

**City of North Tonawanda
Golf Cart Fleet Lease Agreement
Request for Proposal
July 13, 2021**

1. SUMMARY

The City of North Tonawanda is seeking a lease agreement for a fleet of Golf Cars at the Deerwood Golf Course (1818 Sweeney Street, North Tonawanda, NY 14120) for a 5 year lease beginning April 1, 2022 ending December 31, 2026, with an option for a 5 year renewal.

2. LEASE REQUIREMENTS

- **70 New standard electric cars with the following amenities**

- Charger
- Sun Top
- Hubcaps
- Hinged Windshield
- Information Holder
- Rear fender mounted cooler with holder
- Regenerative braking system.

- **3 Electric Golf Cars with fixed utility box on back**

Electric carts must be delivered on or before April 1, 2022. Carts can remain onsite for the duration of the lease and stored under the responsibility and care of the North Tonawanda Department of Youth, Recreation & Parks.

- **30 gasoline standard golf cars with the following amenities**

- Sun Top
- Hubcaps
- Hinged Windshield
- Information Holder
- Rear fender mounted cooler with holder
- Regenerative braking system.

Gasoline cars will be delivered on or before May 1 each season and will remain at the course until September 30 each season.

- Submit a lease agreement for a five (5) year period with a renewable five (5) year term
- Lease payments will be for 6 months on (May through October) and 6 months off
- Maintenance contract for the life of the agreement and renewable agreements to include:
 - Maintain minimum of 60-minute discharge time

- Weekly service calls during the season
- Over winter service at our location prior to the season (by April 1)
- Deerwood Golf Course assumes responsibility for customer damage due to neglect, vandalism, accident or Acts of God; resulting repairs billed to the City.
- All prices should include delivery & pick up of car to Deerwood Golf Course (1818 Sweeney St, North Tonawanda, NY 14120).
- All prices are exempt from Sales Tax due to municipal tax-exempt status (documentation to be provided by City)

3. SUBMISSION REQUIREMENTS

Proposals must include the following:

- A cover page including the following:
 - Business name and mailing address
 - Business's current legal status: corporation, partnership, sole proprietor, etc.
 - Business Federal Tax-ID number
 - Contact person's name, title, phone number, fax number, and e-mail address
 - Signature of authorized corporate officer
- Specification of golf cars
 - Cart year, model and specifications for both electric and gasoline cars
- Lease requirements
 - Detailed maintenance terms
 - Confirmation of date of delivery
 - Any additional leasing terms or offers with your proposal
- Completion of the bid chart
 - Includes the breakdown of cost per cart, and total overall cost per year.

5. PROPOSAL SUBMISSION & DEADLINE

Proposals must be in a sealed envelope labeled "DEERWOOD GOLF COURSE CART LEASE PROPOSAL" to:

North Tonawanda City Clerk Office
216 Payne Avenue
North Tonawanda, NY 14120

- Proposals shall be delivered to the City on or before: 11:00am on August 17, 2021
- All questions must be submitted via email to Alex Domaradzki at alex@northtonawanda.org

5. SELECTION CRITERIA & PROCESS

Proposals will be selected based on:

- Quality of product as indicated in the specifications.
- Pricing provided by reputable golf car leasing company that maintains a distributorship in NYS.
- Quality of the maintenance contract

6. DISCLAIMER – CONFIDENTIALITY

The successful response will become part of the contract file and will become a matter of public record subject to public disclosure, as will all other responses received. If the response includes material that is considered by the bidder to be proprietary and confidential under 1 VSA, Chapter 5, the bidder shall clearly designate the material as such, explaining why such material should be considered confidential. The bidder must identify each page or section of the response that it believes is proprietary and confidential with sufficient grounds to justify each exemption from relicense, including the prospective harm to the competitive position of the bidder if the identified material were to be relicensed. Under no circumstances can the entire response or price information be marked confidential. Responses so marked may not be considered.

7. RIGHT OF REFUSAL

All proposals must be received on time and in full compliance with the instructions contained in the RFP. The City of North Tonawanda reserves the right to reject any and all proposals, and to withdraw this solicitation at any time.

BID CHART

Item	Price per cart (monthly)	QTY	Month Total	Total yearly cost
Electric car		70	6	
Electric car w. utility boxes		3	6	
Gasoline car		30	5	

Total yearly cost: _____

PROPOSAL ACCEPTANCE & NON-COLLUSIVE CERTIFICATION

I the undersigned herewith, propose to furnish the City of North Tonawanda, New York and the Department of Youth, Recreation & Parks, all items upon which we have bid for the prices herein, in accordance with the designated specifications.

The undersigned Bidder certifies to having read the instructions to bidders, the General conditions, the supplementary General Conditions (if applicable) and Non-collusive Bidding Certification and offers to furnish the articles specified to the Director of Youth, Recreation & Parks in the exact accordance with specifications and prices stated.

Non-collusive bidding certification. By submission of this bid proposal the bidder certifies that:

- (a) This bid proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- (b) This bid proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids for this project, to any other bidder, competitor or potential competitor
- (c) No attempt has been made or will be made to induce any other person, partnership or corporation to submit or not to submit a bid proposal.
- (d) The person signing this bid proposal certifies that he has fully informed himself regarding the accuracy of statements contained in this certification, and under penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as the person signing its behalf;
- (e) That attached hereto (if a corporate bidder) is a certified copy of the resolution authorizing the execution of this certificate by the signatory of this bid proposal in behalf of the corporate bidder.

Authorized Representative Signature: _____

Print Representative's Name: _____

Title of Representative: _____

Company Name: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____