67	N/A
					0.00	N/A
					0.00	N/A
					0.00	N/A
					0.00	N/A
					0.00	N/A
					0.00	N/A
					0.00	N/A
				TOTAL	83.33	
Tree Trimming & Removal	05/01/13	Davey Tree	745845	\$500.00	41.67	Pines
Tree Trimming & Removal	05/07/13	Davey Tree	214512	\$1,000.00	83.33	Palms
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
				TOTAL	125.00	

City of Pompano Beach
in partnership with
Cypress Golf Course Services

EXHIBIT
11

Semi-Monthly Facility Evaluation and Action Plan

Date: _____ **Weather trends since last documentation (/):**

Putting Surfaces/Surrounding Areas

STANDARD: Smooth, consistent, and uniform turf with well-defined edges; Green speed (Stimp reading avg. Pines/Palms: _____) is suitable for golfers of all skills levels. Cups, flagsticks, and flags are uniform, clean, in good repair and placed accordingly.

QUALITY

100% turf coverage (no bare spots); surfaces are smooth, consistent, and uniform (in consideration of TifEagle Bermuda surface); no weed, disease, insect issues; cups and flagsticks are properly located

Pines: _____ **Acceptable** _____ **Needs Improvement**

Palms: _____ **Acceptable** _____ **Needs Improvement**

Action Plan if improvement is required: _____

APPEARANCE

Color and texture of turf; uniformity of mowing patterns; condition of cup and flagstick; condition of collars around the putting surfaces

Pines: _____ **Acceptable** _____ **Needs Improvement**

Palms: _____ **Acceptable** _____ **Needs Improvement**

Action Plan if improvement is required: _____

PUTTING SURFACE SURROUNDS

Area between putting surfaces and bunkers, golf car paths, parking and walking areas; surrounding landscape is free of weeds and properly maintained

Pines: _____ Acceptable _____ Needs Improvement

Palms: _____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

GREENSIDE BUNKERS

Sand is uniform in depth and smooth; areas are free of weeds and debris; rakes are adequately placed and in good condition; bunker edges are neatly mowed; raking patterns are consistent and properly promoted

Pines: _____ Acceptable _____ Needs Improvement

Palms: _____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

Fairways/Roughs

STANDARD: Smooth, consistent, uniform turf coverage; good mowing patterns; trimming is neat and clean; visual definition between fairway and rough; height of cut supports playability and consistency.

QUALITY - FAIRWAYS

Mowing heights of fairways satisfies USGA recommendations/specifications; mowing frequency is appropriate for Celebration Bermuda in consideration of weather and seasonality; localized wet/dry spots are identified and amended

Pines: _____ Acceptable _____ Needs Improvement

Palms: _____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

QUALITY - ROUGHS

Mowing heights of rough areas satisfies USGA recommendations/specifications; mowing frequency is appropriate for Celebration Bermuda in consideration of weather and seasonality; localized wet/dry spots are identified and amended

Pines: _____ Acceptable _____ Needs Improvement

Palms: _____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

APPEARANCE - FAIRWAYS

Uniformity of color with good texture; quality mowing patterns; “managed” traffic areas; areas are free of weeds, disease, and insects

Pines: _____ Acceptable _____ Needs Improvement

Palms: _____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

APPEARANCE - ROUGHS

Uniformity of color with good texture; quality mowing patterns; “managed” traffic areas; areas are free of weeds, disease, and insects

Pines: _____ Acceptable _____ Needs Improvement

Palms: _____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

FAIRWAY BUNKERS

Sand is uniform in depth and smooth; areas are free of weeds and debris; rakes are adequately placed and in good condition; bunker edges are neatly mowed; raking patterns are consistent and properly promoted

Pines: _____ Acceptable _____ Needs Improvement

Palms: _____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

TREES/SHRUBS/LANDSCAPING

Trees and shrubs are trimmed and pruned to maintain SAFETY of golfers and staff; aesthetics and plant health?

Pines: _____ **Acceptable** _____ **Needs Improvement**

Palms: _____ **Acceptable** _____ **Needs Improvement**

Action Plan if improvement is required: _____

Teeing Grounds

STANDARD: Smooth, consistent, uniform turf coverage; good mowing patterns; surfaces are level and firm; trash receptacles, ball washers, tee markers, tee signs and yardage plates are properly placed, clean and in good condition and repair; tee surrounds are consistent and uniform.

