



## Administrative Services

### Purchasing Division

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#### CITY OF FORT COLLINS

#### INVITATION TO BID

#### BID #5901 GOLF CARTS 2005

#### **BID OPENING: MARCH 15, 2005, 2:30P.M. (our clock)**

Sealed bids will be received and publicly opened at the office of the Director Of Purchasing and Risk Management, PO Box 580, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80522, at the time and date noted on the bid proposal and/or contract documents. If delivered, they are to be sent to 215 North Mason Street, 2<sup>nd</sup> Floor, Fort Collins, Colorado 80524. If mailed, the address is P.O. Box 580, Fort Collins, 80522-0580.

**Bids must be received at the Purchasing Office prior to 2:30p.m. (our clock), MARCH 15, 2005.**

**A copy of the Bid may be obtained as follows:**

1. Download the Bid from the Purchasing Webpage, Current Bids page, at: <https://secure2.fcgov.com/bsol/login.jsp>.
2. Come by Purchasing at 215 North Mason St., 2nd floor, Fort Collins, and request a copy of the Bid.

#### **Special Instructions**

All bids must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the agreement. Bids may be withdrawn up to the date and hour set for closing. Once bids have been accepted by the City and closing has occurred, failure to enter into contract or honor the purchase order will be cause for removal of supplier's name from the City of Fort Collins' bidders list for a period of twelve months from the date of the opening. The City may also pursue any remedies available at law or in equity. Bid prices must be held firm for a period of forty-five (45) days after bid openings.

Submission of a bid is deemed as acceptance of all terms, conditions and specifications contained in the City's specifications initially provided to the bidder. Any proposed modification must be accepted in writing by the City prior to award of the bid.

Only bids properly received by the Purchasing Office will be accepted. All bids should be clearly identified by the bid number and bid name contained in the bid proposal.

No proposal will be accepted from, or any purchase order awarded, to any person, firm or corporation in default on any obligation to the City.

Bids must be furnished exclusive of any federal excise tax, wherever applicable.

Bidders must be properly licensed and secure necessary permits wherever applicable.

Bidders not responding to this bid will be removed from our automated vendor listing for the subject commodities.

The City may elect where applicable, to award bids on an individual item/group basis or on a total bid basis, whichever is most beneficial to the City. The City reserves the right to accept or reject any and all bids, and to waive any irregularities or informalities.

Sales prohibited/conflict of interest: no officer, employee, or member of City Council, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the City. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the City of Fort Collins is prohibited.

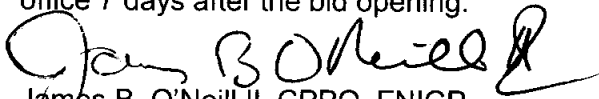
Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

Discounts: any discounts allowed for prompt payment, etc., must be reflected in bid figures and not entered as separate pricing on the proposal form.

Purchasing restrictions: your authorized signature of this bid assures your firm's compliance with the City's purchasing restrictions. A copy of the resolutions are available for review in the Purchasing Office or the City Clerk's Office. Request Resolution 91-121 for cement restrictions.

Collusive or sham bids: any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature of this bid assures that such bid is genuine and is not a collusive or sham bid.

Bid results: for information regarding results for individual bids send a self-addressed, self-stamped envelope and a bid tally will be mailed to you. Bid results will be posted in our office 7 days after the bid opening.

  
James B. O'Neill II, CPPO, FNIGP  
Director of Purchasing and Risk Management

**CITY OF FORT COLLINS**

**GOLF CARS**

**BID PROPOSAL**

**BID # 5901**

**BID OPENING: March 15, 2005, 2:30pm, (our clock)**

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS REQUIREMENTS FOR **GOLF CARTS**, WHICH HAVE BEEN EVALUATED AND JUDGED ACCEPTABLE TO THE GOLF DIVISION, as specified below:

1.0 SCOPE

1.1 The City of Fort Collins is soliciting bids for the purchase of:

**Fourteen (14) new 2005 gasoline golf carts with tops.**

For the purposes of this bid, the following golf carts have been judged to be acceptable to the Golf Division: 2005 Club Car DS Gasoline with top, 2005 Yamaha G16A Gasoline with top, and the 2005 EZ-GO TXT Gasoline with top.

