

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Previous Contract/Project No:

Re-Bid
 Other
 LIVING WAGE APPLIES: ___ YES NO

Requisition/Project No: RQPR1400008 TERM OF CONTRACT: 3 years with 1 three (3) year option-to-renew

Requisition/Project Title: Lease of Golf Carts and Turf/Work Vehicles

Description: The purpose of this solicitation is to establish a fixed price contract for the lease of golf carts and turf/work vehicles for the Golf Division of the Miami-Dade County Parks, Recreation and Open Spaces Department (PROS).

User Department(s): PROS Contact Person: Bill Solomon Phone: 305-755-7873

Issuing Department: ISD - PM Contact Person: Jocelyn R. Fulton Phone: 305-375-4735

Estimated Cost: \$1,461,960 Funding Source: Proprietary Funds

ANALYSIS

Commodity/Service No: <u>070-22</u>		SIC: _____	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input checked="" type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): ___ Yes <input checked="" type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation: _____

RECEIVED
 DPT. BUSINESS DEV.
 2014 APR 25 PM 4: 49

Signed: Jocelyn R. Fulton

Date to ISD/SBD: 4/25/14

Signed: _____

Date Returned to ISD/PM: _____

SECTION 2 - SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE**

The purpose of this solicitation is to establish a fixed price contract for the lease of golf carts and turf/work vehicles for the Golf Division of the Miami-Dade County Parks, Recreation and Open Spaces Department (PROS). The solicitation is organized into the following Groups:

Group 1: Golf Carts

Group 2: Turf/Work Vehicles

2.2 TERM OF CONTRACT:

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order which is distributed by the County's Internal Services Department, Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the three (3) year contract term.

2.3 OPTION TO RENEW

The County shall have the option to renew the contract for an additional three (3) year term. Continuation beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the awarded Bidder. This prerogative may be exercised only when such continuation is clearly in the best interest of the County.

2.4 METHOD OF AWARD

Award of this contract will be made to the responsive, responsible Bidder on a group-by-group basis who submit an offer on all items listed within each group and who offer represents the lowest price price when the extended pricing for all items is added in the aggregate for that group.

The extended pricing will be calculated as follows: $\text{Extended Price} = \text{Unit Price} \times \text{Estimated Quantity}$

To be considered for award for a given group, the Bidder shall offer prices for all items within the given group. If a Bidder fails to submit an offer for all items within the group, its offer for that specific group may be rejected.

2.5 PRICES

Bidders shall submit pricing for a three (3) year lease term. If a Bidder is awarded a contract under this solicitation, the initial contract prices resultant from this solicitation shall remain fixed and firm for the term of the contract. Prior to completion of each twelve (12) month period, the County may consider an adjustment to prices based on changes in the following price index: Producer Price Index, Commodities, Rental and Leasing of Goods, Series ID: WPU44. The adjustments may be upward or downward.

It is the awarded Bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of next twelve (12) month period, the request for adjustment

should be submitted thirty (30) days prior to expiration of the then current twelve (12) month period. This adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received, the County will assume that the awarded Bidder has agreed to the current prices.

The adjustment will be applied by calculating the percentage change (increase or decrease) between the index value effective on the first day of the twelve (12) month period and the most recent index available on the date of adjustment. Day of adjustment will be the last business day of the twelve (12) month period. The County reserves the right to reject any price adjustments submitted by the awarded Bidder if they are not in accordance with the above.

2.6 METHOD OF PAYMENT

The awarded Bidder shall submit an invoice to the County user department after purchase and/or service has been completed. Refer to Section 1.34 for details regarding invoice requirements.

2.7 VEHICLE SAFETY STANDARDS

All vehicles must perform according to the safety and performance specifications of the American National Standard for Golf Cars developed by the National Golf Cart Manufacturer's Association (NGCMA) to ensure adequate levels of safety. NGCMA is accredited by the American National Standards Institute (ANSI).

2.8 VEHICLE DESCRIPTION

The Bidder shall submit a description of carts and vehicles proposed as to type, make, year, and model and any other pertinent information which shall be considered part of the Bid submitted. All carts and vehicles must be new and registered by number.

2.9 DEMONSTRATION OF EQUIPMENT

The demonstration requirements specified below supersede the requirements stated in Section 1, Paragraph 1.36.

After receipt of offers by the County, the Bidders will be required to demonstrate their specifically offered equipment to County personnel, at no separate cost. The purpose of this demonstration is to observe the equipment in an operational environment and to verify its capability, suitability, and adaptability in conjunction with the performance requirements stipulated in this solicitation. One (1) turf-type vehicle and one (1) golf car of the model year quoted to the County shall be delivered to the County at the Crandon Golf Course for a side-by-side comparison for a one (1) week period. The County will notify the Bidder of the date and time of the demonstration. If the Bidder fails to perform the demonstration on the date stipulated, the County may elect to reject that Bidder's offer, or to re-schedule the demonstration, whichever action is determined to be in the best interests of the County. The County shall be the sole judge of the acceptability of the equipment in conformance with the specifications and its decision shall be final.

SECTION 3 – TECHNICAL SPECIFICATIONS**3.1 SCOPE OF WORK**

This solicitation is for the lease of four hundred twenty-two (422) new golf carts and turf/work vehicles for the Crandon, Palmetto, Briar Bay, Greynolds and Country Club of Miami Golf Courses. Details of the number of carts and vehicles required for each golf course are specified in Section 4.1.

