



NOTICE TO BIDDERS

Request for Proposals: Golf Course Management Services

The Oklahoma Space Industry Development Authority (OSIDA) is currently seeking competitive proposals from qualified firms or individuals to provide professional Management and Operational Services for The Greens Golf Course, a 9-hole municipal facility located in Burns Flat, Oklahoma.

Project Overview: The Greens is a par-36, 9-hole regulation course that serves as a vital recreational hub for Washita County and Western Oklahoma. OSIDA is looking for a partner to oversee all aspects of the facility, including turf maintenance, pro shop operations, cart fleet management, and community marketing.

Key Requirements:

- Proven experience in golf course operations.
- Ability to manage all daily staffing and financial reporting.
- A strategic plan for increasing local play and hosting tournaments.

Proposal Package: Complete RFP specifications, including course data, equipment inventory, and submission guidelines, may be obtained:

- **By Email:** Request via chris.wadsworth@aerospace.ok.gov

Submission Deadline: Proposals must be received no later than **5:00 pm, October 31, 2026**. Proposals received after this time will not be considered.

Pre-Bid Site Visit: If you are interested in scheduling a tour of the golf course, please contact Joe Callahan, Infinity One Spaceport Manager, at joe.callahan@aerospace.ok.gov.

OSIDA reserves the right to reject any or all proposals and to waive any informalities or irregularities in the bidding process.



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Request for Proposals (RFP): Golf Course Management Services

Location: The Greens Golf Course, Burns Flat, OK

Issue Date: September 10, 2026

Proposal Due Date: October 31, 2026

1. Introduction & Background

The Oklahoma Space Industry Development Authority ("OSIDA") is seeking proposals from qualified individuals or firms to provide professional management, operation, and maintenance services for The Greens Golf Course located on the premises of the Infinity One Oklahoma Spaceport in Burns Flat, OK.

The facility is a 9-hole, par-36 regulation course measuring approximately 3,283 yards. Originally built in 1957, it serves as a key recreational asset for Washita County and Western Oklahoma.

2. Scope of Services

The selected respondent will be responsible for the "turnkey" operation of the golf course facility, including:

- **Daily Operations:** Managing the clubhouse, tee time scheduling, and green fee collection.
- **Turf Maintenance:** Comprehensive maintenance of greens (Bent grass), fairways (Bermuda), tee boxes, other golf course grasses, bunkers, and irrigation systems.
- **Equipment & Carts:** Management and maintenance of the golf cart fleet (provided by the selected respondent) and course maintenance equipment (provided by selected respondent).
- **Marketing & Programming:** Developing initiatives to increase rounds played, hosting tournaments, and managing junior golf or instructional programs.
- **Financial Reporting:** Maintaining transparent records of all revenues and expenses for periodic audit by OSIDA.



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3. Submission Requirements

Proposals must include the following sections to be considered:

Section	Requirements
Executive Summary	A brief overview of the proposer's experience and vision for the course.
Qualifications	Resumes of key personnel and a history of managing similar 9-hole or municipal facilities.
Operational Plan	A detailed plan for staffing, maintenance schedules, and customer service standards.
Financial Proposal	Proposed compensation structure (e.g., fixed management fee, revenue sharing, or lease-to-operate) with the understanding that OSIDA is required by FAA regulations to receive fair market value for any non-aeronautical property it leases.
References	At least three (3) professional references from similar municipal or private golf operations.

4. Submission Instructions

All submissions should be submitted electronically to Chris Wadsworth at chris.wadsworth@aerospace.ok.gov by 5:00 pm on October 31, 2026.



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Appendix A: Bidder Submission Checklist

Project: Management of The Greens Golf Course

Proposer Name: _____

Before submitting your proposal, please ensure that all the following documents and sections are included. **Failure to provide any of the mandatory items marked with an asterisk (*) may result in the immediate disqualification of your bid.**

1. Administrative Requirements

- ☐ *Cover Letter:** Signed by an authorized representative of the firm/individual.
- ☐ Executive Summary*: A two-page (max) overview of your proposal.
- ☐ Proof of Entity: Documentation showing legal business status (LLC, Corporation, etc.) or individual identity.
- ☐ Financial Statements: Disclosure of financial capacity to operate the course (e.g., last 2 years of profit/loss or a letter of credit).

2. Technical & Operational Documents

- ☐ *Management Plan:** Detailed daily operating hours, staffing levels, and customer service policies.
- ☐ *Maintenance & Agronomy Schedule:** Specific plans for green aeration, fertilization, irrigation management, and winterization.
- ☐ Equipment Inventory Plan: A list of any equipment the bidder intends to bring to the facility.
- ☐ Marketing & Programming Plan: Calendar of proposed tournaments, leagues, or junior golf initiatives.

3. Regulatory & Compliance

- ☐ *Certifications/Licenses:** Copies of current Pesticide Applicator Licenses (Category 3A) and any PGA/GCSAA certifications.



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- [] *Insurance Accord:** Proof of ability to meet minimum insurance requirements (General Liability, Workers' Comp, etc.).
- [] *References:** List of at least three (3) professional references with current contact information.
- [] *Non-Collusion Affidavit:**

4. Financial Proposal

- [] *Fee Schedule:** Clear breakdown of management fees, revenue sharing percentages, or lease payments.
- [] Capital Improvement Suggestions: List of recommended course improvements and proposed funding methods.

Submission Instructions

- [] **Digital:** Email all documents to chris.wadsworth@aerospace.ok.gov
- [] **Deadline:** Proposal is submitted before **5:00 pm** on **October 31, 2026**.