QUALITY

Mowing heights of fairways satisfies USGA recommendations/specifications; mowing frequency is appropriate for Celebration Bermuda in consideration of weather and seasonality; localized wet/dry spots are identified and amended

Pines: _____ **Acceptable** _____ **Needs Improvement**

Palms: _____ **Acceptable** _____ **Needs Improvement**

Action Plan if improvement is required: _____

APPEARANCE

Uniformity of color with good texture; quality mowing patterns; “managed” traffic areas; areas are free of weeds, disease, and insects; consistent and adequate sand top dressing program is in place with visible results

Pines: _____ **Acceptable** _____ **Needs Improvement**

Palms: _____ **Acceptable** _____ **Needs Improvement**

Action Plan if improvement is required: _____

TEE SURROUNDS

Area between teeing ground and golf car path/walkways is uniform and has consistent turf coverage; any landscaped areas are free of weeds and debris

Pines: _____ Acceptable _____ Needs Improvement

Palms: _____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

Driving Range

STANDARD: Smooth, consistent, uniform turf coverage; good mowing patterns; surfaces are level and firm; tee rotation/hitting stations are adequately monitored and adjusted as necessary; all areas are kept free of debris.

QUALITY

Mowing heights of range turfgrass satisfies USGA recommendations/specifications; mowing frequency is appropriate for turf type in consideration of weather and seasonality; localized wet/dry spots are identified and amended

_____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

APPEARANCE

Uniformity of mowing patterns; good turf density and color; all accessories (trash receptacles, tee markers, directional signage, roping, etc. in good condition and properly placed; all areas are clean and free of debris

_____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

Golf Car Paths/Traffic Control

QUALITY – GOLF CAR PATHS

Routes utilized by golf car traffic are well-maintained and free of safety issues; turfgrass areas bordering paths are consistently edged and clean in appearance

Pines: _____ Acceptable _____ Needs Improvement

Palms: _____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

QUALITY – TRAFFIC CONTROL

Directional signage, stakes, and ropes are properly utilized, kept in good condition, and are properly placed in areas promoting safety in walking the golf course, operation of golf cars and pull carts

Pines: _____ Acceptable _____ Needs Improvement

Palms: _____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

Clubhouse/Surrounds/Parking Areas

QUALITY

Landscape beds have proper ground coverage; plantings are healthy and visually appealing; landscaped and turf areas are uniform and free of debris, weeds, and pests; roadways and parking areas are free of debris; hedges, shrubs, and trees are trimmed/pruned to maintain health, promote a manicured look, and to promote a safe environment for patrons and staff

_____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

Course/Clubhouse Facilities

QUALITY

Are facilities clean?...walls, floors, doors, toilets, urinals, sinks, countertops, mirrors, light fixtures, faucets, trash receptacles; Are supplies replenished?...soap, paper, towels, toilet paper, trash bags, light bulbs...

Pines/Palms: _____ Acceptable _____ Needs Improvement

Clubhouse: _____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

Waterways/Aquatic Control

QUALITY/APPEARANCE

Clean? (no weeds, unsightly growth, floating/bank debris); surrounding turf areas are mowed and trimmed properly; hazards are marked consistently and correctly

Pines: _____ Acceptable _____ Needs Improvement

Palms: _____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

Maintenance Records/Documentation

Specify whether the following documentation is on site and available for inspection by City representative

Pesticide Application _____ Yes _____ No

Fertilizer Application _____ Yes _____ No

Equipment Maintenance _____ Yes _____ No

Fuel Consumption _____ Yes _____ No

Irrigation (water usage) _____ Yes _____ No

Labor Schedules _____ Yes _____ No

Budget Variance _____ Yes _____ No

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

QUALITY/APPEARANCE – SHOP AREA (interior)

 Acceptable **Needs Improvement**

Action Plan if improvement is required: _____

Area is free of debris and trash; equipment is properly stored; landscaping is properly manicured and presentable; disposal areas are free of spills and stains; storage bins (sand, ground coverings) are properly maintained; removal areas are properly maintained; lighting is operational

Action Plan if improvement is required: _____

EQUIPMENT

Equipment (including small tools) is clean, properly stored, properly secured, and in good repair (visual)

_____ **Acceptable** _____ **Needs Improvement**

Action Plan if improvement is required: _____

SAFETY

Emergency eyewash is functional and clear of obstacles; fire extinguishers are properly maintained, functional, visible, and properly labeled; first aid supplies are stocked with approved products and are visible and available; personal protective equipment is available and operational; emergency lighting/signage is operational

