

BIDDERS COMPANY NAME

# REQUEST FOR PROPOSAL

## RFP 6649

### Purchase of Golf Cars

for

### Pierce Lake Golf Course & Park

**Washtenaw County  
Parks and Recreation Commission  
Ann Arbor, Michigan**

Prepared by:

Washtenaw County  
Purchasing Division  
Administration Building  
220 N. Main Street, Room B-35  
Ann Arbor, MI 48104

Anne Strieter, B.S., C.P.M.  
Interim Purchasing Manager  
734-222-6760





**WASHTENAW COUNTY**  
**Finance Department**  
**Purchasing Division**

220 N. Main, Ann Arbor, MI 48104  
Phone (734) 222-6760, Fax (734) 222-6764

**REQUEST FOR PROPOSAL 6649**

November 17, 2011

Washtenaw County Purchasing Division on behalf of the Washtenaw County Parks and Recreation Commission is issuing a Request for Proposal (RFP) # 6649 for Purchase of Golf Cars for Pierce Lake Golf Course & Park.

**Sealed Proposals:** Contractor will deliver **one (1) original and three (3) copies** to the following address:

**Washtenaw County**  
**Administration Building**  
**Purchasing Division**  
**220 N. Main St. Room B-35**  
**Ann Arbor, MI 48104**

**by 2:00 p.m. on December 1, 2011**

- Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.
- The envelope should be clearly marked "**SEALED RFP 6649**".
- Please direct technical questions regarding this RFP to Tom Freeman, Deputy Director at **734-971-6337, ext 326** or [freemant@ewashtenaw.org](mailto:freemant@ewashtenaw.org) or Brian Klender, General Manager, Pierce Lake Golf Course at **734-475-5858** or [klenderb@ewashtenaw.org](mailto:klenderb@ewashtenaw.org)
- Please direct any procedural questions regarding this RFP to Anne Strieter, Interim Purchasing Manager at 734-222-6749 or [strietera@ewashtenaw.org](mailto:strietera@ewashtenaw.org)

**I. PROPOSAL INFORMATION**

<b>Definitions</b>	<b>“Bidder”</b>	An individual or business submitting a bid to Washtenaw County
	<b>“Vendor”</b>	One who provides equipment in accordance with the specifications included in the request for proposal.
	<b>“County”</b>	Washtenaw County in Michigan
	<b>“WCPARC”</b>	Washtenaw County Parks and Recreation Commission

**II. PROPOSAL TERMS**

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a purchase order would be awarded, and negotiations would be undertaken with that vendor whose proposal is deemed to best meet the County’s specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the vendor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, the **one (1) original and three (3) copies** (one copy unbound and suitable for photocopying) must be at the County on or before the date specified.

E. Proposals should be prepared simply and economically providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

F. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County vendors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County vendor. For purposes of this section, Washtenaw County vendor means a company which has maintained its principle office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O Box is not, in and of itself, sufficient to discretion under this section to determine if a company qualifies as a Washtenaw County vendor and if two or more bids are substantially equal.

**III. PROPOSAL SPECIFICS**

**A. GENERAL INFORMATION**

I. Purpose of Proposal:

The purpose of this Request for Proposal (RFP) is to obtain bids to purchase golf cars for use at Pierce Lake Golf Course and Park. Pierce Lake Golf Course (PLGC), located at 1175 South Main Street, Chelsea, MI, is owned and operated by the Washtenaw County Parks and Recreation Commission.

In the past, PLGC has leased a fleet of 27 gasoline cars, 50 electric cars, two utility vehicles and 1 beverage car. After review, the decision has been made to change from this practice. The new fleet, to be purchased based upon the bid process announced in this RFP, will consist of 65 electric golf cars, 2 gasoline powered utility cars and 1 gasoline powered beverage car. Detailed specifications for the desired equipment are included in Section III, B of this RFP.

The current golf car lease expires prior to the end of 2011 and all equipment will be removed from the course. The selected vendor will provide the new fleet of golf cars, utility vehicles and beverage car no later than March 1, 2012. This will give PLGC ample time to get the cars ready for the 2012 golf season.

II. Issuing Office

The RFP is issued by the Washtenaw County Purchasing Division on behalf of the Washtenaw County Parks and Recreation Commission. Correspondence, questions and additional information regarding this RFP shall be addressed to:

Anne Strieter, B.S., C.P.M., Interim Purchasing Manager  
Washtenaw County Administration Building  
220 N. Main Street, Room B-35  
Ann Arbor, MI 48104

Telephone: (734) 222-6760 or email: [strietera@ewashtenaw.org](mailto:strietera@ewashtenaw.org)

Questions of a technical nature should be directed to:

Tom A. Freeman, Deputy Director  
Washtenaw County Parks and Recreation Commission  
PO Box 8645  
Ann Arbor, Michigan 48107  
(734) 971-6337 x325 or [freemant@ewashtenaw.org](mailto:freemant@ewashtenaw.org)

**OR**

Brian Klender, General Manager  
Pierce Lake Golf Course  
(734) 475-5858 or [klenderb@ewashjtenaw.org](mailto:klenderb@ewashjtenaw.org)

III. Changes in RFP

Should any prospective proposer be in doubt as to the true meaning of any portion of this Request for Proposals, or should the proposer find any patent ambiguity, inconsistency or omission therein, the proposer shall make a written request for an official interpretation or correction. Such requests shall be submitted to the issuing office not less than seven (7) days prior to the final date of submittal of the proposals.

Such interpretation or correction, as well as any additional RFP provisions that the WCPARC may decide to include, will be made only as an addendum, which will be emailed to each firm recorded as having received a copy of the RFP. Any addendum issued by the WCPARC shall become a part of the RFP and shall be taken into account by each proposer in preparing his or her proposal.

