

PURCHASING DIVISION  
CITY OF WORCESTER  
MASSACHUSETTS 01608-1895  
ROOM 201 - CITY HALL, 455 MAIN ST.  
PHONE (508) 799-1220

SEALED BID INVITATION  
(Supplies, Material, Equipment, Services)

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

SEALED BID NO. CR-8215-W5

DATE: June 26, 2024

CITY OF WORCESTER  
Christopher J. Gagliastro, MCPPO  
Purchasing Agent

BUYER: Christopher J. Gagliastro

NOTICE TO BIDDERS  
TERMS AND CONDITIONS

All bids are subject to the terms and conditions and specificity herein set forth except where specifically deleted by the City of Worcester in Section No. 6 below.

**COMPLETE ORIGINAL COPY (including ALL pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:**

DATE: JULY 31, 2024 TIME: 10:00 A.M. LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK SEALED ENVELOPE **"Sealed Bid No. CR-8215-W5, Lease – Golf Carts / DPW & P"**

The name and address of the bidder must appear in the upper left hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

**GENERAL**

1. This Bid Invitation covers: Lease of Golf Carts at Green Hill Municipal Golf Course for the period from January 1, 2025 through December 31, 2030 as per the attached requirements and specifications of the City of Worcester Department of Public Works & Parks.
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the Amount of \$ N/A must accompany this bid.
3. All bids received will be publicly opened and read in the Bid Room at City Hall at date and time shown above.  
**NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED**
4. A performance bond in the amount of \$ N/A of the total dollar award is required.
5. A payment bond in the amount of \$ N/A of the total dollar award is required.
6. All terms and conditions are applicable to this proposal except the following section numbers which are hereby deleted from this invitation: all apply
7. **Questions pertaining to this bid must be directed to Christopher J. Gagliastro via e-mail at [gagliastroc@worcesterma.gov](mailto:gagliastroc@worcesterma.gov)**

8. The following meanings are attached to the defined words when used in this bid form.
  - (a) The word "City" means The City of Worcester, Massachusetts.
  - (b) The word "Bidder" means the person, firm or corporation submitting a bid on these specifications or any part thereof.
  - (c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
  - (d) The words "Firm Price" shall mean a guarantee against price increases during the life of the contract.
9. Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are to be in writing to the Purchasing Division (or e-mailed at: [gagliastroc@worcesterma.gov](mailto:gagliastroc@worcesterma.gov)). *No changes will be considered or any interpretation issued unless the request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.*
10. The contractor will be required to indemnify and save harmless the City of Worcester, for all damages to life and property that may occur due to his negligence or that of his employees, subcontractors, etc., during this contract. The City will not indemnify the contractor, nor will the City limit its liability against the contractor.
11. The Contract Agreement will be in the form customarily employed by, or acceptable to, the City of Worcester. The City will not be obligated to accept any contract or particular contract provisions proposed by the contractor.
12. Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions will be rejected as informal by the Purchasing Agent. **Conditional bids will not be accepted.**
13. The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this proposal or in the contract which the bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L. c. 43 Sec. 27, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
14. As the City of Worcester is exempt from the payment of Federal Excise Taxes and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
15. All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. **Time reserved for award is ninety days.**
16. In case of error in the extension prices quoted herein, the unit price will govern.
17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.
18. The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
19. Awards will be made to the bidder quoting the lowest net price in accordance with the specifications.
20. The supplier will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, the City of Worcester, and the Department of Public Safety of the Commonwealth of Massachusetts.
21. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
22. The contractor will not be permitted to either assign or underlet the contract, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City of Worcester.
23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a legal Holiday) from the date of the mailing of a notice from the City to him/her, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the bidder has abandoned the contract and thereupon the proposal and

acceptance shall be null and void and the bid security accompanying this proposal shall become the property of the City as liquidated damages.

24. When quoting, the bidder shall submit a signed copy of this bid form, and if bid accepted by the City shall constitute part of the contract of purchase. Bidder must sign and return complete form 30B (Sealed Bid Goods & Services).
25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.
26. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and/or Acts of God.