Pricing (Part 7.2) shall include a trade-in allowance for twelve (12) 1999 Club Car gasoline golf carts with tops, model AG9938, serial numbers 803832 through 803843. The carts have been used exclusively at the Collindale Golf Course, 1441 E. Horsetooth Road, Fort Collins and may be inspected at that location. It is the responsibility of the bidder to arrange to inspect these carts, which will be traded in on a where-is, as-is basis. Inspections may be arranged by contacting Collindale Superintendent Doug Evans at 970-221-6292.

1.2 Should the manufacturer's current published data or specifications exceed the City's specifications, they shall be considered minimum and furnished.

2.0 BID CLARIFICATION

2.1 Clarification regarding these specifications shall be obtained from the Jim Hume, Senior Buyer, 970-221-6776, prior to the time and date of the Bid Opening.

Any changes to these specifications will be made by an addendum issued by the Director of Purchasing and Risk Management.

### 3.0 DELIVERY

- 3.1 The date of delivery is an essential element of this proposal. Delivery of equipment shall be made to:

Collindale Golf Course  
1441 E. Horsetooth Road  
Fort Collins, CO 80525  
Attn: Doug Evans, Superintendent  
970-221-6292

Bid price shall include all costs related to delivery of the new golf carts. Such carts must be delivered in a ready-to-operate condition within thirty (30) days after bid award.

- 3.2 The word "delivery", as used in this specification, encompasses delivery of the actual equipment, as specified, complete with all necessary papers such as Manufacturer's Statement of Origin, application for title, invoice, warranty, shop, operator's and technical manuals, parts books, etc., as applicable.
- 3.3 All equipment must be completely washed and serviced in accordance with standard new equipment "make ready", and the manufacturer's specifications and be ready for delivery in drive away condition.
- 3.4 All units to be new and of the manufacturer's latest model in production at the time of delivery and standard equipped, unless otherwise specified. Time is of the essence. The City shall be kept advised of any anticipated delay in delivery. In the event the successful bidder, hereinafter referred to as the Contractor, fails to properly perform delivery as specified above, within the specified time limit set forth by the Contractor in his bid proposal, the City shall sustain damages in an amount difficult to ascertain. Accordingly, after due allowance for any time extensions which are agreed by the City to be due to conditions beyond the Bidder's control, the Contractor shall be liable to the City, in the amount of Twenty-five (\$25) dollars as liquidated damages, and not as a penalty, for each and every calendar day that delivery is delayed. Additionally, no payment shall be made by the City for any delivery of specified equipment until all aspects of the contract have been fulfilled, unless pre-arranged and approved jointly by the Director of Purchasing and Risk Management and the Fleet Services Director.

### 4.0 WARRANTY

- 4.1 The manufacturer shall unconditionally warrant the entire vehicle and all component parts, but not accessory equipment, for a warranty period of specified usage that is currently being offered in open trade for that vehicle at the time of delivery. Additionally, the Contractor shall furnish the City a fully priced copy (parts and labor) of any warranty or commercial cost repair order which originates in his repair facility, subsequent to delivery, during the warranty period. No charge for service calls, travel time, travel expenses, mileage, or per diem will be allowed by the City in connection with the performance of any warranty repairs.

### 5.0 DEALER IDENTIFICATION

- 5.1 No dealer identification will be allowed on any vehicle sold to the City of Fort Collins.

**6.0 Specifications:**

GENERAL: The following specifications describe gasoline-powered golf carts to be purchased and used by the City of Fort Collins Golf Division. All bids must include complete and up-to-date manufacturer's specifications.

			<b>Meets Specifications (check applicable space)</b>	<b><u>Yes</u></b>	<b><u>No</u></b>
6.1	QUANTITY:	14		_____	_____
6.2	TYPE:	New, four wheel, gasoline powered. only bids for those makes and models previously listed will be considered.		_____	_____
6.3	ENGINE:	Standard engine for models listed. Noise level shall not exceed 70 dba at 25 feet. Engine to be lowest HC emission available for the model bid.		_____	_____
6.4	TRANSMISSION:	Automatic.		_____	_____
6.5	BRAKES:	Standard brakes for models listed		_____	_____
6.6	PARKING BRAKE:	Foot- or hand-operated for parking on slopes.		_____	_____
6.7	SUSPENSION:	Heavy-duty springs - front and rear. Heavy-duty shocks - front and rear.		_____	_____
6.8	STEERING:	Automotive-type with self-adjusting rack and pinion and automotive-type steering wheel, or approved equal. Turning radius not to exceed 19 feet.		_____	_____
6.9	FRAME:	Standard frame for models listed.		_____	_____
6.10	BUMPERS:	Front and rear bumper protection.		_____	_____
6.11	BODY:	Standard body for models listed.		_____	_____
6.12	TIRES:	8.50 x 8, 4-ply rated tires.		_____	_____
6.13	COVER:	Canopy or sun roof top.		_____	_____
6.14	COLOR:	White or beige		_____	_____
6.15	SEAT:	Individual or bench-type seats standard for models listed.		_____	_____

