SEBASTIAN COUNTY JUDGE
Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas 72901
(479) 784-1502 Fax (479) 784-1550

July 3, 2013

NOTICE TO: Qualified Bidders

SUBJECT: Request for Proposal, Bid Number SC-1313

Sebastian County is interested in receiving sealed written proposals for furnishing the products/services specified in the attached Request for Proposal (RFP). Complete details regarding the products and/or services required by the County, and instructions for participating in the bid process, are included in the attached bid package.

Bids must be received by the time and date indicated in the RFP. Bids received after the time and date set for opening will not be considered.

Bidders who do not wish to submit bids must submit a "No Bid" to continue to be eligible for retention on the Bid List. The Bid List is periodically reviewed and bidders who have not responded to proposal requests are deleted.

If you are interested in submitting a bid, please be sure that the requirements of the RFP are completed since failure to meet the requirements could cause your bid to be rejected.

Any questions regarding the Bid Invitation should be directed to the Purchasing Department, (479) 784-1502.

Scott Stubblefield
Assistant County Administrator Purchasing/Facilities
Sebastian County

Attachment: RFP

REQUEST FOR PROPOSAL

Sebastian County, Arkansas

COVER SHEET **SECTION I**

BID NUMBER: **SC-1313**

TITLE: **(25) Golf Cart Purchase or**
(75) Golf Cart Lease to Own (48 Months)

OPENING: DATE: July 15th, 2013
TIME: 2:00 p.m.
PLACE: Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas

MAIL SEALED PROPOSALS TO: Sebastian County Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas 72901

ON OUTSIDE OF PROPOSAL SHOW:
(1) Return Address
(2) Bid Opening Date
(3) Bid Number and Title

BIDDER MUST COMPLETE THE FOLLOWING INFORMATION:

NAME OF BIDDER: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

INSTRUCTIONS:

(1) Unit prices and extensions are required on proposal form
(2) **Return *three* copies of entire Request for Proposal**
(3) Proposals must be signed to be accepted
(4) Any trade discounts should be deducted and net prices shown
(5) Bidder must guarantee product(s) offered will meet or exceed specifications contained in this Request for Proposal
(6) Bidding procedures will be in compliance with Arkansas Laws
(7) **QUOTE:** F.O.B. destination
(8) **TERMS:** Net 30 days

PROPOSAL FORM

BID NO. SC-1313 **SECTION II**

We, the undersigned, agree to furnish the products and/or services indicated below in accordance with the specifications and conditions contained herein, at the bid price shown.

It is expressly agreed and understood by and between the parties hereto, and is made a condition precedent to the entering into of any purchase or lease to own agreement resulting from this invitation to bid, that the County Judge, Sebastian County, shall determine any and all questions or disputes which may arise concerning conformity to the specifications and conditions, and proposals; and the quantity, suitability, and acceptability of all items to be furnished hereunder, and his decision as to such matters shall be final, binding, and conclusive upon the parties hereto.

That this Request for Proposal and proposals submitted hereunder shall be governed by the laws of the State of Arkansas.

We, the undersigned, affirm that this proposal is made on behalf of the undersigned, and is made without collusion on the part of any person, firm or corporation; and that the conditions and other provisions have been carefully examined and are agreed to.

Description	**Total Price**
25 Golf Carts Purchase	**$**_____
75 Golf Carts Lease to Own 48 Months	**$**_____
Trade in Allowance (25 or 73 each)	**$** _____
Net Bid with Trade In	**$**_____

Written Amount **$**_____

Make: _____ **Model:** _____

Warranty: _____ **Delivery:** _____

Amounts shall be in both written form and figures. In case of a discrepancy between the written amount and the figures, the written amount will govern.

Per Statue 26-52-410 of the Arkansas Code, "No tax shall be levied or collected upon gross receipts derived from the sale of motor vehicles to municipalities and counties or to state-supported colleges and universities or to public school districts in this state".

Exceptions to specifications: NO _____ **YES** _____ **(Attach itemized list)**

From: _____ **Signature:** _____

Date: _____ **Title:** _____

GENERAL CONDITIONS SECTION III

1. Bids must be received no later than the date and time set for bid opening. **Bids must be sealed.** Bids may be withdrawn, modified or corrected by the bidder after it has been submitted provided a written request to do so is filed with the County Judge prior to the time set for opening the bid. Telegrams or letters received prior to the time set for opening the bids will be accepted and attached to the unopened bid, and the bid will be considered withdrawn, modified, corrected, or otherwise changed accordingly. **NO BID MAY BE WITHDRAWN, MODIFIED, CORRECTED, OR OTHERWISE CHANGED AFTER THE TIME SET FOR OPENING THE BIDS.**

2. Specifications are designed to describe the type and quality of the product/services desired by the County. They are not intended to restrict bidding on any like product/service of equal or higher quality. Any exceptions to the specifications must be noted on a separate sheet by reference to the item number in the specifications where the exception is taken. If no exceptions are submitted with the Proposal, and accepted by the County, bidders will be expected to comply with the specifications. Products and/or services will be inspected for compliance prior to acceptance.

