

TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR PROPOSAL

LEASE OF GOLF CARS FOR THE TASHUA KNOLLS GOLF COURSE

GENERAL INSTRUCTIONS

RFP 6145

DUE: October 1, 2015 @ 2:00 PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed proposals for the Lease of Golf Cars for the Tashua Knolls Golf Course (hereinafter referred to as TKGC) from qualified parties (hereinafter referred to vendor, or responder). The detailed specifications and requirements are attached and shall be in accordance with the specifications, requirements, terms and conditions set forth in this request.

1. **PREPARATION OF PROPOSALS**

Proposals shall be submitted by using the enclosed PROPOSAL FORM(s) that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Proposals shall be submitted in a clear, concise and legible manner to permit proper evaluation of responsive proposals.

Vendors may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded

2. **PROPOSAL SUBMISSION**

Proposals are to be submitted in DUPLICATE and sealed in a sealed envelope and addressed as follows:

**Proposal 6145 - Due: October 1, 2015**

Purchasing Agent – Kevin J Bova

Town of Trumbull

5866 Main Street

Trumbull, CT 06611

Please be advised that the person signing the formal proposal must be authorized by you organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

3. **PROPOSAL TIME**

- a) Proposals shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud.
- b) A responder may withdraw a proposal at any time prior to the above scheduled date and time. **Any proposal received after the above scheduled date and time shall not be considered or opened.**

4. **TOWN OPTIONS**

- a) The Town of Trumbull reserves the right to reject any and all proposals and does not bind itself to accept the lowest proposal. The Town reserves the right to ask for new proposals in whole or in part, or to reject any or all proposals, or any part thereof, and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- b) If a proposal does not meet or better the required specifications, requirements, or scope of work requested on all points that must be outlined in a letter attached to the proposal otherwise it will be presumed that the proposal is in accordance with the required specifications.
- c) If a product does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.
- d) In addition to consideration of a favorable proposal, the Purchasing Department may give consideration to the most favorable delivery date and past experience.

5. **TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. **INQUIRIES**

All inquiries regarding this request shall be answered up to the close of business on **September 24, 2015**, after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all responders will be made available in writing or by Fax as appropriate to all responders. Inquiries of a technical nature may be directed to the **Bobby Brown, Golf Professional (203.452.5186)**, all others may be directed to Kevin Bova, **Purchasing Agent (203.452.5042)** [kbova@trumbull-ct.gov](mailto:kbova@trumbull-ct.gov)

The Town reserves the right to communicate with any or all of the responders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any responder at any time after proposals are opened.

7. **AWARD AND AUTHORITY**

The Town will issue notification of award in writing and mutually agreed to lease agreement.

8. **PRICING**

- a) All prices quoted are to be firm for a period of six (6) months following proposal date.
- b) Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

9. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by a responder or vendor, for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town procurement shall not be permitted without the prior express written consent of the Town of Trumbull.

10. **HOLD HARMLESS CLAUSE**

Responders agree to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

11. **WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request shall be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

12. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

13. **EQUAL ITEMS**

Equal items must be approved by the Town and TKGC, and the Town reserves the right to reject any proposal offering equipment and/or materials, which, in its opinion does not meet the standard of quality established by the TKGC and Town. Any such decision will be considered final and not subject to further recourse.

14. **WARRANTY**

The selected vendor shall warrant that only the best workmanship and materials shall be utilized in the products and services provided to the Town and if, within the period of the lease such service, product or supplies or any portion thereof are found to be defective or faulty due to imperfect or bad workmanship or material, the vendor agrees to replace such defective supplies and correct such defective work forthwith without expense to the Town.

15. **ADDENDA**

It is the responsibility of all responders to verify with the Town if an addendum or change is issued to this request for proposal. All addenda will be posted on the Town of Trumbull – Purchasing department website. [www.trumbull-ct.gov](http://www.trumbull-ct.gov) under BID NOTICES.

16. **PERFORMANCE AND TERMINATION**

The items and service requested in this request are essential for the day-to-day operation of the TKGC and Time is of the Essence. The selected vendor shall perform all delivery and/or service consistent with good professional practice and in accordance with the standards and specifications set forth herein. The Town shall be under no obligation to make payment unless acceptable standards of performance are met.

17. **TERMS AND CONDITIONS (LEASE)**

Responder shall submit with their proposal its typical contract documents that clearly detail all proposed leasing terms and conditions and all maintenance and warranty terms and conditions. The final contract format, terms, pricing, etc. shall be determined and mutually agreed to by the Town and the successful responder, and may be subject to review and approval of the Town legal counsel.

18. **REFERENCES**

Bidders must provide five (5) commercial references using the attached form.