#### **INSURANCE AND WORKER'S COMPENSATION**

27. COMMERCIAL GENERAL LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$ 1,000,000.00 per occurrence / \$ 2,000,000.00 aggregate.
28. AUTOMOBILE LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limit, of \$ 1,000,000.00 (all owned, hired, and non-owned autos).
29. COMPENSATION INSURANCE: The contractor shall furnish the City of Worcester with certificates showing that all of his/her employees who shall be connected with this work are protected under Massachusetts' statutory worker's compensation insurance policies.
30. The Contractor shall carry public liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone of his employ during the execution of the contract.
31. Prior to starting on this contract, the Contractor shall deposit with the Contracting Officer certificates from the insurer to the effect that the insurance policies required in the above paragraphs have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
32. Except as may otherwise be stated herein, the Contractor shall also carry bodily injury and property damage insurance in an amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engaged in this contract.
- 32.5 The City is self-insured. The contractor shall not condition its bid on any requirement that the City obtain or maintain bonds or insurance, including but not limited to insurance or bonds for the vehicles, the contractor, or any third party.

#### **DISCOUNT**

33. Prompt pay discounts will be considered when determining the low bid except when discounts are for a period of less than 30 days. In this event discounts will not be taken into consideration when determining low bid.
34. Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contract is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.

## **GUARANTEE**

35. The bidder to whom a contract is awarded guarantees to the City of Worcester all equipment, materials and or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

## **DELIVERIES AND COMPLETION**

36. It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of notification. Should the successful bidder fail to make delivery or complete contract within time specified, the City reserves the right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.
37. The contractor shall familiarize himself with the location and facilities for storage.
38. The City through its Purchasing Division reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.

## **SAMPLING AND ANALYSIS**

39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.
40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.
41. The representative of the City taking the samples shall be given the opportunity, while sampling, to affix his or her signature to the delivery slip each item represented in his/her sample.
42. Any product after the sampling and analysis, not found meeting the requirements of the contract shall be sufficient cause for the cancellation of the contract at the option of the Purchasing Agent.
43. If any product is found that does not meet the analysis submitted by the bidder in his/her proposal, the Purchasing Agent may, at his or her option, exercise his/her right to reject the product and require that all or any part thereof shall be removed promptly by and at the expense of the contractor and replace it forthwith with a product satisfactory to the Purchasing Agent, or to retain the product and compensate the contractor in an amount as determined by the Purchasing Agent and the City Manager.
44. It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
45. The undersigned as bidder, declares that the only parties interested in this proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation, that no officer or agent of the City is directly or indirectly interested in this bid; and he/she proposes and agrees that if this proposal is accepted he/she will contract with the City in accordance with the specifications, also the terms and conditions as spelled out in this bid form.
46. No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or requires for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under

Chapter 94C of the General Laws and, for contracts to be performed for on-site services to the Worcester Public Schools, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a “sex offense” or a “sex offense involving a child” or a “sexually violent offense” or would meet the definition of “sexually violent predator” as those terms are defined in Section 178C of the General Laws and who must register with the sex offender registry board.

