



Request for Proposals

For

Golf Instructional Services and Youth Summer Enrichment Camp Services

Bid Number: 20322

Commodity Code(s):

95283, 98864, 98865, 97565, 97565, 99068, 65072,
65050, 91827, 91876, 91522, 96153, 91821, 91820,
65023, 90554, 91250, 97538, 98831

Guilford County Purchasing Department
Truist Building
201 West Market Street, Suite 304
Greensboro, NC 27401

PROPOSAL SCHEDULE

(Note: The dates below are subject to change)

Request for Proposal
for
**Golf Instructional Services for
Youth Summer Enrichment Camp Services**

Bid Number 20322

Advertisement Date	September 28, 2026
Non-Mandatory Pre-Proposal ZoomGov Meeting	October 5, 2026, at 10:00 A.M., Eastern Time
Last Day for Questions	October 12, 2026, at 2:00 P.M., Eastern Time
Proposal Due Date	October 21, 2026, at 2:00 P.M., Eastern Time

I. Introduction

The Guilford County Purchasing Department is soliciting proposals from qualified firms to provide Golf Instructional Services and Youth Summer Enrichment Camp Services at Bur-Mil Park, located at 5834 Bur-Mil Club Road, Greensboro, North Carolina.

Guilford County Parks & Recreation seeks partnerships with organizations that can provide safe, professionally managed, high-quality recreational services that enhance opportunities for residents while maximizing the effective use of County-owned facilities and amenities. Organizations may submit proposals for Golf Services, Youth Summer Enrichment Camp Services, or both. The County invites all interested and qualified firms who meet the requirements below to submit a response to this RFP.

II. General Information

A Non-Mandatory Pre-Proposal ZoomGov Meeting will be held on October 5, 2026, at 10:00 A.M., as instructed below. You may join the ZoomGov Meeting from your computer, tablet or smartphone.

For best results, use Chrome as your web Browser:

<https://www.zoomgov.com/j/1659706539?pwd=KItpseNDFoQokXqv1sH3r8Fxvy8tp.1>

Meeting ID: 165 970 6539

Passcode: 812026

One tap mobile

+16692545252,,1659706539# US (San Jose)

+16469641167,,1659706539# US (US Spanish Line)

Dial by your location

- +1 669 254 5252 US (San Jose)
- +1 646 964 1167 US (US Spanish Line)
- +1 646 828 7666 US (New York)
- +1 415 449 4000 US (US Spanish Line)
- +1 551 285 1373 US (New Jersey)
- +1 669 216 1590 US (San Jose)

Meeting ID: 165 970 6539

Find your local number: <https://www.zoomgov.com/u/ac3nCtepST>

Join by SIP

- 1659706539@sip.zoomgov.com

Join by H.323

- 166.108.98.42 (US West)
- 166.108.66.42 (US East)

Terms of Contract

The selected Provider will enter into a contract with the County as outlined in this RFP for a five (5) year term with no options to renew.

A. Causes for Cancellation and/or Termination

1. That the contract was secured by a fraudulent act, statement or material fact or that a fact concerning the firm was not disclosed at the time of the contract award, if known and would have caused the refusal to enter into a contract by the County.
2. The Provider has not complied with all the provisions and requirements set forth in the Request for Proposal or the contract with the County. If non-compliance occurs, the contract may be revoked and will not be reinstated during the current contract cycle
3. The Provider has violated any of the regulations established by the Federal and State laws.
4. Either party may terminate the agreement for any reason without penalty upon thirty a thirty (30) days written notice to the other party.

