

## MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation  
DATE: January 2, 2018  
RE: Request Approval – Golf Cart Lease and Maintenance Agreements

### INTRODUCTION:

Please accept this memo and the attached information as a request for approval of a Golf Cart Lease Agreement and a Golf Cart Service Agreement. As the 2018 golf season is rapidly approaching, it is necessary to secure agreements for the provision of 47 golf carts and service agreements for the same.

### BACKGROUND:

In December of 2017 a Request for Proposal was sent to perspective vendors soliciting for a multi-year lease arrangement for the provision of 47 golf carts. Price quotes were received from three vendors. The total price includes lease of carts, annual delivery, winter storage, and regular and seasonal maintenance. As the attached memo from Brett Parcher, Golf Course Supervisor shows, the lowest responsive and responsible quote is from Harris Golf Cars from Dubuque, Iowa in the amount of \$631.62 annually per cart.

As the financing institution does not perform cart service and the maintenance provider does not offer financing, it is necessary to have approval on both a financing agreement and a maintenance agreement.

### RECOMMENDATION/RATIONALE:

As this time staff would recommend that the City Council approve a Golf Cart Lease Agreement with Yamaha Motor Corporation, USA. in the amount of \$521.58 annually for each of the 47 carts for a period of five (5) years.

Additionally, at this time staff would recommend that the City Council approve a five (5) year service agreement with Harris Golf Cars for the annual maintenance of the before mentioned leased golf carts in the amount of \$110.04 per cart. The cost of the maintenance agreement is directly linked to the previously proposed lease agreement.

### BACKUP INFORMATION:

1. Golf Course Supervisor Memo of Recommendation

Thank you for your time and attention to this matter. Please contact me if you have any questions, comments, or concerns.

C. Brett Parcher, Golf Course Supervisor  
Dave Crawley, Golf Professional  
Nancy Lueck, Finance Director

MEMORANDUM

January 2, 2018

TO: Richard Klimes, Director of Parks and Recreation  
FROM: Brett Parcher, Golf Course Supervisor  
SUBJECT: Golf Cart lease agreement

The current golf cart lease agreement at Muscatine Municipal Golf Course expired at the end of the 2017 golf season. A request for proposal was sent out and three companies responded. All three suppliers will meet all the requirements in the “scope of services,” and will be able to provide the 47 vehicles that are required. Below is a brief cost overview of the results:

<u>Company</u>	<u>Brand</u>	<u>Annual Lease &amp; Maintenance Cost</u>
Harris Golf Cars	Yamaha	\$631.62
M&M Golf Cars	Club Car	\$711.26
Miller and Sons	EZ Go	\$1,204.98

After reviewing the proposals, I recommend that we enter into a five year lease and maintenance agreement with Harris Golf Cars. Harris golf cars has been the golf cart provider for Muscatine Municipal Golf Course for the last ten years and has provided a quality Yamaha cart and has also provided quality service for these carts. Harris has also provided good customer service and has responded in a timely manner to all of our needs. The five year lease and service agreement with Harris Golf Cars will allow the golf course to secure the best pricing and maintenance for the carts.

Brett Parcher  
Golf Course Supervisor