

INVITATION TO BID

SPECIFICATIONS & INSTRUCTIONS FOR:

HOMEWOOD-FLOSSMOOR PARK DISTRICT

**Golf Car Lease/Purchase
Coyote Run Golf Course
Flossmoor, IL 60422**

BID OPENING ON: Thursday, October 25, 2018

TIME: 1:00 p.m.

LOCATION OF BID OPENING:

**HOMEWOOD-FLOSSMOOR PARK DISTRICT
Goldberg Administration Center
3301 Flossmoor Road
Flossmoor, IL 60522**

Any questions please contact:

**Tom Denklau
Coyote Run Golf Course Manager/Professional
708/957-8700
tdenklau@hfparks.com**

**INVITATION TO BID
Golf Car Lease/Purchase, Coyote Run Golf Course**

**Homewood-Flossmoor Park District
3301 Flossmoor Rd
Flossmoor, IL 60422**

Re: Golf Car Lease/Purchase, Coyote Run Golf Course

Date: October 4, 2018

INSTRUCTIONS TO BIDDERS:

1. GENERAL INFORMATION

The Homewood-Flossmoor Park District will receive sealed bids until October 25, 2018 at 1:00 p.m. at the Goldberg Administrative Offices, 3301 Flossmoor Road, Flossmoor, Illinois, 60422 for Golf Car Lease/Purchase at Coyote Run Golf Course.

All golf cars shall be brand new and model year 2019.

Vendors should submit a list on a separate sheet of any incentives available if the Homewood-Flossmoor Park District should lease all equipment from one vendor.

The President and Board of Park Commissioners reserve the right to reject any and all bids or parts thereof and to waive any technicalities and irregularities in the bidding and to disregard all non-confirming or conditional bids or counter proposals and to hold the bid proposals for ninety (90) days from the opening above set forth.

2. BID SUBMISSION

Bidder shall use the proposal forms provided, which shall be filled out completely in ink, and in duplicate. Bidder shall include catalog specification sheets for all equal or better equipment being bid. When bidding equivalent or proposing substitute items, fully document the change from the specification, or the bid may not be considered.

Bids shall be returned in a sealed envelope marked "SEALED BID: HOMEWOOD-FLOSSMOOR PARK DISTRICT Golf Car Lease/Purchase", the name of the bidder, date and time of opening, and address it to the Homewood-Flossmoor Park District, 3301 Flossmoor Road, Flossmoor, Illinois, 60422, Attention: Tom Denklau.

Bids shall be received on or before 1:00 p.m. on Thursday, October 25, 2018 at which time the bids will be opened and publicly read out loud. The Homewood-Flossmoor Park District is not responsible for late, delayed or incomplete bids.

The Homewood-Flossmoor Park District reserves the right to reject any or all bids, waive irregularities and accept the lowest responsible bidder who, in the sole opinion of the

District, will be best serve the District's interests. The District may accept electric or gas carts for purchase or lease. The lowest responsible bid will not be determined by cost alone. The District will take other factors into account, including, but not limited to fuel efficiency; battery life; decibel levels; terms and length of warranties; length of lease term (may not exceed 5 years); availability of service contracts or extended warranties after expiration of the initial warranty and the cost of same (if available) and acceptability of the bidder's leasing documents. Bidders are requested to provide copies of warranties and service contracts for consideration by the District in its evaluation of the lowest responsible bid.

3. MODIFICATION OR WITHDRAWAL OF BIDS

No bid may be modified, withdrawn, or cancelled by the bidder during the stipulated time period following the time and date for the receipt of bids, and the bidder so agrees to this by submitting a bid. Prior to the date designated for the receipt of bids, bids submitted early may be modified or withdrawn only by the notice to the District and must be done at the place designated for the receipt of bids, and must be completed by the time designated for the receipt of bids

4. COMPLIANCE WITH LAWS

The bidder shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local, and village governments which may in any manner affect the preparation of proposals or the performance of the contract

5. TERMS AND CONDITIONS

All guarantees and warranties required shall be furnished by the bidder and shall be delivered to the Homewood-Flossmoor Park District before final voucher is issued. The price shall include the standard manufacturer's warranty, all standard equipment, and the bidder shall specify that warranty.

The bidder shall also specify any guarantees and warranties which are available for purchase by the Park District and the cost of each purchase, including those which may be available for purchase.

Such guarantees and warranties should include:

- Parts availability
- Machine availability guarantee
- Information describing such guarantees and warranties shall be included as part of the bid.
- Battery life

The equipment shall be new and be properly serviced for immediate operations. Purchase of cars is contingent upon the District being able to sell its installment debt certificates.

6. CERTIFICATION SHEETS

The Certification Sheets that are included in the bid specifications must be signed and accompany any bid submitted.

7. TIME OF DELIVERY

The bidder shall specify time for delivery of equipment being bid. Time is of the essence and the failure of the successful bidder to perform timely shall permit the Park District to cancel the order at no cost the Park District. Golf cars should be received on property on February 1, 2019 or bidder will supply rental fleet at no charge until actual vehicles can be delivered.

8. PAYMENT

Upon proper submittal of all paperwork, warranties, and specified equipment, payment will be made within 30 days.