B. No bid deposit or performance bonds are required

III. Bid Requirements for Electronic Events

1. All Respondents who plan to submit a proposal must register in the Guilford County's Vendor Self Service (VSS) System. Instructions to register as a Vendor, update registration and submitting bids are available at:
<https://www.guilfordcountync.gov/government/departments-and-agencies/finance/purchasing>
2. Electronic responses should be made through Guilford County's Vendor Self Service automated bidding system at: <https://guilfordcountync.munisselfservice.com>. **For the best results, use Google Chrome as your web Browser.** On the left-hand side of the screen, click on **Bids** and then you can search by the type, number, description or status. On the right-hand side of the screen, you can click **Login** to submit your response. Click on the Bid Number to open it, then Click on Create Bid and follow the instructions for each tab. All responses must be submitted electronically by the event date and closing time. There will be **NO EXCEPTIONS**. The system cannot accept late submittals.
3. All questions pertaining to this RFP must emailed to the Guilford County Purchasing Department at DG_Purchasing@guilfordcountync.gov in accordance with this event schedule. The bid number and title of the project must be referenced in the email. Each question asked will be answered for all Respondents to view by way of an Addendum and posted in the automated bidding system. No question will be considered after the Q&A close date and time. **NO EXCEPTIONS**. Please note it is the Respondent's responsibility to review all questions, answers and attachments prior to submitting their response.
4. During the bidding process, from the release of advertisement on September 28, 2026, through the date in which a contract for this solicitation has been awarded and fully executed, please ensure that all communications, including questions, concerns, or request for clarification are directed exclusively to the Guilford County Purchasing Department at DG_Purchasing@guilfordcountync.gov We recognize that you may have established professional relationships with other departments or county personnel through prior work or contracts. However, to preserve the integrity of the procurement process and to ensure a fair, transparent and unbiased evaluation for all participants, all communication must follow this established channel through the duration of this solicitation.

5. Respondents are strongly encouraged to submit their proposal with all required documentation at least twenty-four (24) hours in advance. The County will not be responsible for any technical difficulties that may arise and result in the inability to submit.
6. Respondents are responsible for checking the event for any addendums prior to completion and submission of their response. Addendum acknowledgement and requirements, if any, must be included in each submittal.
7. **To complete the items portion of a submittal in Vendor Self Service, open the items tab to enter (\$1.00) in the online Bid Response. However, please be sure to download and complete the fillable Revenue Proposal Form – Attachment 1 and upload back in the system to your online response to that we may capture pricing information. Please make sure you review your revenue proposal/pricing information carefully prior to submission.**
8. To complete an electronic submittal, be **sure to click the “Submit Bid” button**. Your response will not be part of the submitted responses until submitted via the “Submit Bid” button.
9. To receive future notification, you must be registered as a Vendor in the Guilford County’s Vendor Self Service System under Commodity Code 95283, 98864, 98865, 97565, 97565, 99068, 65072, 65050, 91827, 91876, 91522, 96153, 91821, 91820, 65023, 90554, 91250, 97538, 98831. Please note, Vendors registered under the selected commodity code prior to the opening of this event will receive electronic notification(s) of the activity regarding changes made to the event; however, it is your responsibility to view the event for changes and updates.

IV. Evaluation and Selection Process

An Evaluation Committee will have responsibility for reviewing and evaluating all proposals and required documents submitted in response to this RFP. All proposals properly submitted and received will be evaluated against the award criteria outlined in this RFP. The absence of required information may result in exclusion of the proposal from further analysis or evaluation.

The County reserves the right to reject all proposals or waive technicalities in order to award a contract, which may be determined to be in the best interest of the County. The County also reserves the right to make the award in whole or part. The County reserves the right to include outside consultants to assist in the evaluation process.

V. Criteria for Award

Guilford County has the discretion to award one or multiple providers deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in this RFP. Price shall be considered but shall not be the sole determining factor. Once the proposals are ranked and the most qualified Provider(s) are determined, the County may conduct further negotiations, and/or request presentations from Provider(s) to further assist in the clarification of information and selection process. ***An award of a bid is not an acceptance of contract terms provided by Vendor unless expressly accepted by County.***

The Evaluation Committee will be guided by the following point system, which has 100 points as the maximum total:

Category	Points
Experience/Qualifications/References	0 to 30
Technical/Work Requirements	0 to 25
Revenue Proposal/Pricing	0 to 30
Staffing Requirements	0 to 15
Financial Stability	Pass/Fail
Possible Total	100

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GOLF INSTRUCTIONAL SERVICES AND YOUTH SUMMER ENRICHMENT CAMP SCOPE OF WORK

This Bid and Scope of Work cover the requirements for services to be performed and will become an integral part of the contract between Guilford County and the Provider. The Provider must comply with the Scope of Work as outlined. All services shall be provided in a competent, workmanlike and professional manner acceptable to the County.

