



International Golf Maintenance, Inc.

5385 Gateway Boulevard, Suite 12 • Lakeland, Florida 33811
(800) 413-5500 • (407) 589-7200 • Fax: (407) 589-7216

www.igminc.net

June 30, 2017

Linda W. Cox, MBA, CMC
Assistant City Manager
City of Fort Pierce
100 North U.S. 1
Fort Pierce, Florida 34950

Dear Ms. Cox:

Thank you for inviting us to visit Indian Hills. We appreciate your interest in IGM's golf course maintenance services, and we are prepared to help you improve your golf course maintenance operation through a turn-key maintenance agreement.

As you know, three IGM representatives have visited the course over the last week. The greens were healthy, but the rest of the course was in need of attention. Based on our review of your current operation, we foresee an opportunity to help you improve the course by accomplishing the following –

- Providing comprehensive training, professional oversight and a set of standard operating procedures for an onsite staff
- Directing resources on playable areas of the course where guests focus the majority of their attention, i.e. down the middle
- Compile and prioritize a repair and maintenance plan as well as a replacement plan which will protect the City's assets
- Implement an agronomic plan that will help improve turf coverage on tees, fairways and roughs.

Eventually, we would like to apply our eye for detail and improve the overall presentation of the course along the property lines and in the outer roughs. This will be a work in progress as there is much to do “down the middle”.

We have performed a man-hour estimate and compiled a supply budget based upon the expectations you expressed to me during our meeting on June 21 and based on the deficiencies we found in the current maintenance operation.

We will supply the following resources and services to Indian Hills –

Personnel

IGM is accountable for the human resource requirements and will have the responsibility of hiring and retaining adequate personnel with the appropriate skills to satisfy the maintenance demands. With coordination of City representatives, IGM will interview the current maintenance employees and give them an opportunity to continue gainful employment at the course under the direction of IGM.

With this in mind, IGM will be responsible for –

- Payroll
- Payroll taxes
- Workers' compensation insurance
- Benefits for our staff, which may fluctuate based on Healthcare Reform and the number of employees who elect coverage.

We estimate that the following positions will be needed at your facility in order to perform the maintenance services –

Superintendent	1
Foreman	1
Equipment Technician	1
Greensmen	4
Greensmen – Seasonal during growing season	2

Materials and Supplies

Through relationships with the industry's top vendors, we are able to purchase materials and supplies most efficiently. IGM proposes to supply the following resources as part of our program –

- Insecticides
- Herbicides
- Fungicides
- Fertilizers
- Topdressing and divot sand
- Fuel and lubricants for the maintenance equipment
- Tee and green play supplies such as ball washer fluid, cups, flags, and sticks
- Hand tools (shovels, rakes, etc)
- Janitorial supplies for the maintenance facility
- Employee uniforms
- Aquatic weed maintenance.

A reliable equipment fleet is extremely important for maintaining consistent golf course conditions. Given the age and hours of the equipment fleet at Indian Hills, IGM can develop a

realistic replacement plan, and IGM can even include the replacement expense within a maintenance agreement. This is a point of discussion for further down the road. However, it was evident during our visits to the property that a reliable rough mower is badly needed. IGM will provide a rough mower to improve operations and course playability within the cost of this preliminary proposal.

City Provided Supplies and Services

IGM will require the course to provide the following resources to support our operations –

- Use of the maintenance facility and any shop tools that the City owns. This will require the City to provide facilities adequate to store fuel, fertilizer and pesticides
- Use of the golf course maintenance equipment fleet
- Costs for any repair and/or replacement of irrigation wells and pumps
- Utility services (water costs, electrical costs, and inorganic and organic refuse collection) to operate the golf course irrigation system and the maintenance facility
- Costs for any repairs to the golf course and its related amenities resulting from acts of nature or vandalism.

Capital Projects

Capital projects that are required from time to time to maintain the infrastructure of the facility will be addressed on a project-by-project basis. IGM will work with City representative(s) to ensure that all projects be performed in a professional manner and within a pre-determined budget. IGM will provide expertise as an added benefit to IGM’s maintenance services, and when possible, IGM will work to complete projects with existing staff if trading out routine maintenance duties is possible.

Service Proposal

With IGM as your maintenance partner, we absorb the fluctuation in expenses that are required to maintain consistent conditions from season to season. IGM’s costs are predetermined allowing you cost containment and predictability. An outline of specific inclusions and exclusions is below.

Contract Information	Description
Annual Contract Price	\$567,476
Utilities - Water	Provided by City
Phones / Internet / IT Support at Maintenance	Provided by IGM
Insurance	General Liability / WC provided by IGM

Capital Projects	Provided by City - IGM will assist with planning, budgeting and oversight
Invoicing / Payment	Monthly
Equipment / Irrigation	Description
Maintenance Facility	IGM to use facility and storage areas
Equipment Supply	Provided by City w/ IGM providing a rough mower
Inventory Records	Provided by IGM
Equipment and Irrigation Maintenance and Normal Repair	Provided by IGM
Pump Station and Well Repair and Maintenance	Provided by City
Fuel for Maintenance Operations	Provided by IGM
Employees	Description
Background Checks	Provided by IGM upon hire
Uniforms	Provided by IGM
Employee Training Program	Included
Job Safety Program	Included
Activity Reports (Quality, Field)	Included - Daily verbal - Monthly written recap
Routine Services	Frequency
Mow Greens	7x per week
Mow Tees, Collars and Approaches	3x per week
Mow Fairways	2-3x per week
Mow Tee and Green Slopes	1-2x per week
Mow Rough	1x per week
Rake Bunkers	4x per week
Change Cups and Tee Markers	5x per week unless rounds do not exceed 50 during the previous day
Accessories/Materials/Services	Description
Regulation and Practice Flags	Included - 1x per year
Regulation and Practice Flagsticks	Replaced 1x per year

Regulation and Practice Cups	Replaced 1x per year
Signage	Repair included if possible, replacement provided by City
Bunker Rakes	Repair and as-needed replacement included
Bunker Sand	Provided by City if needed
Soil Tests	Included
Topdressing and Divot Sand	Included
Wall, Bridge and Water Feature Repair	Provided by City if needed
Fungicides	Included
Herbicides	Included for irrigated areas
Insecticides	Included
Fertilizers	Included
Tree Pruning	Included to a height of 12 feet
Cart Path Repair	Provided by City
Disposal of Organic and Inorganic Debris	Provided by City

It is our objective to find a mutually agreeable price for the delivery of these maintenance services. As in all of our maintenance operations, IGM strives to ensure that our golf courses are maintained at the highest possible standard within the budget. If you would like to discuss various maintenance frequencies and optional services, we will be happy to make changes to the plan in order to help you achieve your goals.

Please let us know if we can answer any questions regarding this initial proposal, and we hope to be serving you in the near future.

Best Regards,



Steve Gano
Vice President of Operations