47. The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ for work or services relating to this contract any unfit person or anyone not skilled in the task assigned to him. In light of the fact that the performance of this contract requires the Contractor and its employees to have significant interaction with the public, the Contractor shall require all employees who may perform services under this contract to conduct themselves in a courteous, professional manner. If the Contractor is notified by the Contract Officer that any person engaged upon the work is incompetent, unfaithful, disorderly, discourteous, or otherwise unsatisfactory, then such person shall be discharged from providing services or work pursuant to this contract. Without limiting the generality of the foregoing, intimidation, threats and/or violent conduct of any kind or nature directed to members of the public are absolutely prohibited. Failure to comply with this requirement shall be grounds for termination of the contract.
48. The Contractor’s performance may be evaluated on an ongoing basis including but not limited to consideration of complaints received from members of the public. In order to facilitate this evaluation, the Contractor shall provide the City with documents and records upon request. The Contractor shall further obtain from its employees authorization that appropriate City personnel may obtain all available criminal offender information (“CORI”) from the Criminal History Systems Board. A high number of unresolved complaints, any number of complaints that are particularly severe, or employment of individuals who have been convicted of assault or other violent crimes shall be grounds for the early termination or non-renewal of the contract by the City.
49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term “responsible bidder” means “a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance.” Consistent with its duty to maintain public order and promote public safety, the City has determined that this contract is of a type and nature so as to be particularly sensitive due, at least in part, to the contractor’s inherent access and dealings with the members of the general public. Therefore, the City has concluded that additional scrutiny is justified as it determines whether a particular bidder is responsible, having the integrity and reliability to properly perform the requested services. This may entail consideration of the contractor’s system of oversight, training and supervision of its employees, including but not limited to its requirement of a high standard of customer service and courtesy in its dealings with the public. The bidder’s care and diligence in hiring and assigning its employees will also be considered. In making its determination, the City reserves the right to examine any and all information at its disposal, including but not limited to prior City contracts, the experiences and information obtained from current and former customers (whether identified by the bidder as references or not), as well as other sources available to the City, including but not limited to court documents, newspapers, financial reports (such as DUNS), and certain police data and reports.
50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees, shall not engage in any behavior, whether during the course of its duties under this contract or at any other time, that is illegal, criminal or otherwise shocking or offensive to the general public. The determination whether any particular behavior is illegal, criminal or shocking to the general public shall rest in the sound judgment of the Contracting Officer or the City Manager. In making such determination, the Contracting Officer or the City Manager shall apply the general standards of the community. No criminal conviction or formal charges shall be required to make such determination. Such behavior need be something more than trivial and something which would cause the general public to have concerns either about the safety of individuals coming in contact with the Contractor or about the character and integrity of the individuals with which the City does business. Violation of this provision shall be grounds for immediate and unilateral termination of this contract by the City upon five days’ notice as otherwise provided herein.
51. The contractor shall agree that, in the event of a conflict between the Parties, the laws of the Commonwealth of Massachusetts shall apply. The Contractor shall further agree to the personal jurisdiction of any federal or state court located in Worcester County, Massachusetts and waives any objection based on non conveniens with respect to any action arising out of or relating to this lease.
52. All golf carts must fully comply with all applicable federal and Massachusetts laws and regulations, including, but not limited to, requirements of the Department of Motor Vehicles. Without limiting the generality of the foregoing, the

contractor is responsible to ensure that the golf carts are in good condition and satisfy all preconditions and criteria, including but not limited to sufficient insurance coverage, and are registered as required by applicable Massachusetts law.

53. Other than the leased golf carts, the contractor will have no security interest or lien in any City property or asset of any kind or nature.
54. The City will not agree to pay the contractor's attorney's fees or costs. The City will not agree to mandatory arbitration or mediation.
55. The golf carts will be kept in good operating condition and will be maintained by the contractor, at its sole expense.
56. The City of Worcester is self-insured.
57. The City of Worcester is a tax-exempt municipality. The City will not pay taxes of any kind with regard to the lease of this equipment. The City's tax forms are available upon request and City financial statements are available on the City website.
58. It is the bidder's responsibility to ensure a financial arrangement that will satisfy the City's requirements. Bidder shall disclose any financial lease arrangements as part of their bid submission.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship

Name of Owner \_\_\_\_\_

Business Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

Home Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

(2) If a Partnership  
Full names and addresses of all partners

<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Business Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Tel. No. \_\_\_\_\_

(3) If a Corporation

Full Legal Name \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Qualified in Massachusetts ? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Street P.O. Box

City/Town State Zip

Telephone No. \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_

Street P.O. Box

City/Town State Zip

Telephone No. \_\_\_\_\_

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Admitted in Massachusetts ? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Street P.O. Box

City/Town State Zip

Place of Business in Massachusetts \_\_\_\_\_

Street P.O. Box

City/Town State Zip

Telephone No. \_\_\_\_\_



NOTE

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

F.I.D. Number of bidder \_\_\_\_\_

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER \_\_\_\_\_ TITLE \_\_\_\_\_  
PLEASE SIGN