1.0 Purpose: The Guilford County Purchasing Department is soliciting proposals from qualified firms to provide Golf Instructional Services and Youth Summer Enrichment Camp Services at Bur-Mil Park, located at 5834 Bur-Mil Club Road, Greensboro, North Carolina.

2.0 Background: Bur-Mil Park is one of Guilford County's premier regional park facilities serving residents throughout Guilford County and the surrounding area. The park offers a variety of recreational amenities including a lighted Par 3 golf course, driving range, clubhouse facilities, aquatic center, playgrounds, walking trails, open space, and indoor program areas.

The County desires to partner with experienced organizations capable of providing instructional golf services and youth enrichment programming that align with the County's mission of promoting recreation, education, wellness, and lifelong learning opportunities. The County's objective is to ensure that programs are accessible, professionally managed, financially sustainable, and responsive to community needs.

3.0 Work Requirements:

3.1 The awarded Provider Shall:

- Maintain all required business licenses and permits necessary to perform services.
- Carry and maintain insurance coverage throughout the contract term.
- Comply with all applicable federal, state, and local laws, regulations, and ordinances.
- Provide qualified personnel with the experience and credentials necessary to successfully deliver services.
- Maintain a safe environment for participants, staff, and visitors.
- Conduct criminal background checks on all personnel working directly with youth participants.
- Provide all staffing, supervision, equipment, supplies, and materials necessary to conduct approved programs unless otherwise agreed upon by the County.
- Maintain accurate records related to participation, attendance, incidents, and program operations.
- Cooperate with County staff regarding scheduling, marketing, reporting, and operational coordination.
- Maintain professional customer service standards at all times.
- Provide monthly reports summarizing participation levels, programming activities, and operational outcomes.
- Be financially capable of supporting program operations and covering operational expenses associated with service delivery.

4.0 Scope of Work for Golf and Summer Enrichment Camp Services

- 4.1 The Provider shall develop, coordinate, manage, and implement recreational golf instructional services and/or youth summer enrichment camp services designed to meet the recreational and educational needs of Guilford County residents.
- 4.2 Programs shall be designed to promote participation, skill development, healthy lifestyles, social interaction, recreation, and positive community engagement.
- 4.3 The County encourages innovative programming that expands recreational opportunities while ensuring affordability and accessibility for participants.
- 4.4 For Golf Services the Provider shall:
- Develop and implement golf instructional programs for youth and adults.
 - Provide private lessons, group lessons, clinics, camps, beginner instruction, and advanced instructional opportunities.
 - Employ qualified golf instructors with demonstrated experience in golf instruction and player development.
 - Provide all instructional equipment necessary to conduct golf programs.
 - Establish program schedules that maximize public participation opportunities.
 - Maintain participant attendance records.
 - Coordinate facility use schedules with County staff.
 - Provide customer service support for participants and families.
 - Assist with program marketing and promotional efforts.
 - Submit annual program plans and fee schedules for County review and approval.
 - Provide participation and revenue reports as requested by the County.
- 4.5 For Summer Enrichment Camp Services the Provider Shall:
- Operate structured youth summer enrichment camp programs for children ages 5–13.
 - Provide camp programming Monday through Friday during the summer season.
 - Offer activities that promote education, recreation, creativity, leadership development, wellness, and social growth.
 - Provide qualified camp staff and supervisors.
 - Maintain appropriate staff-to-participant ratios.
 - Conduct criminal background checks on all camp personnel.
 - Provide all supplies, materials, and equipment necessary to conduct camp activities.
 - Develop emergency procedures and participant accountability systems.
 - Maintain attendance records and participant information.
 - Provide excellent customer service to participants and parents.
 - Submit camp schedules, activity plans, and fee schedules for County review and approval.
- 4.6 The County Shall:
- Provide access to approved facilities and recreational amenities necessary for program delivery.
 - Coordinate facility scheduling with the Provider.
 - Maintain County-owned facilities and infrastructure.
 - Review and approve program schedules, fee structures, and marketing materials.