_____ **Acceptable** _____ **Needs Improvement**

Action Plan if improvement is required: _____

CHEMICAL/FERTILIZER STORAGE

Storage area is secure; supplies are properly stored and labeled; area is free of debris; personal protective equipment is available and operational; emergency signage, lighting, and procedures are available and visible

_____ **Acceptable** _____ **Needs Improvement**

Action Plan if improvement is required: _____

FUEL PUMP STATION

Area is properly secured and free of debris/trash; shutoff equipment is operational; procedures for spills/cleanup are properly displayed

_____ **Acceptable** _____ **Needs Improvement**

Action Plan if improvement is required: _____

OFFICE/COMMUNICATION AREAS

Area is maintained in a professional manner, free of debris and clutter; all information boards/areas are up to date and relevant information is available and understandable to all staff; required State and Federal notifications are properly and visibly posted; recordkeeping is in compliance and available for review

_____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

UNIFORMS

Uniform policies are properly followed; protective (headwear, eyewear, footwear) equipment is appropriate and available to all staff

_____ Acceptable _____ Needs Improvement

Action Plan if improvement is required: _____

Golf Course Manager: _____ Date: _____

Superintendent: _____ Date: _____



EXHIBIT

12

Municipal Golf Course, including Dog Park and Common Areas

Report of Hazardous Condition

Date: _____ **Course:** _____

Location: _____

Description of hazardous condition: _____

Recommended repair(s) and/or maintenance: _____

Estimated cost associated with repair(s) and/or maintenance: _____

Are costs covered under terms of the maintenance agreement? _____

Person reporting hazard: _____ **Date:** _____

Golf Course Superintendent: _____ **Date:** _____

Golf Course General Manager: _____ **Date:** _____

Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

City _____ State _____

[illegible]

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room B-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Page of

Injury	Skin disorder	Respiratory condition	Poisoning	Hearing loss	All other diseases
(1)	(2)	(3)	(4)	(5)	(6)

OSHA's Form 301

Injury and Illness Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____
Title _____
Phone (____) _____ Date ____/____/____

Information about the employee

- 1) Full name _____
- 2) Street _____
City _____ State _____ ZIP _____
- 3) Date of birth ____/____/____
- 4) Date hired ____/____/____
- 5) ☐ Male
☐ Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional _____
- 7) If treatment was given away from the workplace, where was it given?
Facility _____
Street _____
City _____ State _____ ZIP _____
- 8) Was employee treated in an emergency room?
☐ Yes
☐ No
- 9) Was employee hospitalized overnight as an in-patient?
☐ Yes
☐ No

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness ____/____/____
- 12) Time employee began work _____ AM / PM
- 13) Time of event _____ AM / PM ☐ Check if time cannot be determined
- 14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
- 15) **What happened?** Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- 16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
- 17) **What object or substance directly harmed the employee?** Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
- 18) If the employee died, when did death occur? Date of death ____/____/____



WORKERS' COMP INJURY WORKSHEET

Phone: 866-757-RISK (7475)
Fax To: 877-957-4326

This form is for reporting purposes ONLY. It is not valid as authorization for medical treatment.

Injured Worker (Employee) Information

Last Name _____ First Name _____ MI _____
 EE# or SSN _____ Date of Birth _____ Date of Hire _____
 Home Phone # _____ Cell Phone # _____
 Physical Description: Age _____ Ht _____ Wt _____ Hair Color _____
 Occupation _____ Supervisor Name _____
 Has employee returned to work? Y/N _____ If Yes, what date? _____ If No, last date worked _____
 Modified or Light Duty Work Available? Y/N _____ and last day paid in full _____

Employer (Oasis Customer) Information

Employer Name _____ Employer Id # _____
 Contact Name _____ Contact Phone _____

The contact person should be the one the insurance carrier and Oasis can call for more information.

Drug Free Workplace? Y/N _____ Drug test completed? Y/N _____

Accident (Injury) Information

Date/Time of Accident _____ Date Reported to Employer _____ Do you agree with the accident ? Y/N _____

Accident Description _____

Body Part(s) injured (include Left/Right) _____

On premises? Y/N _____ If No, where? _____

Safety device in use? Explain _____ Witness names _____

Do you have knowledge of prior accidents or current medical treatment which may have been a factor in the incident or injury?
 Are you aware of any pre-existing medical conditions? If yes, what?:

Treating Facility Information (Name, Address, Phone):

Any person who, knowingly and with intent to injure, defraud, or deceive any employer, employee, insurance company, or self-insured program, files a statement of claim containing any false or misleading information is guilty of a felony. I have reviewed, understand and acknowledge the above statement.