DATE \_\_\_\_\_ BID SECURITY \$ \_\_\_\_\_

The name of Customer Service Representative and the Contract Administrator responsible for servicing this account in the event of contract award are:

NAME (PLEASE PRINT) *Customer Service Rep.* \_\_\_\_\_ TEL. NO. \_\_\_\_\_

NAME (PLEASE PRINT) *Contract Administrator* \_\_\_\_\_ TEL. NO. \_\_\_\_\_

FAX NUMBER \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL (Customer Service Rep.): \_\_\_\_\_

E-MAIL (Contract Administrator): \_\_\_\_\_

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

" The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print) \_\_\_\_\_

Name of Person Signing Bid

\_\_\_\_\_  
Signature of Person Signing Bid

\_\_\_\_\_  
Company

**No award will be made without vendor certification of the above.**

Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. WE MUST KNOW WHAT HAS BEEN OFFERED.

The quantities shown herein are estimated only and the Contractor will be required to furnish all quantities ordered by the City during the period of the contract.

YES   X   NO \_\_\_\_\_

Delivery to be made to: Green Hill Golf Course, Skyline Drive, Worcester, MA

This Bid includes addenda numbered \_\_\_\_\_

**NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING!**

**BIDDER TO COMPLETE ITEMS BELOW**

Item No.	Estimated Quantity	Description	Mfg	Model No.	Unit Price	Total Amount
		<p>Provide Lease of Golf Carts as per the attached requirements and specifications of the City of Worcester Department of Public Works &amp; Parks for the period from January 1, 2025 through December 31, 2030.</p> <p>Please direct questions to Chris Gagliastro at <a href="mailto:gagliastroc@worcesterma.gov">gagliastroc@worcesterma.gov</a></p>				See Pricing / Specification Pages

TERMS, PROMPT PAY DISCOUNT \_\_\_\_\_ % 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN as required DAYS FROM DATE OF NOTIFICATION BY THE CITY.

NAME OF BIDDER \_\_\_\_\_

# **Green Hill Municipal Golf Course – Lease of Golf Carts**

**SPECIFICATIONS ~ LEASE – GOLF CARTS / DPWP**

**BID #: CR-8215-W5**

## **General Information**

Green Hill Municipal Golf Course is a City of Worcester owned and operated course. The course opened as a municipal golf course in 1929. This par 72, 6500 yard golf course has an estimated 34,000 golf starts annually. As part of its services the course offers players the ability to rent golf carts.

## **Scope of Services**

This specification establishes requirements for the lease and service agreement of golf carts at Green Hill Municipal Golf Course, (referred to hereafter as the course) for a total of eighty (80) gasoline powered golf carts. (Referred to hereafter as the fleet).

The course is looking to purchase an adaptive golf cart as part of this bid. The adaptive cart shall be an add alternate price proposal and shall not be used in evaluating the overall bid price as laid out in the price proposal sheet. Based on funding, at any time during the lease term the course may execute purchase of the adaptive cart.

The annual lease price must include all specifications outlined in this document including a service and repair agreement for the term of the contract.

Contract for the fleet will be awarded to one (1) Vendor. All specification shall be managed and service by that vendor.

The fleet must be model year 2025. All carts must be of the same model year. All carts must be brand new.

The fleet shall have GPS tracking. GPS system shall be able to monitor pace of play, monitor cart utilization, monitor speed and shall have the ability to create a variety of geo-fencing areas. The geo-fencing shall be used to shut off carts when they move into a prohibited areas such as golf course boundaries, or cart path only restrictions.

The fleet must have a service agreement that is included in the annual lease price per these specifications.

The fleet shall be leased for a period of six years (6). The lease shall begin on January 1<sup>st</sup> 2025 and expire on December 31 2030.

The cost of the annual lease will be invoiced in two payments each year. Each payment shall total 50% of the annual lease price. First invoice shall be on January 1<sup>st</sup> of each year and the second on July 1<sup>st</sup> of each year.