- Provide marketing assistance through County communication channels when feasible.
- Include approved programs within County program guides, websites, and promotional materials.
- Provide reasonable support and coordination through designated County staff.
- Monitor program performance and contract compliance.
- Work cooperatively with the Provider to address operational concerns and opportunities for improvement.
- The County reserves the right to schedule County-sponsored programs, maintenance activities, and special events within County facilities.

5.0 General Conditions

- 5.1 The Provider shall operate programs in a manner that reflects positively on Guilford County Parks & Recreation and supports the County's mission, values, and customer service expectations.
- 5.1 The Provider shall maintain appropriate records and documentation necessary to demonstrate compliance with contract requirements.
- 5.3 The Provider shall promptly notify the County of any incidents, accidents, injuries, or situations that may affect program operations or participant safety.
- 5.4 The Provider shall comply with all County policies and procedures applicable to facility use and public operations.

6.0 Park Facilities

- 6.1 Facility assignments shall be determined during contract negotiations and may be adjusted based on operational needs.
- 6.2 The County retains ownership and operational control of all facilities.
- 6.3 The Provider shall be responsible for maintaining all assigned spaces in a clean, orderly, and safe condition.
- 6.4 The Provider shall be responsible for maintaining all assigned spaces in a clean, orderly, and safe condition.
- 6.5 Potential Facilities May Include:
- Golf Services Facility
- Driving Range
 - Par 3 Golf Course
 - Golf Instruction Areas
 - Office Space
 - Storage Areas
 - Clubhouse Meeting Rooms

Youth Summer Enrichment Services Facility

- Indoor Program Rooms
- Aquatic Center
- Playground Facilities

- Walking Trails
- Open Recreation Areas
- Athletic Fields and Courts as approved

6.6 Marketing/Branding

- The Provider shall collaborate with Guilford County Parks & Recreation regarding all marketing and promotional efforts.
- All marketing materials, advertisements, brochures, websites, social media content, and promotional items referencing County facilities or programs shall be subject to County review and approval.
- The Provider shall not represent itself as Guilford County Parks & Recreation but may identify itself as an approved program provider operating within County facilities.
- All use of County logos, trademarks, and branding shall require prior approval.

6.7 Subcontracting

- The Provider shall not subcontract any portion of the services outlined in this RFP without prior written approval from Guilford County Parks & Recreation.
- The Provider shall remain fully responsible for the performance, conduct, and compliance of any approved subcontractor.

6.8 Evaluation / Assessments

The Provider shall participate in periodic evaluations conducted by the County. Programming evaluations may include:

- Participation levels
- Customer satisfaction
- Program quality
- Community impact
- Financial performance
- Compliance with contract requirements
- Facility stewardship
- Customer service performance
- The County reserves the right to request corrective action plans when deficiencies are identified.

7.0 Schedules/Timelines

7.1 Program schedules shall be coordinated with County staff and approved prior to implementation.

7.2 Providers shall submit annual operating schedules and program calendars for review.

7.3 Program schedules may be adjusted to accommodate facility availability, County events, maintenance projects, weather conditions, and operational need

7.4 Golf instructional programming may be offered throughout the calendar year and may include:

- Private Lessons
- Group Lessons
- Beginner Instruction
- Junior Golf Programs

- Adult Golf Programs
- Senior Golf Programs
- Golf Clinics
- Seasonal Golf Camps

The Provider shall submit annual schedules, instructional plans, and proposed operating hours for County approval.