Signature / Date: Supervisor _____ Employee's (if available) _____

Equipment Inventory									
	Course Name	Pompano Beach G. C.	2012		\$936,208.68		Salvage		Revision Date
Mfr. - Equipment Name	Type	Model - Serial	Asset/Lease	Date Pur.	Cost	%	Value	Hours	Condition
Clubcar Carry-All	Turf -2	RG0605-596383						3933	Fair
Clubcar Carry-All	Turf-2	RG0048-960778						2646	Fair
Toro 3000-D / Groundsmaster	Slope Mower	30301-200000102						2728	Junk
Jacobsen GreensKing 4	Greensmower	6228903420						518	Good
Jacobsen GreensKing 4	Greensmower	6228903376						2643	Good
Clubcar	Carry-All Turf-2	HG0119-016968						2432	Fair
Clubcar	Carry-All Turf-272	QG0416-383846						3620	Good
John Deere 2653A	Slope Mower	MO2653DO71273						N/A	Junk
Toro Sand Pro 3020	Bunker Rake	08885-220000242						3729	Good
Toro Reelmaster 3100D	Slop Mower	0321-230000180						1131	Fair
Toro Greensmaster 3050	Greensmower	04351-80276						2740	Fair
Toro 2300 Metermatic	Topdresser	N/A						N/A	Good
Kubota L3130	Tractor	L3130E10302						10719	Good
Lely 1250	Spreader	2-3205-80021		5/27/2003				N/A	Good
Crosley CR 12K	Dump Trailer	CTL610124X501009		3/31/2000				N/A	Good
Landscape Trailer 5' by 8'	Lawn Trailer	N/A		6/30/2000				N/A	Fair
Work Save Inc. Auger	720PHD boxed	72080312		7/24/2003				N/A	Good
Toro Spiker	Sandpro Spiker	08856-210000217						N/A	Good
Fairway Aerator	Toro 867	44860-80-13						N/A	Good
Lesco Z Turn Mower	25KAW/60"	7217512HO76Z80005						N/A	Good
Pressure Cleaner	75502	10MAR1701332		9/7/2011				N/A	New
Ford F-250 / year 2003	Pick-up Truck	1FTNF20L43ED78761						49560	Good
Agrimetal BW 300 Plus	Blower	18786		3/31/2000				N/A	Good
BushHog TD1100	Rough Mower	N/A						N/A	Fair
Greensmower	ToroGM3150-Q	290000302		10/10/2009	\$24,640.00	40	\$9,856	2565	Good
Greensmower	ToroGM3150-Q	290000171		10/10/2009	\$24,640.00	40	\$9,856	2794	Good
Tee Mower	ToroGM3150-Q	311000305		11/10/2001	\$24,640.00	70	\$17,248	1283	Good
Tee Mower	ToroGM3150-Q	311000286		11/10/2011	\$24,640.00	70	\$17,248	1540	Good
Greensmower	ToroGM3150-Q	312000398		7/20/2012	\$25,067.90	90	\$22,560	0.5	New
Greensmower	ToroGM3150-Q	312000407		7/20/2012	\$25,068	90	\$22,560	0.7	New
Greensmower	John Deere 2500-A	TC250AD020192		10/5/2004	\$21,565	0	\$0	3963	Good
WorkMan MD	Toro WorkMan MD	312000361		6/14/2012	\$9,478	90	\$8,530	0.7	New
Sprayer	Multi-Pro 1200	312000123		7/13/2012	\$25,458	90	\$22,912	18.2	New
Fairway Mower	Toro 5510	290000384		11/9/2010	\$36,400	60	\$21,840	1291	Good
Fairway Mower	Toro 5510	290000370		11-92010	\$36,400	60	\$21,840	1289	Good
Slope Mower	Toro GM3500-D	310000535		11/3/2010	\$23,023	60	\$13,814	661	Good

