



DEPARTMENT OF FINANCE

PURCHASING & RISK MANAGEMENT

REQUEST FOR QUOTATION

June 18, 2018

Golf Carts

The City of Staunton is seeking written quotes from qualified vendors to provide new, four-cycle, gasoline golf carts for the Gypsy Hill Golf Course, as specified herein. Any questions regarding the specifications should be directed to Randy Williamson, Park Maintenance, at (540) 490-1146 or at williamsonrb@ci.staunton.va.us.

Please quote lowest price for equipment requested. Advise what discount, if any, will be allowed for payment within a specified time. Terms and availability date must be specified. Price must include all delivery fees.

The City does not discriminate against small and minority businesses or faith-based organizations.

**RETURN QUOTATION FORM TO CITY OF STAUNTON BY
2:00 P.M. MONDAY, JUNE 25, 2018**

City of Staunton
Cameron S McCormick
Assistant Director of Finance
116 W Beverley Street
P.O. Box 58
Staunton, VA 24402-0058
Phone: (540) 332-3948

QUOTE MAY BE EMAILED TO: steadca@ci.staunton.va.us.

Vendors are encouraged to verify the City has received e-mailed quotes.

QUOTES RECEIVED AFTER DATE AND TIME SPECIFIED WILL NOT BE CONSIDERED

SPECIFICATIONS –GOLF CART

The City of Staunton is requesting quotes for supplying new Golf Carts for the Gypsy Hill Golf Course. All carts bid must meet the following minimum specifications:

1. Engine shall be new, four-cycle gasoline, minimum 11hp rating.
2. Fuel tanks shall have minimum 5.5 gallon capacity.
3. Cart body shall be high impact resistant, lightweight, and have removable modular body panels. Carts shall come with 5 mph rated energy absorbing bumpers front and rear.
4. Chassis shall be ladder style steel frame. Independent front suspension with coil spring over hydraulic shock on front. Swing arm with coil spring over hydraulic shock on rear.
5. Transmission shall be fully automatic, forward and reverse.
6. Brakes shall be self-adjusting mechanical, rear wheel drum brake.
7. Carts shall have minimum 12 MPH (governed) speed.
8. Bid price to include top with dual rain gutters and clog proof down spouts and all attachments necessary for tops.
9. Each cart shall include: basket; card, pencil, and cup holder and shall have rust proof buckles on bag holding straps.
10. Seat back and bag rack shall mount securely to the frame.
11. All trim shall be lightweight, high impact resistant material.
12. Carts shall be delivered, fully assembled and ready to operate, to Gypsy Hill Park Maintenance, 300 Park Blvd Staunton, VA.
13. The City intends to purchase 1 cart, depending on price, to be delivered as soon as possible.
14. The City reserves the right to purchase additional quantities at the price listed through June 30, 2019.
15. **WARRANTIES:** Quote shall include minimum one (1) year manufacturer/vendor warranty on everything but belts, spark plugs and filters; minimum three (3) year warranty on suspension; and minimum four (4) year warranty on engine clutch system and transaxle.
16. **NOTE:** Cart bid must be able to negotiate the terrain on Gypsy Hill Golf Course. Demonstration by apparent low bidder or factory representative may be required prior to award.

17. Vendor shall provide Technical Support and technical updates on carts.
18. Vendor shall include an operating manual **for each cart purchased** and at least one complete set of repair, maintenance, and parts manuals at time of delivery.
19. Vendor shall provide Technical Support and technical updates on vehicle.

GENERAL TERMS AND CONDITIONS

- 1) Cooperative Procurement: This procurement is being conducted on behalf of other public bodies, in accordance with § 2.2-4304 (A) of the Code of Virginia. The successful bidder will be required to provide these same items, at the same prices, awarded as a result of this solicitation to any public body within the Commonwealth of Virginia.
- 2) Drug Free Workplace: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.
- 3) Non-Discrimination
 1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and the applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- 4) IMMIGRATION REFORM AND CONTROL ACT OF 1986 – During the performance of this contract, contractor agrees that they will not, and shall not knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986. (per 2.2-4311.1)
- 5) Negotiation With Successful Bidder: The City reserves the right to negotiate terms with the successful vendor for items/services other than those specifically stated in this Quote in the

best interest of the City and agreed to by the vendor in accordance with section 2.2-4318 of the Code of Virginia. Additional work of reasonable scale shall be priced consistent with proposal to allow for additions and future expansions.

- 6) SCC Requirement: Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

QUOTE SHEET

DESCRIPTION

PRICE

Golf Cart \$ _____/EA

Model Bid: _____

Warranty Period: _____

Estimated Delivery Date: _____

COMPANY NAME.

BY (printed name)

SIGNATURE

STREET ADDRESS

CITY AND STATE

DATE:

PHONE: _____ FAX: _____

SCC NUMBER.

FEDERAL ID NO:

E-MAIL ADDRESS: