CITY OF DULUTH

REQUEST FOR PROPOSALS FOR

Golf Carts for Enger Park Golf Course

RFP NUMBER 24-AA06

ISSUED August 28, 2024

PROPOSALS DUE Friday, September 13, 2024

SUBMIT TO

CITY OF DULUTH
ATTN: PURCHASING DIVISION
CITY HALL, ROOM 120
411 WEST 1ST STREET
DULUTH, MN 55802

PART I - GENERAL INFORMATION

I-1. Introduction and Project Summary. The City is seeking proposals from vendors for leasing golf carts for the Enger Park Golf Course. Additional detail is provided in **Part IV** of this RFP.

I-2. Calendar of Events. The City will make every effort to adhere to the following schedule:

Activity	Date
Deadline to submit Questions via email to purchasing@duluthmn.gov	September 3, 2024
Answers to questions will be posted to the City website no later than this date.	September 5, 2024
Proposals must be received in the Purchasing Office by 4:00 PM on this date.	September 13, 2024

I-3. Rejection of Proposals. The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-4. Questions & Answers. Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at purchasing@duluthmn.gov **no later than** the date indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFP.

I-5. Addenda to the RFP. If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website http://www.duluthmn.gov/purchasing/bids-request-for-proposals/ . Although an e-mail notification will be sent, it is the Bidder's responsibility to periodically check the website for any new information

I-6. Proposals. To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP Calendar of Events. The City will not accept proposals via email or facsimile transmission. The City reserves the right to reject or to deduct evaluation points for late proposals.

Proposals must be signed by an authorized official. If the official signs the Proposal Cover Sheet attached as Appendix A, this requirement will be met. Proposals must remain valid for 60 days or until a contract is fully executed.

Please submit one (1) paper copy of the Proposal and one (1) paper copy of the Cost Proposal. The Cost Proposal should be in a separate sealed envelope. In addition,

Responders shall submit one copy of the entire proposal (Technical and Cost submittals, along with all requested documents) on flash drive in Microsoft Office-compatible or pdf format.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

I-7. Small Diverse Business Information. The City encourages participation by minority, women, and veteran-owned businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority, women, veteran-owned and other disadvantaged business entities as subcontractors and suppliers**.** A list of certified Disadvantaged Business Enterprises is maintained by the Minnesota Unified Certification Program at http://mnucp.metc.state.mn.us/ .

I-8. Agreement. The awarded proposer will enter into a five-year lease agreement with the City.

I-9. Award. Award will be based on the overall best value for the City and the City's contracted golf management team.

I-10. Term of Contract. The term of the agreement will begin once the agreement is fully executed and is anticipated to end by the end of the 2029 golf season.

I-11. Mandatory Disclosures. By submitting a proposal, each Bidder understands, represents, and acknowledges that:

A. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder.

B. There is no conflict of interest. A conflict of interest exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.

C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.

D. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

I-12. Notification of Selection. Bidders whose proposals are not selected will be notified in writing.

PART II - PROPOSAL REQUIREMENTS

Proposal should include:

- References – Please provide three references, preferably from other municipalities or publicly-owned golf courses, At least one reference should be from a course located in Minnesota or Wisconsin.
- Technical response, including information on service and parts per the project detail
- A mock invoice showing pricing and lead times for a Front Stabilizer Bar Replacement performed by proposer.
- Include a specification sheet for each vehicle type
- Cost Proposal, including pricing and payment structure of lease per the project detail.

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by City Staff. The intent of the selection process is to review proposals and make an award based upon qualifications as described therein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

Familiarity with municipal golf courses	20%
Service tech response speed and availability	20%
Parts availability and mark-ups	20%
Cost	40%

PART IV – PROJECT DETAIL

Proposers will the following:

Technical Response:

1. A detailed description of the service response time for technicians, including how many technicians are available and where they are located.
2. A description of supply chain, where warehouses are located and how quickly we would be able to get parts.
3. Specification sheets for each type of vehicle proposed.
4. Warranty information for the vehicles.

5. A mock invoice for a service technician to replace a front stabilizer bar on site, including lead times for both parts and technician.

Cost Proposal

1. A 5-year lease-to-return of 90 gas golf carts.
    a. All carts must be equipped with the following options:
        i. Sun canopy
        ii. Hinged windshield
        iii. Info holder
        iv. Double sand bottle
        v. Rear rain cover
        vi. Wheel covers
        vii. Number
        viii. USB Ports
    b. Include freight, monthly cost and total 5-year cost.
2. A 5-year lease-to-return of 6 utility carts
    a. All carts must be equipped with the following options:
        i. Sun canopy
        ii. Hinged windshield
    b. Include freight, monthly cost and total 5-year cost.
3. A 5-year lease for 6 utility carts where the City will own the carts at the end of the lease.
    a. Include freight, monthly cost, any lump sum/buyout payment at the end of the lease and total 5-year cost including buyout amount.
    b. All carts must be equipped with the following options:
        i. Sun canopy
        ii. Hinged windshield
4. A 5-year lease-to-return of 1 Picker
    a. Picker must be equipped with a picker assembly
    b. Include freight, monthly cost and total 5-year cost.
5. A 5-year lease of 1 Picker where the City will own the cart at the end of the lease
    a. Include freight, monthly cost, any lump sum/buyout payment at the end of the lease and total 5-year cost including buyout amount.
    b. Picker must be equipped with a picker assembly
6. A 5-year lease-to-return of 1 Beverage cart
    a. Include freight, monthly cost and total 5-year cost.
7. A 5-year lease for 1 Beverage cart where the City will own the cart at the end of the lease
    a. Include freight, monthly cost, any lump sum/buyout payment at the end of the lease and total 5-year cost including buyout amount.
8. Rate sheet for service technicians.

APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 24-AA06
2025 Golf Carts for Enger Park Golf Course

Bidder Information:	
Bidder Name	
Mailing Address	
Contact Person	
Contact Person's Phone Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Name & Title of Authorized Signer	
Email of Authorized Signer	