



REQUEST FOR PROPOSALS

RFP # 16-17-002

For

Lease of Golf Carts

At the

Sierra Del Rio Golf Course

Issued: April 14, 2017

Proposals Due: April 28, 2017 by 2:00pm

CITY OF ELEPHANT BUTTE, NEW MEXICO

**PO Box 1080, 103 Water Street
Elephant Butte, NM 87935**

NOTICE TO PROPOSERS
City of Elephant Butte
RFP# 16-17-002

Lease of Golf Carts for Sierra Del Rio Golf Course

1. Receipt and Opening of Proposals

Proposals will be accepted from established companies regularly engaged in the sale, leasing, or manufacturing of this equipment.

Questions & proposals may be directed to: Attn: Karen Rieth, CMC, CPO
City of Elephant Butte
PO Box 1080
103 Water Street
Elephant Butte, NM 87935

575-744-4892 Ext. 100
cityclerk@cityofelephantbutte.com

2. Form of Proposals

To facilitate comparison and evaluation, Offerors must follow the format outlined in this section. Failure of an Offeror to follow the required format may, at the sole discretion of the evaluation committee, result in the rejection of the submittal.

- A. Number of copies. Each Offeror will submit one original with 4 copies.
- B. The proposal must be limited in format and length. All proposals will be typewritten on standard 8 ½" X 11" paper and bound or stapled on left.
- C. All proposals should include a completed Summary Proposal Form, and veteran preference if applicable.

The front of sealed proposal envelope should be clearly marked with:

- The name and address of the proposer
- Sealed Proposal
- RFP# 16-17-002 Golf Carts
- April 28, 2017 at 3:00pm

The City shall not be liable for any expenses incurred by any proposer in relation to the preparation or submittal of Proposals. Expenses include, but are not limited to: expenses by proposer in preparing a Proposal or related information in response to RFP; negotiations with City on any matter related to this RFP; and costs associated with interviews, meetings, travel or presentations. Additionally, City shall not be liable for expenses incurred as a result of City's rejection of any Proposals made in response to this RFP.

Competitive sealed proposals are due before **2:00pm on April 28, 2017**. This time and date is fixed and extensions will not be granted. The City does not recognize the US Postal Service, its postmarks or any other organization as its agent for purposes of dating the Proposal. All Proposals received after the deadline shown will be rejected, returned unopened, and will not receive further consideration. Furthermore, the City reserves the right to reject any and all Proposals and to waive information and minor irregularities in any Proposal received.

Proposals will be opened at City Hall, 103 Water Street, Elephant Butte, NM 87935 at 2:00pm on April 28, 2017.

Proposals will be referred to a 3 person committee for review and evaluation. The City of Elephant Butte may award the lease agreement to the "lowest responsible proposer"; however, the City of Elephant Butte reserves the right to reject any or all proposals and to waive any technicalities in the proposal process.

3. General Instructions

The golf carts supplied shall conform to generally recognized standards of quality, materials and workmanship, subject to the bid specifications in full and in compliance with any and all applicable federal, state and local regulations and requirements.

The specifications shall be construed as the minimum standards acceptable. Where brand names are mentioned the term "or approved comparable" shall apply. Incomplete proposals or lack of pertinent applicable data may constitute an incomplete or irregular proposal and may be subject to rejection by the City of Elephant Butte.

Firm lease prices are required.

The City of Elephant Butte requests the option to lease more of the specified units at the quoted price at a later date. Please provide a date through which the cost per unit price is valid.

proposal totals must include delivery of items to the Sierra del Rio Golf Course, 101 Clubhouse Road, Elephant Butte, NM 87935.

Please include completed Proposal summary sheet with all proposals.

4. Qualifications of Proposer

The City of Elephant Butte may make such investigation as deemed necessary to determine the ability of the proposer to provide the items being obtained. The proposer shall furnish all such information and data for this purpose as the City of Elephant Butte may request. The City of Elephant Butte reserves the right to reject any proposal if the evidence submitted by or the investigation of, such a proposer fails to satisfy the City of Elephant butte that the proposer is properly qualified and able to carry out the obligations of the contract and to supply the items contemplated therein.

5. Conditions of the Contract

Each proposer must inform themselves fully of the conditions relating to providing the items described in the specifications. Failure to do so will not relieve the successful proposer of the obligation to furnish the items as necessary to carry out the provisions of their contract.

6. Method of Award

All proposals will be reviewed and evaluated by a 3 person evaluation committee. The committee will make final recommendation for award to City Council. A lease Agreement will be negotiated with the lowest responsible qualifying proposer.

The City of Elephant Butte reserves the right to reject any and all proposals.

In the event a lease agreement is awarded, it shall be awarded to that responsible vendor submitting the best proposal consisting of the items required.

When a proposal is submitted to the City of Elephant Butte, opened, evaluated and subsequently accepted by the City Council and a Contract/Lease Agreement and/or purchase order established, the proposal becomes a binding and legal contract between the City of Elephant Butte and the vendor. Additionally, no changes, additions or deletions will be allowed after the proposal is opened. The terms submitted in the vendor's proposal shall be binding.

Initial payment will be made ONLY upon delivery and acceptance of items specified in the proposal.

7. Public Records

All Proposals submitted in response to this RFP become the property of the City of Elephant Butte and under the Public Records Act (NMSA 1978, Chapter 14, Article 2) are public records, and as such may be subject to public inspection.

If a proposer claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the Proposal.

8. Obligation of the Proposer

At the time of the opening of proposals, each proposer will be presumed to have read and to be thoroughly familiar with the specifications and contract documents (including all addenda). The failure or omission of any proposer to examine any form, instrument, or document shall in no way relieve any proposer from any obligation in respect to their proposal.

PROPOSAL SPECIFICATIONS

RFP 16-17-002

Golf carts for Sierra del Rio Golf Course

It is the intent of these specifications to describe a 2017 Yamaha "Quietech" Golf Car or equally comparable golf cart. The specifications describe and state the minimum requirements of these vehicles. Proposals not meeting these minimum requirements may be subject to rejection.

The following is intended to be used as guidelines, all equivalent or comparable units will be considered.

Golf Cart Minimum Specifications:

1. Number of carts: Thirty (30) gas powered golf carts
2. Automotive style dash with 4 drink holders
3. 5 MPH Crash rated – matching bumpers
4. Fully Independent front & rear suspension
5. Maintenance-free rack and pinion steering
6. Perma-Lubed sealed ball bearings
7. Coil Springs over hydraulic shock absorbers
8. Clima-Guard top with dual rain gutters
9. Sentry wraparound protection
10. Vinyl Coated Sweater basket
11. Thermoplastic Olefin Body
12. Rear drum brakes
13. Fuel economy up to 31 miles per gallon
14. Fully independent rear suspension
15. No choke cable
16. Information holders
17. Clear split windshield
18. Dual sand bottles
19. Fleet numbers (2 per car)
20. Wheel covers
21. USB ports (2 per car)
22. Large Cooler

Please include color options in pricing.

SUMMARY PROPOSAL FORM

City of Elephant Butte

RFP#16-17-002

Lease Agreement for Golf Carts for Sierra del Rio Golf Course

PLEASE PRINT OR TYPE CLEARLY

Today's Date: _____

Name of Vendor: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

We hereby propose to furnish and deliver in compliance with your official notice and specifications:

Monthly price per unit: _____

Date this price is good through (if additional units added at a later date) _____

Monthly lease payment for 30 gas powered carts: _____

Total Agreement price for 1 year lease _____

Total Agreement price for 3 year lease _____

Total Agreement price for 5 year lease _____