

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

PREVIOUS CONTRACT <b>FB-00068-1(1)</b>	<b>X</b>	REPLACEMENT CONTRACT	OPTION TO RENEW	CO	SOLE SOURCE
		BID WAIVER	EMERGENCY	RE-BID	ACCESS OTHER ENTITY
NEW REQ/CONTRACT NO. <b>RQID2100051 FB-01843</b>	CONTRACT TITLE: <b>PROS Golf Cart &amp; Utility Vehicles</b>		ESTIMATED VALUE: <b>\$9,410,700</b>	TERM: <b>Three Years &amp; (1) Three Year OTR</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>Parks, Recreation, and Open Spaces</b>			FUNDING SOURCE: <b>General Fund</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>975-38,070-22,071-53,071-60</b>			
<b>TRADE / COMMODITY / SERVICE OPPORTUNITIES</b>			
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Contract/Project History of Previous Purchases, Previous 3 – 5 Years</p> <p style="text-align: center;">Check here ___ if this is a New Contract/Purchase with no Previous History</p> </div>			
<b>EXISTING</b>		<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
Current Contractor:	<b>Yamaha and Advantage</b>		
Small Business Enterprise:			
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: **2/9/2021**

Date Returned to DPM:

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**SECTION 2: SPECIAL TERMS AND CONDITIONS**

**2.0 PURPOSE**

The purpose of this solicitation is to establish a contract for the lease of golf carts, and utility vehicles for the Parks, Recreation, and Open Spaces Department (PROS).

**2.1 GROUPS**

1. Golf: Shall include carts and/or utility vehicles used at all County Operating Golf Courses
2. Parks: Shall include carts and/or utility vehicles used at all County Operating Parks
3. Zoo: Shall include carts and/or utility vehicles used at Zoo Miami

**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 issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the 36th month.

**2.3 OPTION TO RENEW**

Prior to, or upon completion of the initial term, the County, at its sole discretion, reserves the right to exercise the option to renew this Contract for one (1) additional three (3) year term.

**2.4 METHOD OF AWARD**

Award of this contract will be made by group, (Golf, Parks, and Zoo), to the lowest priced responsive and responsible Bidder, who has met the bid submittal requirements detailed in Section 2.5, and all technical requirements in Section 3- Scope of Work. The month to month, 12-month, and 24-month rates shown on the Pricing Sheet in Section 4.1, are optional terms, and are for informational purposes only. The County will evaluate all bids based on the 36 month lease rate, as illustrated below.

**Estimated Quantity X Monthly Rate for 36 Month Lease Term = Line Item Sum  
Add all Line Item Sum's within a Group = Group Aggregate**

If a bidder fails to submit an offer on all items within a group AND fails to submit its offer on the pricing sheet provided in Section 4.1, its overall offer may be considered Non-Responsive, and ineligible for Award.

**This Solicitation is being issued along with a recommendation to the Board of County Commissioners to reject all bids in the prior solicitation, Invitation to Bid No. FB-01620, received for these groups, Golf, Parks, and Zoo.**

**As such, award of a contract as a result of this Solicitation may only be made if the Board of County Commissioners rejects the bids received for Golf, Parks, and Zoo, in response to Invitation to Bid No. FB-01620. If the Board of County Commissioners awards a contract for these groups, as a result of Invitation to Bid No. FB-01620, or through any other process for the same services, this Solicitation will be cancelled. Bidders are thus advised to respond to this Solicitation regardless of any submittal provided in response to a prior solicitation and without reference to, or incorporation of, any document or response delivered to the County in connection with a prior solicitation.**

**2.5 BID SUBMITTAL REQUIREMENTS**

To be eligible for award recommendation, Bidders must submit the documentation requested below. Failure to meet the bid submittal requirements may result in the Bidder not being recommended for award, and/or be deemed non-responsive. 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

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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 number, and email address 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 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 Form in Section 4.0, and submit their offer on the Pricing Sheets in Sections 4.1. Do not include any additional documents with your bid submittal and pricing sheets. **The inclusion of any addenda, invoices, leases, letters, manufacturer's catalogs and/or price list, or sales quotations may cause the Bidder's submittal to be deemed Non-Responsive, and ineligible for Award.**

**2.6 PRICES**

Cart and Utility Vehicle pricing shall be based on the current production model year, and include freight, delivery, maintenance, parts, repairs, and return transportation cost. The Bidder's price per line item, and term, shall be inclusive of all fees and costs. **Additional charges, fees or assessments will not be authorized.** Pricing shall remain fixed and firm for the three (3) year contract term.

Ninety days prior to the start of the Option to Renew term (if exercised), the County may consider an adjustment to prices, upward or downward, 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. If the awarded Bidder does not submit a request in writing, the County will assume the awarded Bidder agrees to maintain the current contract prices for the renewal term. The County reserves the right to reject the adjustment request at its sole discretion, and this decision shall be final.

