

City Council – Action Request Form

Date: August 15, 2023

To: Mayor, Mayor Pro Tempore and Members of the City Council

From: Johnnie Taylor, Interim City Manager
William Royston, Recreation & Parks Director
Tawanna Gates, Interim Purchasing Director

Council Action Requested:

Resolution Awarding Contract for Golf Cart Leasing Services at Winston Lake Golf Course.

Strategic Focus Area: Service Excellence

Strategic Objective: Ensure Service Delivery Efficiency and Effectiveness

Strategic Plan Action Item: No

Key Work Item: No



Summary of Information:

On February 8, 2023, the Purchasing Department issued a Request for Proposals (RFP) for the lease of 70 golf carts for use at Winston Lake Golf Course and on February 28, 2023, no proposals were received. City Purchasing staff also made two additional attempts to receive proposals on March 24, 2023, and April 28, 2023, but no proposals were received on either attempt to rebid the services.

As a result of the unsuccessful attempts to bid the services, it was the Purchasing Department's recommendation that the department attempt to secure informal quotes for a five-year lease agreement and on May 9, 2023, one quotation was received from Yamaha Golf Cart Company of Greensboro, NC. Per that quotation, Yamaha Golf Cart Company is offering the City a five-year lease for 70 Yamaha golf carts at a monthly price of \$62.00 per cart for an annual lease payment amount of \$52,080 with a five-year total contract amount of \$260,400.

The vendor has also offered a credit of up to \$147,000 in exchange for the trade-in of used EZ-GO golf carts currently in use at Winston Lake.

N.C.G.S 143-129.7 provides "...the awarding authority may award a contract for both the purchase of the apparatus, supplies, materials, or equipment and the sale of trade-in property taking into consideration the amount offered on the trade-in when applying the criteria for award.

Committee Action:

Committee	FC 8/15/2023	Action	Approval
------------------	--------------	---------------	----------

For	Unanimous	Against	
------------	-----------	----------------	--

Remarks:

It is the department's recommendation that a contract be awarded to Yamaha Golf Cart Company for a five-year lease of 70 Yamaha golf carts in the annual payment amount of \$52,080 with a total five-year total contract amount of \$260,400.

Funds to cover the cost of this contract's services for FY 23-24 and subsequent years of the leasing agreement are subject to future budget appropriations.

M/WBE comment: Notifications of the bid opportunity were sent directly to 10 businesses known to provide these services, including one local business and notifications were sent to all local M/WBE and regional HUB businesses on a bi-weekly basis. The bid was also advertised on the city and state websites. See Exhibit A for a complete list of businesses notified and workforce demographics for the awarded vendor.