IV. Proposal Receipt

Proposals must arrive at Washtenaw County Purchasing, Administration Building, 220 N. Main Street, Ann Arbor, MI 48104 on or before **2:00 pm, December 1, 2011**. Prospective firms are responsible for the timely delivery of their proposal.

V. Disclosures

All information in a submitter's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act." This Act also provides for the complete disclosure of contracts and attachments thereto. All unsuccessful proposals will be retained for thirty (30) days after acceptance of the successful proposal.

VI. Cost Liability

The WCPARC assumes no responsibility or liability for costs incurred by the bidder prior to the issuance of a purchase order.

**B. EQUIPMENT SPECIFICATIONS**

The selected vendor will provide golf cars, utility vehicles and a beverage car, per the following specifications:

**Golf Cars**

Number of cars	65
Color	White body with beige top and seat
Acceptable models	E-Z-Go TXT Yamaha "The Drive" Club Car DS Player Or Equivalent
Power source	48 Volt electric
Horse Power	Minimum of 3 hp
Batteries	6- 8 Volt Batteries with quick connect battery maintenance system installed
Charger	48 Volt Charger
Brakes	Minimum of Rear Drum Brakes Required
Parking Brake	Minimum of Foot Operated Locking Brake
Frame	Minimum of Painted Steel Frame
Body	Minimum of Painted TPO
Length	Minimum of 91 inches
Wheelbase	Minimum of 64.5 inches
Ground Clearance	Minimum of 4 inches
Speed Range	from 5 to 19 MPH
Warranty	Minimum of 4 year warranty
Cup Holder	Two per side
Required accessories:	
• Sun Canopy	
• Message Holder	
• Ball and Club Cleaner	
• Minimum of Two (2) number decals per cart, running from 1 to 65	
• Sweater Basket	

Optional equipment:

- Brackets for detachable cooler
- Detachable coolers
- Windshields - foldable
- Tow bar

**Utility Vehicles**

Number of cars	2
Color	Green body with beige seat
Acceptable models	E-Z-Go /Cushman Hauler 800 Yamaha Adventurer 2 Club Car Turf 2 Or Equivalent
Power source	4 Stroke gasoline engine
Gas Tank	Minimum 5.8 gallon tank
Horse Power	Minimum of 11 HP
Brakes	Minimum of Rear Drum Brakes Required
Parking Brake	Minimum of foot operated locking brake
Frame	Minimum of Painted Steel Frame
Body	Minimum of Painted TPO
Wheelbase	Minimum of 75 inches
Ground Clearance	Minimum of 4 inches
Speed Range	from 5 to 19 MPH
Warranty	Minimum of 2 year warranty
Vehicle load capacity	800 lbs minimum

Required accessories:

- Bed (Molded Polyethylene-Minimum)
- Headlights
- Rear trailer hitch receptacle
- Windshield - Foldable
- Fuel Gauge
- Horn
- Low Oil Level Indicator/Gauge
- Rear view mirror(s)

**Beverage Car**

Number of cars	1
Color	Green body with beige seat
Top	Green Canvas Canopy Top
Acceptable models	E-Z-Go /Cushman Refresher 1200 Yamaha Fairway Lounge Club Car Cafe Express Or Equivalent
Power source	4 Stroke gasoline engine
Gas Tank	Minimum 5.8 gallon tank
Horse Power	Minimum of 11 HP
Brakes	Minimum of Rear Drum Brakes Required
Parking Brake	Minimum of foot operated locking brake
Frame	Minimum of Painted Steel Frame
Body	Minimum of Painted TPO
Wheelbase	Minimum of 75 inches
Ground Clearance	Minimum of 4 inches
Speed Range	from 5 to 19 MPH
Warranty	Minimum of 2 year warranty
Total vehicle capacity	1,200 lbs
Required accessories:	
• Beverage insert	
○ Minimum 300 can capacity	
○ Meets NSF material standards	
○ Built in Shelving to display goods	
• Windshield - foldable	
• Fuel Gauge	
• Horn	
• Low Oil Level Indicator/Gauge	
• Rear view mirror(s)	

**C. BIDDING / PERFORMANCE SCHEDULE**

RFP issued	November 17, 2011
Bid submittal deadline	Thursday, December 1, at 4:00 pm
Selection recommendation	December 13, 2011
Contract award	December 21, 2011
Equipment delivered	March 1, 2012



**IV. COST SHEET**

The undersigned agrees to enter into an agreement with the County to provide the equipment specified in this RFP for the prices detailed below:

	<b>Unit Prices</b>
<b>Golf car</b> (price per car, 65 cars to be purchased)	\$ _____
Optional equipment:	
• Brackets for detachable cooler for 65 cars: Price per bracket: \$ _____ Price for 65 brackets:	\$ _____
• Detachable coolers: Price per cooler: \$ _____ Price for 25 coolers:	\$ _____
• Fold down windshields: Price per windshield:\$ _____ Price for 65 windshields:	\$ _____
• Tow Bar Price per Tow Bar: \$ _____ Price for 65 Tow Bars:	\$ _____
<b>Utility Vehicle</b> (price per vehicle, 2 vehicles to be purchased)	\$ _____
<b>Beverage Car</b> (price per car, 1 car to be purchased)	\$ _____

**Please State Warranty of Equipment here or as a separate attachment.**

---

---

---

---

---

SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City            St.        Zip
_____ Telephone #	_____ Fax #
_____ Federal Tax ID #	_____ URL or Email Address

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

**By checking this box we hereby certify that we are a Washtenaw County company as defined in Section II., F. above. If proven otherwise you may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.**