



Buffalo Hill Golf Club * P.O. Box 1116 * Kalispell, MT * 406-756-4549

See what we're all about! <http://www.golfbuffalohill.com>

Request for Qualifications (RFQ)

Introduction: Getting to know KGA/BHGC!

The purpose of this RFQ document is to introduce Kalispell Golf Association (KGA) aka Buffalo Hill Golf Course (BHGC) and to announce its intention to secure an independent contractor to operate Food & Beverage (F&B) effective March 1, 2018. The KGA desires a long term lease with its independent contractor and is prepared to offer a lease agreement to the most qualified candidate

Most importantly, this document provides the opportunity for interested parties to introduce their company and outline qualities necessary to be considered a viable candidate to operate a long term lease at BHGC.

Background:

The Kalispell Golf Association (KGA) is a tax exempt, 501(c)(4), non-equity, association, whose primary purpose is to manage and operate Buffalo Hill Golf Course facilities, including the following;

- 27-Hole, Public Golf Course (Approximately 40,000 rounds per year)
- Full Service PGA Pro Shop
- Full Service Practice Facility
- Clubhouse Food & Beverage Operation (KGA owns an "All Beverage Liquor License")
- Halfway House located at the #10 tee
- Outdoor Patio Bar & Grille (currently under construction)

Ownership:

All buildings, leasehold improvements, and land (approximately 240 acres) are owned by the City of Kalispell, and leased to the Kalispell Golf Association.

Leased Premises:

Since 1946, Kalispell Golf Association has leased the Buffalo Hill facilities from the City of Kalispell as outlined above. The current lease is a 20 year lease signed December 2, 2009. The lease agreement is typically re-negotiated within 5-7 years of termination.

Food & Beverage Operation:

As part of the leased premises, KGA operates and manages a full service bar and restaurant, which is open to the public. The clubhouse F&B operation is open all year and remains very busy with holiday parties in December and January. Other services provided by the Food & Beverage operation include:

- Halfway House at the 10th tee
- Beverage Cart
- Private parties, small and large groups, golf tournaments, etc.
- Patio Bar & Grille (currently under construction)
- Catering Services
- Service to Men's and Ladies Leagues
- Rotary host every week for 7:00 a.m. breakfast meeting
- Kiwanis host every Wednesday for noon lunch meeting

Why is the KGA leasing out the F&B Operation?

After 35 years of management experience at Buffalo Hill Golf Club, KGA's F&B Manager is retiring effective February 28, 2018. Kalispell Golf Association is interested in moving forward under a concession agreement with an experienced, successful, and well qualified F&B operator in order to focus on golf course operations and to allow the F&B operation to grow under the professional direction of an owner who is well capitalized and "invested in the business".

Under this arrangement, the operator will lease the F&B operations from KGA as an independent contractor/operator.

Terms of the concession will be subject to negotiation:

- Term – length of lease (Prefer a long term lease of at least 5 years)
- Base monthly lease payment for buildings, furniture, fixtures, and equipment
- Plus: Percentage of gross sales from all food sales, including clubhouse, HWH, beverage cart, patio, and all other on site food sales.
- Plus: Percentage of gross sales from bar sales, including clubhouse, HWH, beverage cart
- Overhead/Expenses/Capital Expenditures & Improvements
- Bar management fee from KGA to concessionaire (Full Liquor License owned by KGA must be controlled by KGA)

Request for Qualifications (RFQ)

Please follow this format and complete the RFQ in MICROSOFT WORD or other word processor that can be saved as a PDF

Section 1:

Introduction – Tell us a little about you - the applicant:

Name of applicant(s): _____

Business Trade Name: _____

Business Type: C-Corp___ S-Corp___ LLC___ Partnership___ Proprietor___ Other_____

Number of years in business: a. Restaurant: _____ b. Bar: _____

List any other trade names or previous business ownership, the year opened, closed, and reason for closing.

Section 2: Current Business Information:

Please provide a summary of your current operation, including the following:

1. Business name and detailed ownership
2. Year business started
3. Number of staff/team members (FTE) and structure of management
4. Number of days open for business in 2016 & 2017
5. Brief overview of services and products provided
6. Any specialty or unique services

Section 3: Qualifications:

1. Please provide a summary of your unique and professional qualifications related to the areas below pertaining to lease of the clubhouse, patio bar and grille, HWH, and beverage cart.
 - a. Culinary expertise and experience
 - b. Liquor and bar management expertise and experience
 - c. Hiring qualified culinary staff; chef, kitchen manager, wait staff, bartenders, etc.
 - d. Experience in Human Resources and employment practices
 - e. Marketing expertise and experience
 - f. Will you provide a marketing and business plan if selected concessionaire/independent contractor?
 - g. Computer hardware and software expertise and experience
 - h. Other qualifications for consideration (anything you'd like to expand on)

Section 4: Lease History

1. Please list previous business lease history or current lease arrangement (buildings, equipment, or other business property).

Section 5: Declarations:

1. Have you ever been charged with a felony?
2. Are you and your business holdings current with all federal and state income tax and business filings?
3. Are you and your business holdings current with all IRS 941/940, and all other EMPLOYMENT taxes?
4. Are you and your business holdings current with all State Income Withholding taxes?
5. Do you possess the necessary financial resources to honor a long term F&B lease agreement with KGA? The following is an estimate of start-up costs:
 - a. Purchase initial restaurant/food inventory: \$10,000
 - b. Retain one month employee's payroll estimated at: \$15,000
 - c. Purchase initial supplies and computer system: \$10,000
 - d. First, month lease and security deposit: \$10,000
 - e. Working capital: \$30,000

Estimated Total \$75,000

Section 6: What's next?

KGA will review completed all RFQ's upon receipt. We will then select qualified candidates for follow-up interviews and discussion. As we move through the process, we may request additional information such as a business operations plan, insurance requirements, P&L projections, etc.

Upon completion of your RFQ, please return via email (in Word or PDF format) to:

steved@golfbuffalohill.com Steve Dunfee, General Manager (406-756-4549)

Please complete RFQ in MICROSOFT WORD

Write "RFQ" in email the subject area.

Submit as a Word or PDF document

Deadline for Submission: December 15, 2017

Thank you for your interest in Buffalo Hill Golf Club!

End