FORM OF PROPOSAL
Homewood-Flossmoor Park District
Golf Car Bid
Coyote Run Golf Course

Quantity per Car	Golf Car	Lease Price per Car/ Lease Term	Purchase Price
68	Electric Golf Cars with Lithium 10N Battery	_____	_____
68	Electric Golf Cars with Lead Acid Batteries	_____	_____
68	Gas Golf Cars	_____	_____
68	Gas Golf Cars with \$1 Buyout	_____	_____
1	Beverage Car	_____	_____
1	Range Picker Car (with Cage) Push Capable with Wittek Pickers	_____	_____
Price per year for Maintenance Package on all 70 Cars Leased		_____	
Price per year for Maintenance Package on all 70 Cars Purchased (after expiration of initial warranty)			_____
Total		_____	_____
Total Delivery Cost for Products Bid		_____	_____

Vendor/Contractor: _____

Address: _____

Phone: _____

E-Mail: _____

Contact Person _____

68 Electric Golf Cars

Specs	Meets Specs	Deviates from Specs
Electric Motor (minimum 36 volts)	_____	_____
Charger Supplied and Installed	_____	_____
Canopies on All Cars	_____	_____
Sweater Baskets	_____	_____
Number Decals on Cars	_____	_____
Information Holders (preferably Canopy-mounted)	_____	_____
Cup Holders	_____	_____
Windshields	_____	_____
USB Ports	_____	_____
Manufacturer:	_____	
Model Number:	_____	
Lease Price Each:	_____	

68 Gas Cars

Specs	Meets Specs	Deviates from Specs
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Gas Motor (minimum 9 H.P.)	_____	_____
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Canopies on All Cars	_____	_____
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Sweater Baskets	_____	_____
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Number Decals on Cars	_____	_____
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Information Holders (Canopy-mounted)	_____	_____
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Cup Holders	_____	_____
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USB Ports	_____	_____
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Windshields	_____	_____
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Manufacturer: _____

Model Number: _____

Price Each: _____

1 Beverage Car

(Café Express, Refresher 1200, Umax Refreshment Unit)

Specs	Meets Specs	Deviates from Specs
Gas Motor (minimum 9 H.P.)	_____	_____
Storage Capacity (Cans, Cold/Hot Drink, Snack Storage, Bottle Caddy)	_____	_____
Storage Trays	_____	_____
Canopy (Roof)	_____	_____
Cup Holders	_____	_____
NSF Certified	_____	_____
Drainage	_____	_____
Manufacturer:	_____	
Model Number:	_____	
Price Each:	_____	

Service Contract for Leased Cars

Specs	Meets Specs	Deviates from Specs
Weekly Service (throughout season)	_____	_____
Spare Tires Provided (Weekly)	_____	_____
No Charge Emergency Service	_____	_____
Full Coverage Insurance (HFPD named as additional insured)	_____	_____
State of Illinois "Use Tax"	_____	_____
Batter/Chargers Maintenance (Batteries guaranteed to have minimum 36-hole performance level throughout lease life)	_____	_____

Off-Season Reconditioning _____
 Performed throughout the term of the lease agreement. Cars are serviced both Mechanically and cosmetically. Reconditioning includes, but is not limited to:

Checking, Adjusting, Repairing, or Replacing All Mechanical Systems such as;

- Steering: steering column, rack and pinion, front-end alignment, etc.
- Suspension: front and rear leaf springs and shocks
- Brake Systems: adjustment and cleaning of shoes, cables and pedals
- Electrical: solenoids, micro switches, wires and cables, etc.
- Batteries: load testing and grouping
- Cosmetic: body and cowl repair or replacement, seats, floor mats, pedal pads
- Miscellaneous: complete lubrication of car, complete cleaning of car, transportation to facility

Normal Wear and Tear Damage is Repaired at Vendor Expense

Cost Per Car: _____

CERTIFICATION BY CONTRACTOR
PURSUANT TO ARTICLE 33E PUBLIC CONTRACTS
OF THE ILLINOIS "CRIMINAL CODE", AS AMENDED

RE: HOMEWOOD-FLOSSMOOR PARK DISTRICT
Golf Car Lease/Purchase, Coyote Run Golf Course

_____, the undersigned Contractor hereby certifies that said Contractor is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E PUBLIC CONTRACTS of the Illinois "Criminal Code", (720 ILCS 5/33E-1 *et seq.*), as amended.

Witness _____ Hand(s) and Seal _____ this ____ day of _____, 20_____.

If an individual, sign and give address.

Signature

Address: _____

If a partnership, sign all individual names and give address of each partner.

Partnership Name: _____

Address: _____

Names and Addresses of Individual Partners:

If a corporation, officer(s) duly authorized should sign, attach corporate seal.

Corporate Name

Address

By: _____

Title: _____

By: _____

Title: _____

By: _____

Title: _____

ATTEST:

CORPORATE SEAL

Homewood-Flossmoor Park District

Golf Car Lease/Purchase, Coyote Run Golf Course

Bid Form

Date: _____

To: Board of Park Commissioners
Homewood-Flossmoor Park District
3301 Flossmoor Road
Flossmoor, IL 60422

Re: **Golf Car Lease/Purchase, Coyote Run Golf Course**

General:

The undersigned, having carefully examined the Bidding Documents, all data made available, and having become fully informed as to all existent conditions and limitations, hereby propose to perform everything required to be performed, and to provide all equipment as called for, in conjunction with:

Homewood-Flossmoor Park District
Golf Car Lease/Purchase, Coyote Run Golf Course

In accordance with the Bidding Documents as prepared including Addenda numbers: _____, Issued thereto as follows:

Vendor/Contractor: _____

Address: _____

Phone: _____

E-Mail: _____

Contact Person _____

Dated this _____ day of _____, 20_____

Signature _____