

Department of Parks, Recreation  
& Conservation

16480

December 28, 2010

TO: Board of Acquisition and Contract

FROM: Kathleen M. O'Connor  
Commissioner, Department of Parks, Recreation and Conservation

RE: Authority to enter into a license agreement with Metro Golf Corporation, 113 White Road, Scarsdale, New York 10583 for the operation of the golf professional concession at Saxon Woods Golf Course for the period of January 1, 2011 through December 31, 2015 with the sole option of the County to extend the agreement for an additional period of five years for a license fee to be negotiated

Authority is requested to enter into a license agreement with Metro Golf Corporation ("Metro"), 113 White Road, Scarsdale, New York 10583, for the golf professional concession at Saxon Woods Golf Course for the period of January 1, 2011 through December 31, 2015, with the sole option of the County to extend the agreement for an additional period of five years for a license fee to be negotiated.

Metro will collect all golf cart revenue and deposit it into a County account. During each year of the license, the County will remit to Metro from the proceeds, \$14.00 for every 18-hole golf cart rental up to 10,000 18-hole golf cart rentals and \$8.00 for every 18-hole golf cart rental in excess of 10,000 18-hole golf cart rentals. The County shall also remit to Metro \$8.00 for every 9-hole golf cart rental. The remaining portion of the golf cart revenue shall be kept by the County as a license fee. It is projected that over the term of this agreement, the County will receive an estimated additional \$120,000 over the prior agreement.

The golf professional manages the golf cart operation and practice area, provides lessons and rents hand-pulled carts. For the privilege of operating the golf professional shop, Metro will pay to the County an annual license fee of \$12,000.

In addition, Metro shall make improvements to the golf professional shop and practice area valued at \$17,700 as listed on the attached schedule.

Although licenses are exempt from the County's Procurement Policy pursuant to Section 3(b) therein, a Request for Proposals was sent to 26 individuals and organizations. The RFP was also forwarded to the Metropolitan Professional Golfers Association and was advertised in the Journal News and on the Westchester County Department of Parks, Recreation and Conservation website.

A total of four proposals were received with Metro offering the highest license fee to the County.

The goal of this agreement is to provide revenue for the County and supply important services for golfers. The objective of this agreement will be tracked and monitored through site visits and interactions with staff.

This agreement is exempt from the Westchester County procurement policy pursuant to Section 3(b), thereof.

Accordingly, approval of the attached resolution by your Honorable Board is most respectfully requested.

APPROVED BOARD OF ACQUISITION & CONTRACT - 1-13-2011 - JOMARY VIEIRA, SECRETARY

## RESOLUTION

Upon a communication from the Commissioner of Parks, Recreation and Conservation, be it hereby

**RESOLVED**, that the County of Westchester is hereby authorized to enter into a license agreement with Metro Golf Corporation, ("Metro"), 113 White Road, Scarsdale, New York 10583 for the operation of the golf professional concession at Saxon Woods Golf Course, Scarsdale, New York for the period of January 1, 2011 through December 31, 2015 with the sole option of the County to extend the agreement for an additional period of five years for a license fee to be negotiated; and be it further

**RESOLVED**, that for the privilege of operating the golf professional concession, Metro will receive the following, the balance of golf cart revenue being retained by the County as a license fee during each year of the license agreement: \$14.00 for every 18-hole golf cart rental up to 10,000 golf cart rentals and \$8.00 for every 18-hole golf cart rental in excess of 10,000 18-hole golf cart rentals and \$8.00 for every 9-hole golf cart rental; and be it further

**RESOLVED**, that a golf cart rental shall be defined as the fee paid for each golf cart that is used, not each golfer; and be it further

**RESOLVED**, that Metro shall make improvements to the golf professional shop and practice area valued at \$17,700 as listed on the attached schedule; and be it further

**RESOLVED**, that for the privilege of operating the golf professional shop, Metro shall pay to the County an additional annual license fee of \$12,000; and be it further

**RESOLVED**, that the golf professional shall keep all revenue derived from retail sales in the pro shop, golf lessons, sales of balls at the practice area and the rental of hand-pulled carts; and be it further

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized to execute all instruments necessary to implement this Resolution.

APPROVED BOARD OF ACQUISITIONS CONTRACT - 1/3/2011 - JOHNY VENTURA, SECRETARY

Original Agreement \$1,500,000\*  
 First Amendment \$  
**This Amendment** \$ \_\_\_\_\_  
 TOTAL \$1,500,000\*

Agreement #

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars	
165	42	3200	9240		\$288,000*	2011
165	42	3200	9246		\$12,000	
165	42	3200	9240		\$288,000*	2012
165	42	3200	9246		\$12,000	
165	42	3200	9240		\$288,000*	2013
165	42	3200	9246		\$12,000	
165	42	3200	9240		\$288,000*	2014
165	42	3200	9246		\$12,000	
165	42	3200	9240		\$288,000*	2015
165	42	3200	9246		\$12,000	

Budget Funding Year(s) 2011-2015 Start Date 1-1-11 End Date 12-31-15  
 (must match resolution)

Funding Source Tax Dollars \_\_\_\_\_  
 State Aid \_\_\_\_\_  
\$1,500,000\* Federal Aid \_\_\_\_\_  
 (must match resolution) Other PRC Revenue

\*Estimated

APPROVED BOARD OF ACQUISITION & CONTRACT - 1-13-2011 - JOMARY VIEIRA, SECRETARY

**Metro Golf Corporation**

**Saxon Woods Golf Course Golf Professional Concession**

**List of Improvements**

<u>Improvement</u>	<u>Estimated Cost</u>	<u>Completed By</u>
Furnish and install new range mats and dividers	\$2,700	3/15/11
Furnish and install new sod and flowers on practice area	\$3,000	3/15/11
Furnish and install two (2) new target greens	\$2,000	3/15/11
Furnish and install new lighting system in golf shop	\$2,500	3/15/11
Furnish and install new slot wall in golf shop	\$3,500	3/15/11
Furnish and Install 8' by 12' Teaching Shed on Practice Area	\$4,000	3/1/14

APPROVED BOARD OF ACQUISITION & CONTRACT -- 11-13-2011 -- JOHANNY WEIRA, SECRETARY