

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

PREVIOUS CONTRACT <b>FB-00068-1(1)</b>	<input checked="" type="checkbox"/> <b>REPLACEMENT CONTRACT</b>	OPTION TO RENEW	CO	SOLE SOURCE
	BID WAIVER	EMERGENCY	RE-BID	ACCESS OTHER ENTITY
NEW REQ/CONTRACT NO. <b>RQ1D2000087 FB-01620</b>	CONTRACT TITLE: <b>Golf Cart &amp; Utility Vehicle Rental &amp; Lease Services</b>	ESTIMATED VALUE: <b>\$10,154,000</b>	TERM: <b>Five Years</b>	LIVING WAGE APPLIES: ___ YES ___ NO
DESCRIPTION: <b>Golf cart and utility vehicle rentals and/or leases; to include maintenance and repairs.</b>				
USER DEPARTMENT: <b>DTPW, PHCD, PORT, PROS</b>		FUNDING SOURCE: <b>General, Proprietary, and Federal</b>		
ISSUING DEPT: <b>INTERNAL SERVICES / PROCUREMENT MGT.</b>		CONTACT: <b>DEBRA BUTLER CONTRACTING OFFICER</b>	PHONE: <b>305-375-5663</b>	

**ANALYSIS**

COMMODITY / SERVICE NO.: <b>975-38</b>																				
<b>TRADE / COMMODITY / SERVICE OPPORTUNITIES</b>																				
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p align="center">Contract/Project History of Previous Purchases, Previous 3 – 5 Years</p> <p align="center">Check here ___ if this is a New Contract/Purchase with no Previous History</p> </div>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 33%;">EXISTING</th> <th style="width: 17%;">2<sup>ND</sup> YEAR</th> <th style="width: 10%;">3<sup>RD</sup> YEAR</th> </tr> </thead> <tbody> <tr> <td>Current Contractor:</td> <td><b>Yamaha and Advantage</b></td> <td></td> <td></td> </tr> <tr> <td>Small Business Enterprise:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Contract Value:</td> <td><b>\$ 6,802,143</b></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Comments:</td> </tr> </tbody> </table>		EXISTING	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR	Current Contractor:	<b>Yamaha and Advantage</b>			Small Business Enterprise:				Contract Value:	<b>\$ 6,802,143</b>			Comments:			
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Contract Value:	<b>\$ 6,802,143</b>																			
Comments:																				
Continued on another page (s): ___ Yes ___ No																				

**RECOMMENDATIONS**

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

Basis of Recommendation:

Signed: *Debra Butler*

Date to SBD: **5/7/2020**

Date Returned to DPM:

**SECTION 2: SPECIAL TERMS AND CONDITIONS**

**2.0 PURPOSE**

The purpose of this solicitation is to establish a contract for the long term rental and/or lease of golf carts, and utility vehicles for Miami-Dade County.

**2.1 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 issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the 60<sup>th</sup> month.

**2.2 METHOD OF AWARD**

Award of this contract will be made on a line by line basis, to the lowest fixed price, responsive and responsible bidder, in the aggregate; who meets the bid submittal requirements detailed in Section 2.4, and all technical requirements in Section 3's Scope of Work. For evaluation purposes only, the County will calculate pricing as shown in the example below:

$$12 \text{ Month Rate} + 24 \text{ Month Rate} + 36 \text{ Month Rate} = \text{Line Item Aggregate}$$

**2.3 BID SUBMITTAL REQUIREMENTS**

Bidders must provide documentation to confirm they have met the bid submittal requirements below to be deemed responsive and responsible; and to be eligible for award recommendation. Failure to meet the bid submittal requirements may cause the Bidder not to be recommended for award. Bidders may be given the opportunity to provide the required documentation during the bid evaluation period, at the County's discretion.

1. Bidder shall be regularly engaged in the business of providing golf cart and utility vehicle rentals and/or leases, to government agencies and/or private corporations on a similar scale. To demonstrate this, the Bidder shall provide two (2) business reference letters from current or previous customers who have rented or leased golf carts and/or utility vehicles from the Bidder within the last two (2) years. The reference letters shall be signed on the customer's company letterhead, include the name, title, address, telephone, and email of the person providing the reference. These reference letters shall ascertain to the County's satisfaction that the Bidder has sufficient experience and capacity to provide golf cart and utility vehicle rental and/or lease services required in this solicitation.
2. Bidder shall provide all applicable business licenses required by local, state, and/or federal law. Bidder shall also provide the contact information of a designated representative to provide the County with information and support concerning the contract. Bidder shall provide the representative's name, title, phone number, and email address.
3. Bidder shall complete the Bid Submittal Forms in Section 4.0 and 4.1.