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RFP 6145                      DUE:    October 1, 2015 @ 2:00 PM

SPECIFICATIONS, REQUIREMENTS, TERMS AND CONDITIONS

The TKGC is requesting to lease **eighty (80)** new electric 48-volt golf cars for March 1, 2016 delivery. All cars shall include all standard equipment and the following: *(Submit this section with your proposal; copy as necessary to respond. Please quote each make and model separately)*

Proposed Year, Make, Model: \_\_\_\_\_

List all standard equipment here \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additionally all Golf Cars shall include the following equipment (unless standard) **NOTE ALL EXCEPTIONS:**

Canopy Tops w/Drainage                      Exception: \_\_\_\_\_

Premium Tread Tires                      Exception: \_\_\_\_\_

Large Number Decals (location TBD)    Exception: \_\_\_\_\_

Information Holders on Windshield      Exception: \_\_\_\_\_

Fold-down Windshields with rubber attachments    Exception: \_\_\_\_\_

Color- TBD                      Exception: \_\_\_\_\_

Canvas Club Protectors (Velcro-NO Zip)                      Exception: \_\_\_\_\_

Sport Wheel Covers                      Exception: \_\_\_\_\_

Sweater Basket                      Exception: \_\_\_\_\_

Differential Guards                      Exception: \_\_\_\_\_

(1) Sand Buckets mounted on Passenger Side    Exception: \_\_\_\_\_

(2) Sand Bottles mounted on Driver Side                      Exception: \_\_\_\_\_

Custom "Tashua Knolls" nameplates    Exception: \_\_\_\_\_

Single Point Battery Water fill System    Exception: \_\_\_\_\_

Freight & Prepping Charges Included:    Exception: \_\_\_\_\_

**ADDITIONAL REQUIREMENTS AND CONSIDERATIONS:**

**ADDITIONAL KEYS**

Vendor to supply 20 additional keys

**ADDITIONAL WINDSHIELDS**

Vendor to supply 8 additional windshields per season

**ADDITIONAL VEHICLES**

The selected vendor shall provide the following vehicles for the term of the lease at no charge to Tashua Knolls. These vehicles remain the property of the vendor during and at the conclusion of the lease term.

- One (1) new large gas powered utility vehicle (min. 11.5 HP) with USB port - for superintendent.
- Four (4) new/demo 2014 or 2015 gas, light or medium duty utility vehicles with USB port.
- Three (3) new electric golf cars for Player Assistants with lights, USB port windshields and club protectors.
- One (1) Demo 6 passenger transporter (demo acceptable, please specify) with windshield & roof.

**ADDITIONAL FLEET CARS**

The selected vendor shall also provide TKGC with Ten (10) additional used (in good condition, 2014 or 2015) electric golf cars of similar color, with windshields, club protectors and informational holders for the peak months of the season at a mutually agreed to rental rate. (Include pricing on Proposal Form)

**REQUIRED MAINTENANCE, PARTS AND SERVICE**

The selected vendor shall provide all factory authorized replacement parts and service as provided by vendor's factory direct branch. TKGC shall receive in season, professional and bi-weekly service for the contractual agreement through the term of the lease. All parts damaged by users are the responsibility of TKGC.

**TKGC RESPONSIBILITIES SHALL INCLUDE THE FOLLOWING:**

- Maintain proper water levels and keep batteries and terminals free of corrosion.
- All cars must be allowed to fully charge on a daily basis.
- Monitor fleet usage and rotate on an as needed basis, at least monthly. (CDM included with new fleet)
- Maintain proper factory specific tire pressure.
- All cars shall be used for solely golf course use.

**EXISTING TKGC GOLF CART FLEET**

Responders shall provide as part of their proposal a fair market trade value price for the existing fleet of eighty 2011 EZGO RXV golf cars. (Include pricing on Proposal Form)

**ADD/ALTERNATE**

The Town is accepting add/alternate proposals for Car Control, Car Tracking and GPS Monitoring systems as follows:

**Minimum 7 inch screen mounted in upper center of cart**

Car Control-	Fleet battery analysis, Fleet lockdown, Vehicle Staging, Speed control, Action Zone speed control, Messaging, Geo-fencing, Anti-tamper, Vehicle grouping for rangers, handicap cars, etc, Pace of Play
Car Tracking-	Real time position and history, POP tracking,
GPS for Customer -	Yardage to front, middle, back of green.

***PLEASE INCLUDE ALL ADDITIONAL LITERATURE AND INFORMATION WITH PROPOSAL FORM***

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**REFERENCES**

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

**CLIENT 1:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

**CLIENT 2:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

**CLIENT 3:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

**CLIENT 4:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

**CLIENT 5:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

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PROPOSAL FORM

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request.

**ADDENDA**

The following Addenda(s) have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

Addenda # \_\_\_\_\_

*Provide pricing for all models available from your company, Reproduce this form as necessary.*

A. PROPOSAL: Eighty (80) 2016 \_\_\_\_\_ Golf Cars  
 (Make and model)

LEASE TERM	Five (5) Years
Total lease payment including Annual Service Agreement	\$ _____/YR
	\$ _____/MO
Balloon Payment	\$ _____

Balloon Payment Terms: \_\_\_\_\_

B. Proposed fair market trade in value for existing TKGC fleet of golf cars (2011 EZGO, RXV):

\$ \_\_\_\_\_/ea. Total: \$ \_\_\_\_\_

C. Proposed price for ten (10) additional used electric golf cars of similar color, windshields and club protectors and informational holders for the peak months of the season: \$ \_\_\_\_\_/ea

D. ADD/ALTERNATE: (List unit prices if modules sold separately). Include full description of available features.

Car Control \$ \_\_\_\_\_  
 Car Tracking \$ \_\_\_\_\_  
 GPS \$ \_\_\_\_\_  
 Total Car Control Package \$ \_\_\_\_\_

Guaranteed Delivery by \_\_\_\_\_

Above Price Shall Remain Firm for: \_\_\_\_\_ Days

**Attach a proposed lease agreement and warranty conditions AND detailed specifications and literature for all proposed equipment.**

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

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
Website

\_\_\_\_\_  
Email