7.5 Youth Summer Enrichment Camp

- Youth Summer Enrichment Camp programming shall operate during the summer school break period.
- Programs should consist of a minimum of eight (8) consecutive weeks and may extend up to ten (10) weeks based upon demand and facility availability.
- The Provider shall provide:
 - Monday through Friday operations
 - Structured daily programming
 - Educational and recreational activities
 - Participant supervision throughout operating hours
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The Provider shall submit annual camp schedules, activity plans, staffing plans, and participant fee schedules

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QUALIFICATIONS AND SUBMISSION REQUIREMENTS

In order to facilitate the analysis of responses to this RFP, all Respondents are required to prepare their proposals in accordance with the instructions outlined in this section. To be considered for selection, upload your proposed package into the County's Vendor Self Service System and submit all required supplemental information electronically. Proposals should be prepared as simple as possible and provide a straightforward, concise description of the Respondents' capabilities to satisfy the requirements of the RFP. All pages in your response shall be properly formatted and provide the following basic information:

Failure to provide all required information, documents, and attachments as outlined under Qualification and Submission Requirements, may result in the Provider being deemed non-responsive. Providers are responsible for reviewing each requirement carefully and submitting all required information and documentation. Where a form or template is provided as an attachment, the Provider must complete and return the applicable attachment. Where a standalone document is required, the Provider must prepare and submit the requested document in accordance with the requirements of the solicitation. All required signatures and notarizations must be completed where indicated.

Tab 1: Revenue Proposal Form

Please be sure to download and complete the fillable **Revenue Proposal Form - Attachment 1** back in the system to your online response. Please review your revenue proposal/pricing information carefully prior to submission!

Tab 2: Executive Summary

This section of the response to the RFP should be limited to a brief narrative highlighting the Provider's proposal. Within this section, the Provider should highlight briefly their abilities and inabilities upon the requirements requested. This section should be submitted as a standalone document (No form provided).

Tab 3: Provider's Qualifications Form

Complete the **Provider Qualifications Form - Attachment 2** to provide specific information as requested and upload as an attachment to your response.

Tab 4: Proposed Services to be Provided

The Provider shall present, in detail, features and capabilities of their proposed services to be provided. The Provider should state what implementation services will be provided, processes, control points and time frames for the on-going services. In addition, please describe all the services that their company provides. If other ancillary services are available that may be deemed pertinent to the process, please describe them in full detail. This section should be submitted as a standalone document (no form provided).

Tab 5: Provider References Form

Utilize the **References Form – Attachment 3** to provide a listing of references to include phone numbers and contact names.

Tab 6: Other Bid Event Forms

Please download to complete, sign and date the attached forms. Be sure to upload the forms back in the system to your online response.

- **W-9 Form - Attachment 4**

- **Addendum Acknowledgement Form - Attachment 5**
Respondents are required to acknowledge all addenda received and include the completed form with their submission. If no Addendum was issued, please indicate N/A for Not Applicable on the Addendum form.
- **Non-Collusion Affidavit - Attachment 6**
The non-collusion affidavit is required to certify that the respondent's submission was prepared independently and without collusion, fraud, or any agreement with other respondents that could restrict or eliminate competition. The affidavit helps preserve the integrity of the procurement process by promoting fair and open competition.
- **Affidavit of Compliance (E-Verify) - Attachment 7**
The E-Verify Affidavit is required to document the Respondent's compliance with applicable North Carolina laws regarding employment eligibility verification. By executing the affidavit, the respondent certifies, as applicable under North Carolina law, its participation in the E-Verify program and compliance with the legal requirements for verifying the work authorization of newly hired employees.

Tab 7: Other Attachments

Please refer to the following attachments for information purposes only:

- **Basic Insurance Requirements**
Basic insurance requirements are provided for informational purposes only to assist respondents in understanding the minimum insurance coverage that may be required under any resulting contract. The awarded respondent will be required to furnish acceptable certificates of insurance (COI). Final insurance requirements are subject to the terms and conditions of the executed contract.
- **RFP Proposal Checklist**
This checklist is intended to help identify the forms, certifications, and supporting documentation required as part of the solicitation package. The checklist is provided for convenience only. Respondents remain solely responsible for submitting a complete and compliance response.
- **Sample Contract**
The attached contract is provided for informational purposes only to familiarize respondents with general terms and conditions that may apply to any resulting agreement. The award of a proposal does not constitute acceptance or execution of the attached contract. The final contract will be negotiated, reviewed and executed between the County and the successful respondents and may be modified as necessary to reflect the final scope of services, negotiated terms and applicable legal requirements.
- **Exhibit 1 – Historical Monthly Utility Costs**