**2.4 PRICES**

Pricing shall include freight, delivery, maintenance, parts, repairs, and return transportation cost. Pricing shall also be based on the current production model year. No additional charges, fees or assessments are authorized. Pricing shall remain fixed and firm for the initial three (3) years of the five (5) year contract. Ninety days prior to the start of year 4, and/or year 5, the County may consider an adjustment to prices based on the most recent Producer Price Index (PPI), Commodities, Rental and Leasing of Goods. It is the awarded Bidder's responsibility to request any pricing adjustment under this provision.

**2.5 ADDITIONAL COUNTY DEPARTMENTS AND/OR ADDITIONAL ITEMS**

The County may add or remove departments as needed, and at its discretion. While the County has listed its most commonly used golf carts and utility vehicles within this solicitation, there may be other carts and/or utility vehicles needed during the term of this contract. Under these circumstances, a County representative will contact awarded Bidder(s) to obtain a price quote for the specific cart and/or utility vehicle needed, and reserves the right to award to the Bidder offering the lowest rate. These one-off additions will be captured on the contract post award ROADMAP.

**SECTION 3: SCOPE OF WORK AND REQUIREMENTS**

**3.0 SCOPE OF WORK**

The awarded Bidder shall provide long-term rentals and/or leasing of golf carts and utility vehicles to Miami-Dade County, on an as needed basis. All carts and utility vehicles must be the current model year, fully functional, operating, performing and appearing in new condition. Each cart and utility vehicle shall have the required minimum specifications described below in Section 3.1.

**3.1 COUNTY CATEGORY DESCRIPTIONS**

**Standard Golf Carts:** Shall mean any two to four passenger, four wheeled, gas or electric powered carts, suitable tires, and industry standard features; i.e. beverage and scorecard holder, sweater basket, golf bag straps, tops, automotive type steering wheel, solid state control, foam padded seats with vinyl plastic coverings, rear fender scuff plates, safe and efficient tow bar system. Examples may include, but are not limited to the following; EZGO TXT, Yamaha Drive, or Clubcar Precedent or DS model, or an approved equal quality cart, to be determined by the County. All maintenance, parts, and repairs shall be included in the rental rate.

**Standard Utility Vehicles:** Shall mean any two to four passenger four wheeled, gas or electric powered utility vehicle, all terrain tires, and industry standard features; i.e. automotive type steering wheel, solid state control, foam padded seats with vinyl plastic covering and load bed approximately 44" x 40" x 8", and a 1,200 lbs. minimum load capacity. Examples may include, but are not limited to the following; Cushman Hauler 1200, Yamaha Adventure Two, or Clubcar Carryall 500, or an approved equal quality utility vehicle, to be determined by the County. All maintenance, parts, and repairs shall be included in the rental rate.

**Heavy Duty Carts and Heavy Duty Utility Vehicles:** Shall mean any cart and/or utility vehicle with higher passenger and/or payload capacity than the standard cart and utility vehicles described above, with all terrain tires, and industry standard features. Examples may include, but are not limited to the following; Cushman, E-Z Go, Umax, or an approved equal quality cart or utility vehicle, to be determined by the County. All maintenance, parts, and repairs shall be included in the rental rate.

**3.2 BATTERIES AND CHARGERS**

Electric carts and utility vehicles shall require replacement batteries if they discharge prematurely. The exact requirement (typically 36 golf course holes), will be determined by on a cart by cart basis, by County staff. If applicable, the solenoids shall be changed at the same 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 per the manufacturer's recommendations. Failure to replace batteries and/or repair or replace a malfunctioning battery charger within five (5) business days of notification, shall result in the awarded Bidder owing the County a credit, retroactive to the first (1<sup>st</sup>) day of notification, equal to the daily rental rate of the cart or utility vehicle.

**3.3 ESSENTIALS AND OPTIONAL EQUIPMENT**

The awarded Bidder shall provide two (2) sets of keys for each golf cart and utility vehicle. Each key shall be identified by a tag number which corresponds the cart or utility vehicle.

Additional features, such as tops, windshields, sand buckets, cages, cart coolers, bag covers, rain guards, premium beverage carts, message holders, and USB ports may be required for certain carts, as described in Section 4.1.