- |      |                          |  |       |       |
|------|--------------------------|--|-------|-------|
| 6.16 | <b>BAG RACK:</b>         | Secure, dual bag holder large enough to accommodate two oversized golf bags.   | _____ | _____ |
| 6.17 | <b>SPIKE PROTECTION:</b> | Spike-proof dash, floor covering, and pedals.  | _____ | _____ |
| 6.18 | <b>ACCESSORIES:</b>      | <ul style="list-style-type: none"> <li>- Minimum of 2 drink holders</li> <li>- Scorecard holders</li> <li>- Storage area for golf balls or small personal items</li> <li>- Back-up warning alarm</li> <li>- Sweater basket</li> <li>- Three (3) number decals for carts (numbers 30 - 43)</li> <li>- Sand bottle divot repair kit mounted behind passenger seat.</li> <li>- Any and all other accessories advertised as standard by manufacturer for the models listed.</li> </ul> | _____ | _____ |
| 6.19 | <b>WARRANTY:</b>         | Warranty is to be a full four (4) years, commencing from date of delivery. Warranty shall cover defective components and workmanship, and shall cover all parts and labor associated with any defects. All warranty work is to be performed at the Collindale Golf Course Shop, as appropriate.  | _____ | _____ |
| 6.20 | <b>DELIVERY:</b>         | Cars shall be delivered in ready-to-operate condition.   |       |       |
| 6.21 | <b>ORDERING:</b>         | Awarded vendor will be promptly notified.  |       |       |
| 6.22 | <b>BUYBACK:</b>          | Bid proposal must include a guaranteed buy back amount per car, as set forth in Section 7.0, Bid Proposal. The buy back must not be tied to any future golf car purchase. Cars covered by the buy back provision and returned to the selling dealer under that provision shall be in good repair and shall not have been abused, subject to the normal wear and tear related to the carts use on a golf course for their designed purpose.   |       |       |

**7.0 BID PROPOSAL**

7.1 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_

**7.2 PRICING**

- 7.2.1 **BASE PRICE PER UNIT** \$ \_\_\_\_\_ (as specified)
- 7.2.2 **BASE PRICE FOR 14 UNITS** \$ \_\_\_\_\_
- 7.2.3 **TRADE-IN FOR 12 UNITS** \$ \_\_\_\_\_
- 7.2.4 **BASE PRICE MINUS TRADE-IN** \$ \_\_\_\_\_
- 7.2.5 **YEAR 2010 Guaranteed buy back, per car:** \$ \_\_\_\_\_ x 14 = \$ \_\_\_\_\_

Buy back amount must not be tied to any future golf cart purchase. Bid will be awarded to the lowest net cost calculated using Base Price minus Trade-In.

7.3 At the option of the City additional purchases may be made from this bid for up to two years following the initial award. Planned golf cart purchases include sixteen (16) for SouthRidge Golf Course and fifteen (15) for Collindale. Each of these purchases will involve trade-ins on the same terms as specified in this bid. Golf car base price changes must be negotiated by and agreed to by both parties. Notwithstanding the above, the City may elect to solicit separate bids for the additional golf carts.

**8.0 FREIGHT TERMS**

8.1 FOB destination, freight prepaid. All freight charges must be included in price submitted on proposal.

**9.0 DELIVERY**

9.1 Delivery will occur \_\_\_\_\_ days after proper notification of bid award.

**10.0 VENDOR'S STATEMENT**

10.1 I have read and fully understand all the conditions, specifications, and special instructions herein set forth above. I hereby agree to comply with all said conditions, special instructions, and specifications as stated or implied.

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address (Street, City, State, Zip)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number