## **Safety Requirements**

Vendor shall be responsible for having complied with all Federal and State of Massachusetts standards, regulations, and laws concerning this type of equipment, applicable effective on the date of manufacture, including safety, noise, and emission control standards as applies to both private industry and governmental agencies. This also includes compliance with applicable OSHA safety requirements. Any safety related malfunctions or damage to any safety system, regardless of the cause shall be immediately repaired by the vendor at no additional cost to the course. In the event a safety system or related item is not quickly repaired the vendor shall supply a no cost replacement cart until such time as the systems or related items are repaired.

## **Fleet Specifications**

The fleet furnished under this specification shall be new and shall come equipped with all the standard and additional equipment/accessories identified in the following specifications and shall be the standard production model offered to the golf industry. Fleet shall be delivered completely assembled, adjusted, serviced, unpacked and ready for immediate use. Fleet shall include all components necessary to give maximum performance, service life, and safety. Fleet shall include, but not be limited to:

Motor – The motor shall be gasoline powered with a minimum horse power of 11 and be fuel injected.

Suspension – Fleet shall be equipped with coil or leaf springs and hydraulic shock absorbers on all four (4) wheels. All carts must be four (4) wheeled.

Seat – Fleet shall be equipped with a cushioned, bench type seat, for two passengers, with backrest and include handgrip and hip restraints bars. Any seats or backrests that become worn, faded or torn through normal usage, shall be replaced by the vendor at no additional costs to the course.

Performance – Fleet shall have variable speeds from zero to no more than sixteen (16) mph in forward and a maximum speed of no more than ten (10) mph in reverse. The fleet shall be kept at a uniform 12 miles per hour speed throughout the contract. Any carts running too slow or too fast shall be adjusted during service visits.

Body – Fleet shall be equipped with a body composed of polymer type construction, resistant to denting, cracking and fading. Body shall resist deterioration due to exposure to ultra violet light. Body shall be lightweight and corrosion resistant. Black rear quarter panel top scruff guards shall be included.

Color – Body shall be color impregnated throughout entire cart to avoid scratch damage. All carts shall be of uniform color. Color to be chosen, by the course at the time of award.

Decals – Sequentially numbered decals shall be placed on each side of the golf cart. Numbers from 1 to 80.

Wheels – Fleet shall be equipped with four (4) manufacturer's standard tires with premium tread. Wheel shall include silver metallic finish wheel covers.

Instruments — Fleet shall be equipped with a warning buzzer indicating operation in reverse and indicator light for low oil/pressure.

Fleet shall be equipped with a self-adjusting, automotive rack and pinion or worm gear type steering.

Brakes - Fleet shall be equipped with dual rear wheel, mechanical drum brakes with self-adjusting, non-asbestos lining. A self-compensating hill/parking brake with automatic release shall be included.

Accessories – Fleet shall be equipped with an unbreakable sun canopy and a foldable split windshield. Fleet shall have 2 bag wells with fastening straps to hold two golf bags and include a basket. Golfer cabin shall include multiple cup holders, drivers and passenger side storage wells with drain holes, golf ball holder and score card steering wheel clip. The fleet must, at a minimum, have 2 USB charging ports. Fleet must have two sand bottles for divot and sand mix and appropriate holders attached to each cart.

An additional 24 sand bottles must be provided and a rack to place them in.

Ranger Cart- Two of the 80 carts will be used as “ranger carts” during the term. These two carts, (numbered 1 and 2) must have installed a headlight and have removable weather enclosure supplied for each cart.

## **GPS**

The fleet shall be equipped with GPS monitoring, and tracking. The vendor GPS system shall have the ability to allow the course to know the exact location of each golf cart. The system shall have the ability through geo-fencing, to create areas of the course where carts are prohibited. The course must have the ability to adjust and create fencing areas. When a cart enters a restricted area the system shall be able to notify the cart through a message board that they have entered a restricted area. Additionally, the system must be able to shutoff the cart when entering these areas if deemed necessary by the course. The GPS system shall be in use from April 1<sup>st</sup> to October 30<sup>th</sup> of each year. The service shall not be in effect or billed during the months of November through March. The entire cost of this service shall be included in the annual lease payment.