**3.4 CART AND UTILITY VEHICLE REPORTING**

Each cart and utility vehicle delivered shall be assigned a fleet number denoting the manufacturer's model or serial number, and plate; which shall be visibly affixed, for identification purposes. Some County departments may require carts and utility vehicles be delivered with a custom four color logos, two per cart. The size, color and location of the logo will be determined and provided by County staff. The awarded Bidder may also be required to provide the County reports including but not limited to; number of carts and utility vehicles per County site, pricing, and usage.

**3.5 DEMONSTRATION**

During the evaluation period, the County may require the Bidders provide a demonstration of each golf cart and utility vehicle offered. Refer to Section 1.37 of the General Terms and Conditions of this solicitation, for additional details.

**3.6 DELIVERY**

Delivery instructions will be detailed on the end user's purchase order. County staff will inspect each cart and/or utility vehicle prior to acceptance of delivery. The County reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The awarded Bidder will be required to pick-up the non-compliance carts and/or utility vehicles, and delivery their replacements within three (3) business days of notification; at no charge to the County. The awarded Bidder will be responsible for any damages incurred during delivery and/or pick-ups.

**3.7 MAINTENANCE, PARTS, AND REPAIRS**

This solicitation and resultant contract shall include all required components, equipment, labor, maintenance, parts, and repairs necessary to keep the carts and utility vehicles in good working condition, per the manufacturer's operating manual and/or warranty.

The awarded Bidder shall provide the County with the manufacturer's preventive maintenance recommendations and schedule for each golf cart and utility vehicle. The awarded Bidder shall complete all scheduled maintenance and repairs within five (5) business days of notification. If the required service can't be completed within the time allotted, the awarded Bidder will be required to provide a loaner cart and/or utility vehicle, or provide a credit equal to the daily rental, while the cart and/or utility vehicle is not in service.

**3.8 SAFETY STANDARDS**

All carts and utility vehicles provided by the awarded Bidder shall conform to all applicable federal, state, local, and industry standard safety requirements.

**3.9 WARRANTY**

Warranties shall be made available to County staff, upon request, for each golf cart and utility vehicle provided. The awarded Bidder shall fully guarantee each cart and utility vehicle against factory defects and workmanship, and shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty; at no expense to the County.

**3.10 INSURANCE (pending Risk Mgt.)**

**SECTION 4.0 BID SUBMITTAL FORM**

BIDDER / COMPANY NAME:		FEIN:
BID SUBMITTAL REQUIREMENTS		Check to affirm item submitted
Reference Section 2.3.1	Bidder shall be regularly engaged in the business of providing golf cart and utility vehicle rentals and/or leases, to government agencies and/or private corporations on a similar scale. To demonstrate this, the Bidder shall provide two (2) business reference letters from current or previous customers who have rented or leased golf carts and/or utility vehicles from the Bidder within the last two (2) years. The reference letters shall be signed on the customer's company letterhead, include the name, title, address, telephone, and email of the person providing the reference. These reference letters shall ascertain to the County's satisfaction that the Bidder has sufficient experience and capacity to provide golf cart and utility vehicle rental and/or lease services required in this solicitation.	<input type="checkbox"/>
Reference Section 2.3.2	Bidder shall provide all applicable business licenses required by local, state, and/or federal law.	<input type="checkbox"/>
	Bidder shall also provide the contact information of a designated representative to provide the County with information and support concerning the contract. Bidder shall provide the representative's name, title, phone number, and email address. Name: _____ Title: _____ Phone: _____ Email: _____	<input type="checkbox"/>
Reference Section 2.3.3	Bidder shall complete the Bid Submittal Forms in Section 4.0, and 4.1.	<input type="checkbox"/>

