

Purchasing Department

Kathryn Kasper
Purchasing Agent



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Honorable Mayor John Dickert and the
Members of the Common Council
730 Washington Avenue
Racine, WI 53403

Ladies and Gentlemen:

I am requesting permission to appear before the Finance and Personnel Committee and the Parks, Recreation and Cultural Services Board to discuss the results of Official Notice #2-2017, Request for Proposal, Golf Course Lease and Management Services.

The Request for Proposals technique is frequently used by the City when bidding for services as opposed to bidding for goods or when price is not the major determining factor in a purchase.

We sent a number of bid packages out, had three vendors attend the mandatory walkthrough and received two (2) responses. The responses were read and evaluated according to the criteria outlined in the RFP by the selection committee. These two firms were invited to make a presentation to the selection committee; the selection committee then chose the preferred vendor based on the initial scores and the interview process. The two firms were Billy Casper Golf and Green Golf Partners.

The evaluation criteria for this RFP and their respective weights were; Lease Payment Percentages and other financial commitments - 35%; Experience and qualifications - 25%; Financial Responsibility - 20%; Personnel Credentials - 10%; Overall Responsiveness and Compliance to RFP Requirements - 10%. Reference calls were made by the selection committee and the purchasing agent to customers of both organizations.

The selection committee for this RFP consisted of David Brown, Finance Director, Tom Molbeck, Director of PRCS, Robert Rafel, Parks Specialist and Jim Kozina, member of the golf community and the Golf Liaison Committee.

The Purchasing Agent attended the evaluation meetings, the presentations and the reference calls and acted as a moderator and facilitator. The Purchasing Agent was not a voting member of the evaluation committee.

Based on the scoring of this RFP the selection committee is recommending that the Purchasing Agent be authorized to negotiate and contract with Green Golf Partners for the provision of Lease and Management Services for the Golf Courses.

This agreement will generate funds for the city in the Golf Course Enterprise Fund. Based upon the initial proposal before any negotiations, Green Golf Partners has proposed to grant the city 7.5 % of combined gross revenues and 5% additional of all revenue exceeding \$1.6 million. The City anticipates this would be approximately \$125,000-\$135,000 in revenue per year.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Kathryn Kasper', written in a cursive style.

Kathryn Kasper
Purchasing Agent

cc: Mr. David Brown
Mr. Tom Molbeck
Mr. Robert Rafel
Mr. Jim Kozina