## **Fleet Service and Repair**

Repairs – Vendor shall be responsible for repairs to the fleet with respect to any worn out components or parts. All costs associated with labor, tools, and transportation shall be the responsibility of the vendor. Any damage to carts caused by defective materials or parts must be repaired by the vendor at their expense. Any damage to the carts caused by golf course operations shall be the responsibility of the course. Any such repairs must be approved by the director of golf or their designee prior to work being performed.

Service – An annual service contract shall be in place for the duration of the lease and the costs of said plan must be included in the annual price proposal. Service contract pricing shall cover the costs of travel, labor and any warranted or defective parts. Service contract shall include a scheduled weekly visit to the course to review all carts. Weekly visits must begin in April and cover weekly service through October. Any additional service visits before April and after October will be scheduled by the course and will adhere to the above specifications. Minor repairs shall be done on site. Any major repairs that require the cart to be moved off site may be done as needed. When such repairs are being done the vendor shall provide / deliver a similar loaner golf cart to be used while the cart is being repaired, at no additional cost to the course. The vendor shall ensure the course has a full fleet of 80

carts operational at all times. Annual service contract shall include winterizing and oil/filter changes at no additional charge. Cost of service plan must be included in the annual lease amount.

**Tires**– The vendor shall supply four (4) additional golf cart tires, fully mounted on rims and inflated at no additional charge to the course. These tires shall be used to replace flats. The vendor shall take away any flat tires and replace them with new tires so that the course maintains a supply of tire (4) throughout the lease period at no additional cost to the course. All spare tires shall be returned to the vendor at the conclusion of the lease.

### **Delivery and set up**

The entire fleet must be at the course and fully set up and operational no later than March 1<sup>st</sup> 2025. In the event the vendor has not taken delivery of the fleet from the manufacturer a temporary fleet must be delivered to the course for operation until the new fleet arrives. This provision is solely designed as a contingency plan should supply and manufacturing delays occur.

### **Miscellaneous**

**Keys** – The vendor shall supply 4 golf cart keys for each cart. (320 total)

### **Lease**

Vendor shall complete the enclosed lease bid sheet. The award of the contract is for a term of six (6) years. The cost of the annual lease will be invoiced in two payments each year. Each payment shall total 50% of the annual lease price. First invoice shall be on January 1<sup>st</sup> of each year and the second on July 1<sup>st</sup> of each year.

### **Adaptive Cart**

As part of this bid solicitation the course is looking to purchase (1) adaptive golf cart. The cart shall be a single rider gas or electric powered. Gas preferred if available. If electric powered all charging equipment must be provided. The cart must have 4 wheels and operate via hand controls. The seat shall be designed to pivot and lift the golfer into a position to make a golf swing. The seat shall have all necessary straps and restraints as to securely position and hold a golfer during their swing. The cart must have an area for golf bag to be attached. Cart must be designed to operate in all areas of a golf course including but not limited to, tees, bunker and greens. As part of the review process the make and model of the cart must be included in the price proposal and include printed materials showing the cart. The cart must be current model year at time of purchase.

## Vendor Bid Lease / Price Sheet

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Years of Service: \_\_\_\_\_ Cart Make \_\_\_\_\_

Cart Model \_\_\_\_\_ Year of Cart \_\_\_\_\_

Bid Price Lease:

Quantity	Description	Unit Price	Total Annual Cost
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80	Gas Powered Golf Carts	\$ _____ Per cart / year	x 80 = \$ _____
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Total Annual Cost

\$ _____	x 6	=	\$ _____ Total Lease Price
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**Adaptive Cart Price Proposal  
Add Alternate**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Years of Service: \_\_\_\_\_ Cart Make \_\_\_\_\_

Cart Model \_\_\_\_\_

**Purchase Price**       =       \$ \_\_\_\_\_

This price proposal shall not be used in evaluating overall bid proposals.