<b><u>Section 4.1</u></b>							<b><u>Bidder's Company Name:</u></b>							
<b><u>Miami-Dade County Golf Cart and Utility Vehicle Requirements</u></b>							<b><u>Bidders Enter Pricing Information Here</u></b>							
#	Dept. or Division	Electric or Gas	Category	Description	Suitable Brands	Est. Qty's.	Manf.	Make & Model	Model Year	Color	12 Mo. Rate	24 Mo. Rate	36 Mo. Rate	Aggregate Rate
1	DTPW	Gas		2 Pass., Roof beacon, with headlights	Yamaha; Cushman									
2	DTPW	Gas		2 Pass., Cargo bed, 4 wheel, with manual dump, lights, windshield and sunshade; 1,200lbs minimum capacity										
3	DTPW	Gas		2 Pass., Windscreen, headlights, tail lights, cargo bed, and beacon	Cushman									
4	DTPW	Electric		2 Pass., Plexiglass windscreen-vinyl rain protection enclosure (all sides); with headlights	E-Z Go									
5	DTPW	Gas		2 Pass., Plexiglass windscreen-vinyl rain protection enclosure (all sides); with headlights	E-Z Go									
6	DTPW	Electric		2 Pass., Front windscreen, 1 orange strobe light on roof of the cart; and battery charger	E-Z Go									
7	DTPW	Electric		2 Pass., 2 rear brake lights, 1 front head light, open sides w/no windshield; and battery charger	E-Z Go									
8	DTPW	Electric		2 Pass., 2 rear brake lights, 1 front head light, open sides, no windshield, 1 orange strobe light on roof of the golf cart; and battery charger	E-Z Go									
9	DTPW	Gas		2 Pass., Glacier with, headlights, taillights, cargo bed, 1200 towing capacity, sun top, clear hinged windshield, hard cap enclosure, strobe light	UMAX									
10	PortMiami	Gas		2 Pass., Plexiglass windscreen-vinyl rain protection enclosure (all sides); with headlights	E-Z Go	6								
11	PortMiami	Gas		2 Pass., Glacier with, headlights, taillights, cargo bed, 1200 towing capacity, sun top, clear hinged windshield, hard cap enclosure, strobe light	UMAX	2								
12	PortMiami	Gas		4 Pass., Turf work, four wheel, with manual dump, lights, windshield, and sunshade	Cushman	4								
13	PROS	Electric		4 Pass., Work cart, with flat bed and towing hitch	E-Z Go	6								
14	PROS	Gas		4x4 Four wheel drive, with 22hp, 1007cc three cylinder OHV diesel engine, and tow hitches	Cushman	11								
15	Golf	Electric		Standard green cart, with 2 sand buckets and message holder		36								
16	Golf	Gas		Standard green cart, with 2 sand buckets and message holder		18								

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17	Golf	Electric		Standard green cart, with 2 sand buckets, rain guard, and message holder		216								
18	Golf	Electric		Standard green cart, with windshield, 1 sand bucket, 1 cart cooler, rain guard, and message holder		80								
19	Golf	Electric		Standard red cart, with windshield & 2 sand		13								
20	Golf	Gas		Standard red cart, with windshield & 2 sand		1								
21	Golf	Electric		Standard white cart, w/windshield & 2 sand		15								
22	Golf			Driving range picker cart, with cage		3								
23	Golf			Premium beverage cart		4								
24	Golf	Electric		6 Passenger cart		1								
25	Golf			Work cart with top, windshield, and light kit		31								
26	Golf			Work cart with top, windshield, light kit & auto		4								
27	ZooMiami	Gas		2 Pass., Turf work, four wheel, with manual dump, lights, windshield, and sunshade	Cushman	1								
28	ZooMiami	Gas		4 Pass., Turf work, four wheel, with manual dump, lights, windshield, sunshade, and tow hitches	Cushman	31								
29	ZooMiami	Gas		4 Pass., Turf work, four wheel, with manual dump, lights, windshield, and sunshade	Cushman	2								
30	ZooMiami	Electric		4 Pass., Turf work, four wheel, with manual dump, lights, windshield, and sunshade	Cushman	1								
31	ZooMiami	Electric		6 Pass., Carrier, with customized tall roof	E-Z Go	1								
32	ZooMiami	Electric		6 Pass., Carrier vehicle, w/wheel chair lift, lights, windshield, and sunshade	E-Z Go	1								
33	ZooMiami	Electric		8 Pass., Four wheel, with plexiglass windshield and headlights	E-Z Go	3								
34	ZooMiami	Electric		6 Pass., Carrier vehicle four wheel drive, 220-Volt Ac, fully automatic electronic 48-Volt Dc 20-Amp charger, convertible rear seat, canopy top, plexi glass windshield, and headlights	E-Z Go	17								
35	ZooMiami	Electric		2 Pass., Utility cart with flat bed and towing hitch	E-Z Go	2								
36	ZooMiami	Gas		2 Pass., Utility cart with flat bed and towing hitch	E-Z Go	9								
37	PHCD			Golf Cart	E-Z Go TXT Yamaha Drive Clubcar Prec.									
38	PHCD			Utility Vehicle	Cush.Hauler Yamaha Adv 2 Clubcar Carryall 500									