MAY 3-05

Equipment Inventory									
Course Name		Pompano Beach G. C.	2012		\$936,208.68		Salvage		Revision Date
Mfr. - Equipment Name	Type	Model - Serial	Asset/Lease	Date Pur.	Cost	%	Value	Hours	Condition
Slope Mower	Toro GM3500-D	310000554		11/3/2010	\$23,023	60	\$13,814	728	Good
Rough Mower	Pro-Flex PF120	112715		11/6/2010	\$18,353	70	\$12,847	N/A	Good
Rough Mower	Pro Flex PF-120	7271205		10/6/2009	\$18,207	70	\$12,847	N/A	Good
	JohnDeere 1200-A	TC1200A135151		10/9/2003	\$12,898	0	\$0	3299	Good
SandRake	Toro 5040	311000152		10/17/2010	\$14,840	60	\$8,904	1148	Good
SandRake	Toro 5040	311000155		10/17/2010	\$14,840	60	\$8,904	1284	Good
Loader	JohnDeere 5310	LV53105133815		10/14/1999	\$24,506	15	\$3,675	5475	Fair
Tractor	JohnDeere 4600	LV4600C360073		10/12/2000	\$19,454	15	\$2,918	7658	Fair
Tractor	JohnDeere 5310	LV53105133816		10/19/1999	\$17,353	15	\$2,602	5990	Fair
Tractor	John Deere 4610	LV4610C264016		12/10/2003	\$19,653	25	\$4,913	6203	Good
Sprayer	Toro MP1250	240000119		10/16/2004	\$23,226	5	\$1,116	1474	Good
Sprayer	Toro MP1250	80111		10/6/1997	\$19,236	0	\$0	1716	Fair
Clubcar	Carry-All 252	ZG0937-05147		11/6/2009	\$7,969	40	\$3,187	1713	Good
Clubcar	Turf 2RXT	XG0415382449		10/12/2004	\$6,789	10	\$678	4406	Good
Clubcar	Turf-2	RG012426807		10/12/2001	\$6,936	5	\$345	4105	Poor
Clubcar	Turf-2	RG012426830		10/12/2001	\$6,936	5	\$345	4477	Poor
Clubcar	Turf-2	VG0036929798		10/13/1999	\$5,969	5	\$298	4893	Poor
Clubcar	Turf-2	RG9912752731		10/16/1998	\$5,603	0	\$0	N/A	Poor
Clubcar	Turf-2	RG9904742237		10/22/1998	\$5,603	0	\$0	4107	Poor
Clubcar	Carry-All	VG0036929799		10/22/1998	\$5,603	0	\$0	3196	Poor
Clubcar	Turf-2	RG9847715814		10/22/1998	\$5,603	0	\$0	3061	Poor
Clubcar	Turf-2	RG9912757727		10/13/1999	\$5,969	0	\$0	5266	Poor
Clubcar	Carry-All	RG9847715816		11/21/2000	\$6,106	5	\$305	N/A	Poor
Gator	JohnDeere	18050		10/21/2003	\$6,545	10	\$654	2792	Poor



CERTIFICATE OF LIABILITY INSURANCE

EXHIBIT
CYPRETT OP ID: MB
17
DATE (MM/DD/YYYY)
03/17/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SIHLE INSURANCE GROUP, INC. P. O. BOX 160398 ALTAMONTE SPRINGS, FL 32716 Lou Mitchell	407-869-0962 407-774-0936	CONTACT NAME: Michelle Benedict PHONE (A/C, No, Ext): 407-389-3527 E-MAIL: mbenedict@sihle.com ADDRESS: mbenedict@sihle.com	FAX (A/C, No): 407-389-8427
INSURED Cypress Golf Management LLC Cypress Golf Course Services 1585 SE Sunshine Ave Port St. Lucie, FL 34952		INSURER(S) AFFORDING COVERAGE INSURER A: Westfield Insurance Group NAIC # 24112 INSURER B: Hanover Insurance Co 22292 INSURER C: Indian Harbor Ins Co INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
GENERAL LIABILITY						
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR	X	CWP6282242	06/08/12	06/08/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 1,000,000
CENT. AGGREGATE LIMIT APPLIES PER POLICY POLY. LOC						
AUTOMOBILE LIABILITY						
A	X ANY AUTO ALL OWNED AUTOS X HIRED AUTOS X SCHEDULED AUTOS NON-OWNED AUTOS		CWP6282242	06/08/12	06/08/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000
X	UMBRELLA LIAB X OCCUR					
A	EXCESS LIAB CLAIMS-MADE RETENTIONS -0-		CWP6282242	06/08/12	06/08/13	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						
	Y/N N/A					ACCIDENTAL TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Professional Liab		LHJ952792100	04/09/12	04/09/13	Prof Liab 1,000,000
C	Pollution Liab		PEC0037911	06/13/12	06/13/13	Pollution 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
City of Pompano Beach is included as additional insured for General Liability where required by contract, as respects to claims arising from operations of Named Insured only.

APPROVED
RISK MANAGEMENT

DATE: 4-4-13

BY: C. Lawrence

CERTIFICATE HOLDER

City of Pompano Beach
Attn: Rick Manager
P O Box 1300
Pompano Beach, FL 33061

CITYPOM

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE