

**City of Piqua  
Request for Proposal (RFP) #1808  
for Golf Cart Leasing and/or Purchase**

**I. Introduction**

The City of Piqua ("City") is soliciting proposals for our Echo Hills Golf Course golf cart fleet as described in the specifications herein. The contract will be awarded to the vendor providing the best value to the City of Piqua as determined by the evaluation criteria as stated herein.

**II. Scope of Service**

Contractor to lease/sell to City between twenty-four (24) to thirty-six (36) new, two passenger, four wheel, electric golf carts with chargers as needed in accordance with the terms and conditions described herein.

**III. General**

The City will consider two lease options:

- Four (4) year lease beginning in 2018 and ending in 2021.
- Five (5) year lease beginning in 2018 and ending in 2022.

The City will consider purchase options.

The City will consider trade in options. Vendors may contact Kirt Huemmer to schedule a time to inspect our carts for trade in valuation. He can be contacted at 937-778-2084.

The City needs between 24 and 36 carts for Echo Hills Golf Course.

**IV. Requirements**

Golf Cart Specifications can be found in Exhibit A.

**VI. Insurance**

**ALL PROPOSERS:** Must submit, when a lease contract is signed, proof of insurance as approved by the Law Director. Proof shall be by submission of copies of current endorsements and Certificates of Insurance, including the effective dates of coverage.

The City of Piqua shall be an additional insured and the Certificate shall include the following language: *City of Piqua, its employees, agents, volunteers, all boards, commissions, and/or authorities and board members, including employees, agents and volunteers thereof are an additional*

*insured and this insurance coverage shall serve as Primary to the Additional Insureds and not contributing with any other insurance or self-insurance available to the Additional Insureds.*

Each entity must provide a certificate of insurance that has at least \$5 million commercial general liability coverage per occurrence or \$10 million aggregate on SO Form CG 00 01 12 07.

**SUCCESSFUL VENDOR:** Prior to the execution of this contract, the City of Piqua Purchasing Office shall be supplied with an original certificate of insurance evidencing the stated requirements. This insurance shall be effective for the contract duration and renewal certificates shall also be supplied upon expiration.

## **VII. Terms of Contract**

Upon award, the Contractor shall enter into a written contract with the City of Piqua. The payment terms of the contract shall be agreed upon at the time of award. Please include your desired payment terms as part of your proposal. Invoices shall be sent to the City monthly.

## **VIII. Questions Deadline**

The City of Piqua requires that all questions relating to this RFP be directed via email to, Bev Yount, CPPB, Purchasing Analyst, at [byount@piquaoh.org](mailto:byount@piquaoh.org) by **Noon - 12:00 pm (EST) on February 8, 2018. No questions will be answered over the phone.** Questions will only be accepted until the stated deadline. Answers will be sent directly to the person making the inquiry. A list of all the questions and answers will be posted to our website with the RFP document after the question period has expired. You are required to check prior to submitting your proposal for any Addendums that may be posted on our website [www.piquaoh.org](http://www.piquaoh.org).

## **IX. Submittals**

In order for your proposal to be considered, the following information shall be submitted in the following order:

- A. Name of Company
- B. Brief Company History
- C. Proposed Lease Options and Purchase Options (Exhibit B)
- D. References

Vendor should provide a minimum of three (3) current references for same or similar services as outlined in this proposal document. Please provide the following information for each reference provided on a References Worksheet:

1. Company Name
2. Contact Name
3. Company Address
4. Contact Phone Number & Email
5. Contract Date

E. Experience

F. Sample Lease Contract & Warranty Information

G. Additional Vendor Forms that may apply

#### **X. Proposal Submittal Information**

**Submittal Deadline:** 2:00 p.m. on February 15, 2018  
(Postmarks not accepted)

**Minimum Number of Copies:** One (1) signed, sealed, original and two (2) copies.

**Right of Rejection:** The City reserves the right to reject any and all proposals that are not responsive to this RFP.

**Submittal Address:** City of Piqua  
Attn: Bev Yount, CPPB, Purchasing Analyst  
201 W. Water St.  
Piqua, OH 45356

**In lower left hand corner of envelope, please state:** Golf Cart RFP #1808

#### **XI. Evaluation Criteria**

A review committee will judge the merit of proposals received in accordance with the requirements defined herein. Failure of vendor to provide in their proposal any information requested in this RFP may result in disqualification of the proposal. The sole objective of the review committee will be to select the golf cart package that satisfies the criteria as stated in this request and provides the best value to the City of Piqua.

The contract will be awarded based on the following evaluation criteria:

- A. Golf Cart Specification Package (65%)
- B. References (10%)

C. Lease and/or Purchase terms (25%)

**XII. Best Interest of the City**

The City reserves the right to reject any or all proposals, with or without cause, re-issue the RFP, or proceed in any manner determined to be in the best interest of the City.