3. Prices quoted will be considered net prices unless otherwise stated by the bidder in the proposal. Bid prices must remain firm for 60 days unless otherwise stated in the specifications.

4. It shall be understood and agreed that any material or product purchased under this bid shall be new and in first class condition unless otherwise stated in or required by the bid invitation.

5. Bid bonds are not required unless specifically required by law or specified in the bid invitation.

6. **Bids must be signed to be accepted.** Signature must be that of the individual authorized to obligate the bidder who is submitting the bid or proposal.

7. The County is exempt from Federal Excise Taxes and such taxes shall not be included in the bid price. An exemption certificate will be furnished where required.

8. State and Local Sales Taxes shall be stated as a separate item and shall not be included in the bid price of the product/services being proposed. If no taxes are so stated, the County will assume that any taxes due have been included in the price quoted and no additional taxes will subsequently be added to the bid price. The County is Sales Tax Exempt on motor vehicle purchases.

9. BIDS WILL BE EVALUATED BASED UPON COMPLIANCE WITH THE SPECIFICATIONS, BID PRICE, APPLICABILITY AND SUITABILITY OF THE PRODUCT/SERVICES BEING OFFERED, PRODUCT AND VENDOR RELIABILITY, WARRANTY, DELIVERY TIME, AND SUCH OTHER FACTORS DEEMED APPROPRIATE TO ASSURE THE COUNTY RECEIVES A QUALITY PRODUCT MOST ADVANTAGEOUS TO THE COUNTY.

10. Assignment of any part or all of payments accruing under contracts or purchase agreements resulting from this Invitation to Bid will not be authorized. Payment shall only be made to the Contractor or vendor with whom the order is placed.

11. The County reserves the right to accept part or all of any specific bid or bids, and to accept any bid or bids with or without trade-in whichever is most advantageous to the County.

12. The Sebastian County Judge reserves the right to reject any or all bids/proposals, to accept any deemed most advantageous to the County, and to waive any formalities.

Specifications

1. **GENERAL:** It is the intent of these specifications to describe a four wheel GAS POWERED golf cart of the quality and design required by the County. It shall be the responsibility of the winning bidder to conform to the specifications unless exceptions are taken and stated in the proposal by reference to the paragraph where such exceptions are taken, and the bid awarded with recognition of said exceptions. The product being proposed shall be a current model under standard production by the manufacturer. All parts required for a complete unit shall be included whether or not specifically addressed in the specifications.

2. **QUANTITY:** Twenty-five (25) purchase or Seventy-five (75) rent to own.

3. **TYPE:** Four wheeled, gas-powered.

4. **ENGINE:** Four cycle, OHV.

5. **ELECTRICAL SYSTEM:** 12 volt.

6. **TRANSMISSION:** Automatic.

7. **SPEED:** 14 mph maximum.

8. **FRAME:** High tensile strength steel.

9. **BRAKES:** Mechanical disc brakes on both rear wheels; adjustable hill brake with automatic release.

10. **SUSPENSION:** Springs front and rear with hydraulic shock absorbers and stabilizers.

11. **STEERING:** Automotive type rack and pinion.

12. **TIRES:** 18 x 8.50 x 8; four ply.

13. **BODY:** Lightweight steel or high impact synthetic material; heavy duty bumpers front, rear, sides.

14. **TOP:** Standard with factory windshield.

15. **WHEEL BASE:** 66 inches maximum.

16. **LENGTH:** 93 inches maximum.

17. **SEATS:** Deep foam, heavy duty, tear resistant vinyl.

18. UTILITY BASKETS: Standard equipment, windshields

19. ADDITIONAL ITEMS: Four (4) extra wheels with tires shall be included.

20. NUMBERED DECALS: Numbered decals for the 25 or 75 golf carts must be included.

21. WARRANTY: Manufacturer's warranty shall be stated in the proposal and a copy included citing coverages and exclusions. Warranty shall be in place for the length of the lease.

22. SERVICE: The Vendor shall provide all parts, batteries, service and labor required. Parts and service capability must be available within a 250 mile radius of Fort Smith, Arkansas to provide acceptable response time (48 hours) to parts and/or service requests. Location of nearest service facility with full parts stock shall be stated in your proposal.

23. DELIVERY: Bid price shall include delivery to Ben Geren Park, Fort Smith, Arkansas. DELIVERY TIME MUST BE WITHIN 90 DAYS.

24. TRADE INS: Twenty-five (25) used 2008 Yamaha golf carts, twenty-five (25) 2009 Yamaha golf carts, and twenty-three (23) 2012 Yamaha golf carts will be offered as trades on the new carts. Trade in allowance shall be stated in your proposal. The County reserves the rights to accept a proposal with or with out trade in. Contact Ben Geren Park Administrator to make arrangements to see the trades, (479) 646-2444.

25. MANUALS: Two (2) copies each of service, operator, and parts manuals shall be included and delivered to Ben Geren Park no later than delivery date of the new carts.

26. LITERATURE: Include literature describing carts being proposed for proper evaluation of your proposal.

27. SAFETY ITEMS: Product being proposed must meet all applicable NASI safety standards.