**2.7 ADDITIONAL CARTS / OPTIONAL ITEMS**

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 the 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 as a Contract Modification, to be executed by the awarded Bidder.

**2.8 INDEMNIFICATION AND INSURANCE**

The awarded Bidder shall indemnify the County, and submit proof of insurance as required per Section 1.21 and Section 1.22 of the County's General Terms and Conditions. The following requirement replaces the standard coverage in Section 1.22.A.2.

- A.2. Commercial General Liability Insurance in an amount not less than \$300,000 per occurrence, and \$600,000 in the aggregate. Miami-Dade County must be shown as an additional insured with respect to this coverage.

**Commented [SV(1)]:** Did we get revised from Risk?

**Commented [BD(2R1)]:** No, the scope of work hasn't changed. All we're doing is separating the groups, cleaning up the MOA, and updating a few specs.

But, I can send it over to Risk, and wait for their recommendation.

### **SECTION 3: SCOPE OF WORK AND SPECIFICATIONS**

#### **3.0 SCOPE OF WORK**

The awarded Bidder shall provide the leasing of golf carts and utility vehicles to the Parks, Recreation and Open Spaces Department, to include the following groups: Golf, Parks, and Zoo. All carts and utility vehicles quoted and offered shall be 2021 models, or the most current production model year manufactured; be 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, and optional equipment as indicated in Section 3.3, which will be detailed in Section 4.1.

#### **3.1 COUNTY SPECIFICATIONS**

- **Standard Golf Carts:** Shall include any two to four passenger aluminum frame/chassis, 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 rate.
- **Standard Utility Vehicles:** Shall include any two to four passenger, aluminum frame/chassis, 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 aluminum 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 rate.
- **Heavy Duty Carts and Heavy Duty Utility Vehicles:** Shall include any cart and/or utility vehicle with higher passenger and/or payload capacity than the standard cart and utility vehicles described above, with aluminum frame/chassis, all terrain tires, and industry standard features. Examples may include, but are not limited to the following: Columbia, 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 rate.

**Commented [RFL(3)]:** PROS determined it was best to change to aluminum for durability and efficiency issues.

**Commented [BD(4R3)]:** Ok.

**Commented [RFL(5)]:** Same as above.

**Commented [BD(6R5)]:** Ok.

**Commented [RFL(7)]:** Same as above

**Commented [BD(8R7)]:** Ok.

#### **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/vehicle by cart/vehicle 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 outlets at each facility to charge carts and vehicles. 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 **three (3) 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 rate of the cart or utility vehicle.

#### **3.3 ESSENTIAL 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 chassis undercoating to protect against rust, GPS, tops, windshields, sand buckets, cages, cart coolers, bag covers, rain guards, premium beverage carts, message holders, and USB ports, etc. are optional add-ons, and if certain groups require them for certain carts, it will be listed in Section 4.1. Optional add-on features, may also be requested during the term of the resultant contract, refer to Section 2.7.

**Commented [RFL(9)]:** May be required depending on work location of unit, such as in beach and coastal areas.

**Commented [SV(10R9)]:** If this means additional cost, at what point do we want pricing? We need to make it clear if it's for all carts, or some/locations.

**Commented [BD(11R9)]:** If it's required now, it should be reflected in their groups' line items descriptions/specs.

**Commented [BD(12R9)]:** Fernando, please confirm which line items require undercoating (make your edits in Section 4.1 in the Description column).

**Commented [BD(13)]:** If it's not, they can work with the awarded bidder to add those additional and/or optional features by way of Section 2.7

#### **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 custom four color logos, two per cart. The size, color and location of the logo will be determined and provided

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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 DELIVERY**

The awarded Bidder will be provided a list of delivery locations and corresponding contact information via the post award contract roadmap. However, specific delivery instructions shall 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-compliant carts and/or utility vehicles, and deliver 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.

**3.6 SCHEDULED PREVENTATIVE MAINTENANCE, PARTS, AND REPAIRS**

This solicitation and resultant contract shall include all required components, equipment, labor, scheduled and/or preventative maintenance, parts, and/or 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 for each golf cart and utility vehicle, and shall also perform and complete the recommended maintenance on a quarterly or biannual basis. The awarded Bidder shall complete all scheduled maintenance and repairs within **three (3) 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 rate, while the cart and/or utility vehicle is not in service. The awarded Bidder shall also be responsible for all miscellaneous repairs.