**Proposers List (RFP #1808):**

1. Century Equipment  
Maureen Gale  
5959 Angola Rd.  
Toledo, OH 43615  
mgale@centuryequip.com
2. Lake Erie Golf Cars  
26565 Miles Rd.  
Warrensville Heights, OH 44128  
jpowell@legolfcars.com
3. Mid Ohio Golf Car  
2333 Hebron Rd.  
Heath, OH 43056  
sales@midohiogolfcar.com

RFP #1808 - Golf Carts	Exhibit A	
Quantity: 24-36	Vendor should fill in all yellow spaces	
City of Piqua, Echo Hills Golf Course		
Standard Specification Items	Minimum Requirements	Notes/Exceptions/Explanations
Year (new)	2018	
Mfg. Make		
Mfg. Model - Model No.		
Powertrain		
Motor	48 volt, DC high efficiency series wound, brazed armature, solidcopper windings	
Batteries	six 8 volt deep charge storage batteries, 115 mins., 75 amps, 3 in 1 cap, with a single point watering system, Trojan T875 battery is preferred (or equivalent)	
Charger	portable, fully automatic, line compensating, 21 amp DC output at 48 volts, input 240 volts, 9.5 amps, 60 cycle AC, UL listed, CSA verified, anti drive away charger/vehicle interlock. Charger is to automatically shut off when battery is charged to the optimal level.	
Chassis	The chassis is to be constructed of welded high yield strength tubular steel or aluminum construction combining frame and body together.	
Suspension	The front and rear suspension shall have leaf springs with hydraulic shock absorbers.	
Transaxle	Double reduction helical rear transaxle with approximately 24.44:1 ratio	
Dimensions		
Overall length	min. 90"	
Overall width	min. 46"	
Wheel base	63"	
Front wheel tread	33.5"	
Rear wheel tread	38"	
Exterior		
Body and finish	The body is to be constructed of automotive quality injection molded TPE. Molded in color with automotive color/clear coat finish or approved equal.	
Tires	18 x 8.5 x 8, 4 ply rated standard ribbed tires	
Canopy	Full Size	
Safety		
Brakes	Rear wheel self-adjusting brakes with cast iron drums, automatic park brake release with self-compensating system	
Steering	Wheel type, double reduction, Self adjusting rack and pinion steering gear, outside clearance circle to be a max. of 40 feet	
Load capacity	800 lbs. including passengers, accessories, cargo and batteries	
Speed	12 mph	
Seating		
Seating Capacity	2	
Seat Covering	Vinyl	
Front Seat Type	Bench with a backrest	
Dimensions/Ratings		
Available interior colors:		
Available exterior colors: Beige preferred		
Range	Range rating to be a min. of 54 holes on one charge	
Accessories	Insert Cost Below for each option per cart	
4 cup console with drink/tee/ball holders		
Steering wheel with pencil and scorecard holder		
Reverse warning indicator		
Plastic information holder		
Single or twin sweater brackets		
Identification numbers on the front of the cart		
Warranty		
Rust Proofing	Factory Warranty	
Manufacturer Standard		
Optional Equipment (indicate if included in base bid price)	Insert Cost Below for each option per cart	
Cart Rain cover		
Electronic device plug in		
Windshield, split, hinged		
Delivery fee to Piqua, Ohio		

<b>RFP #1808 - Golf Carts</b>	<b>Exhibit B</b>		
<b>Quantity: 24-36</b>	<b>Vendor should fill in all yellow spaces</b>		
<b>City of Piqua, Echo Hills Golf Course</b>			
<b>4 year Lease</b>	<b>Unit Price /per cart /per month</b>	<b>Monthly price (unit price x # of carts)</b>	<b>Yearly price (monthly price x # of months)</b>
Base cart fleet, new, 24 carts			
		<b>Number of Months:</b>	
Base cart fleet, new, 36 carts			
		<b>Number of Months:</b>	
	<b>Price per cart/per day (delivery included)</b>		
Additional carts needed for outings as needed			
<b>5 year Lease</b>	<b>Unit Price /per cart /per month</b>	<b>Monthly price (unit price x # of carts)</b>	<b>Yearly price (monthly price x # of months)</b>
Base cart fleet, new, 24 carts			
		<b>Number of Months:</b>	
Base cart fleet, new, 36 carts			
		<b>Number of Months:</b>	
	<b>Price per cart/per day (delivery included)</b>		
Additional carts needed for outings as needed			
<b>Purchase</b>	<b>Cost per cart</b>	<b>Multiply by number of carts</b>	<b>Total Cost</b>
Base cart fleet, new, 24 carts		24	
Base cart fleet, new, 36 carts		36	
<b>Trade Ins</b>			
<b>EZ-GO Electric Carts</b>	<b>Trade in per cart</b>	<b>Multiply by number of carts</b>	<b>Total Trade In offered</b>
Quantity of 12 that are 1995 carts		12	
Quantity of 10 that are 2000 carts		10	
Quantity of 22 that are 2006 carts		22	