GROUP 1:**3.2 GOLF CARTS**

Two passenger, four wheeled, electrically powered Electric Carts equipped with heavy duty batteries and charger, or electric start gasoline engine Gasoline Carts. Carts shall be provided with beverage and scorecard holder, sweater basket, golf bag straps, sun canopy, automotive type steering wheel, solid state control, foam padded seats with vinyl plastic coverings, safe and efficient tow bar system, rear fender scuff plates and custom four color logos (two per cart). All carts at each course location should be consecutively numbered beginning with #1 labeled on at least two sides.

- Accessories:
- i) Plexi glass information holder
 - ii) Trap rake with holder
 - iv) Rain protector on sides and rear

- Options:
- i) Hour-Meter
 - ii) Head-Lights

GROUP 2:**3.3 TURF/WORK VEHICLES**

Two passenger, four wheeled, electric start gasoline engine cart equipped with automotive type steering wheel, solid state control, foam padded seats with vinyl plastic covering and custom four-color logos (two per cart) and load bed approximately 44" x 40" x 8" load capacity 1,200 lbs. minimum. All vehicles at each course location should be consecutively numbered beginning with #1 labeled on at least two sides.

- Accessories:
- i) Sun canopy/shade
 - ii) Plexi-glass windshield
 - iii) Hour-Meter
 - iv) Head-Lights

- Option:
- i) Tow hitches
 - ii) Driving range cab enclosure
 - iii) Premium beverage unit
 - iv) Lift gate

3.4 POWER

Electrically and gasoline powered four-wheel drive (4WD) vehicle shall be capable of providing a minimum driving range for a 36-hole golf course or daily service without recharging batteries or refilling the gas tank.

3.5 BATTERIES AND BATTERY CHARGERS

Batteries are to be replaced by awarded Bidder if the battery discharges prior to the thirty-six (36) golf course holes requirement as determined by each golf course manager on an individual cart basis. If applicable, solenoids shall be changed at time a battery is changed.

Battery chargers must be compatible with existing electrical service at each facility to charge carts. Battery chargers shall be serviced and maintained within golf cart manufacturer's recommendations. Failure to repair or replace a malfunctioning battery charger within seven (7) days of notification shall entitle the County to charge the awarded Bidder, retroactive to the fourth (4) day of notification, an amount equal to the daily rental rate for that particular vehicle.

3.6 TIRES

Vehicles must be able to operate in all types of surfaces (i.e. asphalt, concrete, turf, etc.).

3.7 DESIGN

Stability of carts shall remain constant during maximum turns and shall have a steering wheel.

3.8 COLOR

Colors shall be as specified in Section 4 of this solicitation.

3.9 AGE

Carts furnished shall be new models. Demonstrators are not acceptable.

3.10 IDENTIFICATION

All carts and vehicles furnished shall be assigned and marked by the awarded Bidder with a fleet number and the plate or device denoting the manufacturer model or serial number shall be affixed to each cart and be readily accessible for identification purposes. Keys shall also have the fleet number fixed to a tag.

3.11 SIGNS AND LOGOS

Carts shall be provided with departmental custom four color logo (County will provide logo to the awarded Bidder); two per cart. Size, color and location of logo will be determined by the County. A sample will be provided to the awarded Bidder by the County.

3.12 KEYS

All golf carts and turf vehicles shall be keyed alike. The awarded Bidder shall provide two (2) sets of keys for each cart. Each key will be identified by a tag number which corresponds to each cart. All tags shall be submitted to the County for acceptance. The awarded Bidder shall be responsible for additional keys and tags.

3.13 VEHICLE MAINTENANCE REQUIREMENTS AND RESPONSIBILITIES**Awarded Bidder's responsibilities:**

The awarded Bidder shall provide, at its expense, all batteries, battery chargers, and all other parts necessary to keep the vehicles in working condition within the scope of the battery warranty, charger warranty and electrical equipment warranty. Any cart/vehicle delivered that is considered unacceptable by the County shall be replaced within 24 hours of notice. Failure to correct or replace cart/vehicle within twenty-four (24) hours shall result in no charges to the county. The awarded Bidder shall provide to the County the Manufacturer's preventive maintenance recommendations.

County's responsibilities:

The County will follow the Manufacturer's recommendations for preventive maintenance procedures.

MIAMI-DADE



Walters, Vivian (ISD)

From: Fulton, Jocelyn (ISD)
Sent: Friday, April 25, 2014 1:17 PM
To: Walters, Vivian (ISD)
Subject: Project RQPR1400008
Attachments: RQPR1400008 Project Measure Analysis and Recommendation.pdf; Section 2 and Section 3.docx

Good afternoon Vivian:

Attached, please find the Project Measure Analysis and Recommendation worksheet and a draft of the bid for the referenced project. Please review and advise of the measures, if any, which apply. If you need further documentation/information, please do not hesitate to call or e-mail me.

Thank you in advance for your assistance.

Best Regards,

Jocelyn R. Fulton

Procurement Contracting Officer I
Internal Services Department | Procurement Management Services (ISD/PM)
111 NW 1st Street, Suite 1300 | Miami, Florida 33128
☎ 305.375.4735 | 📠 305.375.1083 | ✉ fultonj@miamidade.gov
🌐 www.miamidade.gov/dpm

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