**3.7 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.

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**SECTION 4.0 BID SUBMITTAL FORM**

BIDDER / COMPANY NAME:		FEIN:
BID SUBMITTAL REQUIREMENTS:		Check to affirm item submitted
Reference Section 2.5.1	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 number, and email address 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 2.5.2	Bidder shall 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 2.5.3	Bidder shall complete the Bid Submittal Form in Section 4.0, and submit their offer on the Pricing Sheets in Sections 4.1. Do not include any additional documents with your bid submittal and pricing sheets. <b>The inclusion of any addenda, invoices, leases, letters, manufacturer's catalogs and/or price list, or sales quotations may cause the Bidder's submittal to be deemed Non-Responsive, and ineligible for Award.</b>	<input type="checkbox"/>

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**SECTION 4.1 PRICING SHEET**

<b><u>Golf Group:</u></b>					<b><u>Bidder's Company Name:</u></b>							
<b><u>Golf Cart and Utility Vehicle Requirements:</u></b>					<b><u>Bidders Enter Pricing In The Area Below:</u></b>							
#	Electric or Gas	Category	Description	Estimated Quantity	Manufacturer	Make & Model	Model Year	Color	36 Month Lease Monthly Rate (Per Cart)	Optional Term Rates (Per Cart)		
										Month to Month	12 Month	24 Month
1	Electric	Standard Golf	Standard green cart, with windshield, rain guard, 2 sand buckets and message holder; locator / tracking device	300								
2	Gas	Standard Golf	Standard green cart, with windshield, rain guard, 2 sand buckets and message holder; locator / tracking device	18								
3	Electric	Standard Utility	Standard white cart, with windshield and 2 sand buckets; locator / tracking device	14								
4	Either	HD Utility	Driving range picker cart, with cage	3								
5	Either	HD Utility	Premium beverage cart	3								
6	Electric	HD Utility	6 Passenger cart	3								
7	Either	Standard Utility	Utility/Work; with top, windshield, and light kit	68								

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**SECTION 4.1 PRICING SHEET**

<b><u>Parks Group:</u></b>					<b><u>Bidder's Company Name:</u></b>							
<b><u>Golf Cart and Utility Vehicle Requirements</u></b>					<b><u>Bidders Enter Pricing In The Area Below:</u></b>							
#	Electric or Gas	Category	Description	Estimated Quantity	Manufacturer	Make & Model	Model Year	Color	36 Month Lease Monthly Rate (Per Cart)	Optional Term Rates (Per Cart)		
										Month to Month	12 Month	24 Month
1	Either	HD Utility	Utility/Work; with flat bed and towing hitch	9								
2	Gas	HD Utility	Utility/Work; 4x4 four wheel drive, with 22hp, 1007cc three cylinder OHV diesel engine, and tow hitches	11								
3	Either	Standard Golf	6 Passenger Carts	2								
4	Gas	Standard Golf	Standard green cart, with windshield, rain guard, 2 sand buckets and message holder	8								
5	Electric	Standard Golf	Standard green cart, with windshield, rain guard, 2 sand buckets and message holder	3								
6	Gas	HD Utility	Utility/Work; four wheel, with manual dump, lights, windshield, sunshade, undercoating and tow ball hitches	97								
7	Electric	Standard Golf	Carrier vehicle; four wheel drive, 220-Volt Ac, fully automatic electronic 48-Volt Dc 20-Amp charger, convertible rear seat, canopy top, plexiglass windshield, and headlights	1								



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**SECTION 4.1 PRICING SHEET**

<b><u>Zoo Group:</u></b>					<b><u>Bidder's Company Name:</u></b>							
<b><u>Golf Cart and Utility Vehicle Requirements</u></b>					<b><u>Bidders Enter Pricing In The Area Below:</u></b>							
#	Electric or Gas	Category	Description	Estimated Quantity	Manufacturer	Make & Model	Model Year	Color	36 Month Lease Monthly Rate (Per Cart)	Optional Term Rates (Per Cart)		
										Month to Month	12 Month	24 Month
1	Gas	Standard Utility	2 Pass., Utility/Work, four wheel, with manual dump, plastic bucket bed, lights, windshield, and sunshade	11								
2	Gas	Standard Utility	4 Pass., Utility/Work, four wheel, with manual dump, plastic bucket bed, lights, windshield, sunshade, and tow hitches	23								
3	Gas	Standard Utility	4 Pass., Utility/Work, four wheel, with manual dump, plastic bucket bed, lights, windshield, and sunshade, tow hitches, and roof racks	7								
4	Electric	Standard Utility	4 Pass., Utility/Work, four wheel, with manual dump, plastic bucket bed, lights, windshield, and sunshade	2								
5	Electric	Standard Golf	6 Pass., Carrier, with customized tall roof	1								
6	Electric	Standard Golf	6 Pass., Carrier vehicle, w/wheel chair lift, lights, windshield, and sunshade	1								
7	Electric	Standard Golf	8 Pass., Four wheel, with plexiglass windshield and headlights	3								
8	Electric	Standard Golf	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	15								
9	Electric	HD Utility	2 Pass., Utility/Work; with flat bed, roof rack, and towing hitch (Shuttle 2)	2								
10	Gas	HD Utility	2 Pass., Utility/Work; with flat bed, roof rack, and towing hitch (Shuttle 2)	8								
11	Gas	Standard Golf	Shuttle 2 + 2	4								