

REQUEST FOR PROPOSALS



Multi-Passenger Golf Carts Gasoline Power-Driven

RFP 2021-004 SPD GPGC

**Due Date: June 11, 2021
5:00 PM EST**

**City of Seneca
221 E. North First Street
P.O. Box 4773
Seneca, South Carolina 29679**

THIS IS NOT AN ORDER

REQUEST FOR PROPOSALS 2021-004 SPD GPGC
DATE OF INVITATION: May 21, 2021

PROPOSALS WILL BE RECEIVED AT:

City of Seneca
221 E. North First Street
P.O. Box 4773
Seneca, South Carolina 29679

UNTIL 5:00 P.M. LOCAL TIME ON **FRIDAY, JUNE 11, 2021.**

Project Name:	<u>Multi-Passenger Gas Power-Driven Golf Carts</u>
Project Location:	<u>205 North Depot Street</u>
City/County/State:	<u>Seneca / Oconee / South Carolina 29678</u>
Project Number:	<u>RFP 2021-004 SPD GPGC</u>
Response Deadline:	<u>June 11, 2021 5:00 P.M. EST</u>

1. INTRODUCTION

The City of Seneca Police Department (herein, SPD/Owner) is soliciting through this Request for Proposals (hereinafter referred to as bid/proposals) for the supply of two (2) gas power-driven golf carts. Bid/Proposals shall be submitted on the form contained herein.

2. SCOPE OF SERVICE

Contractor to sell to City of Seneca two (2) new multi-passenger golf carts, gasoline fueled. The first cart (Cart #1) to be a four (4) passenger, and the second cart (Cart #2) to be six (6) passenger.

3. GENERAL

This solicitation is not to be construed as a commitment of any kind nor does it commit the City of Seneca to pay for any costs incurred in the submission of an offer or for any other incurred cost. BIDDER/RESPONDER TERMS AND CONDITIONS: PROSPECTIVE BIDDERS ARE CAUTIONED TO PAY PARTICULAR ATTENTION TO THIS CLAUSE. Bidder/Responder imposed terms and conditions which conflict with the terms and conditions of this RFP are considered counter offers and, as such, will cause the Owner to consider the bid proposal non-responsive.

4. INSTRUCTION FOR BIDDERS

By submitting a bid proposal, Bidders are acknowledging they have read the City of Seneca Bid Specifications, which are included in this package.

All bid proposals must remain open for acceptance by the City of Seneca for a period of at least ninety (90) calendar days from the date of opening of the bids.

4.1 All responses to this RFP must be delivered to the Major of Operations, Seneca Police

Department, 221 East North First Street / P.O. Box 4773, Seneca SC 29679; or submitted via facsimile (*It is the responder's responsibility to verify the SPD receives the facsimile*).

- 4.2 Submittals shall reference **RFP 2021-004 SPD GPGC** and be clearly labeled on the face of the envelope/page/fax sheet. Bid/Proposal must be complete and in U.S. dollars. See instructions and conditions enclosed herein.
- 4.3 Material inserted by the Bidder must meet requirements of the Specifications to be considered. If a Bidder attaches brochures and/or additional information as part of the bid proposal, such attachments must be accompanied by a disclaimer in the event of conflict between the terms and conditions of this RFP and the terms and conditions of the Bidder/Responder, the terms and conditions of the Owner shall prevail.
- 4.4 Any questions relevant to this RFP must be submitted by written request prior to **1:00 pm E.S.T. Thursday, June 10, 2021**. Questions submitted after that date and time will not be due a response. Any interpretation of bid proposal questions will be made by an addendum duly issued to each known prospective Bidder. Such addendum must be acknowledged on Bidder's response to this RFP (*Appendix 'C'*).
- 4.5 Direct all questions to:

Major Jeremy Rothell
City of Seneca Police Department
P.O. Box 4773, Seneca, SC 29679
Telephone: 864.885.2740
Fax: 864.888.0856
Email: jrothell@seneca.sc.us

- 4.6 City of Seneca shall not be held responsible for Bidder's lack of understanding of what is required by this solicitation. Should a Bidder not understand any aspect of this request or require further explanation or clarification regarding the intent or requirements, it shall be the responsibility of the Bidder to seek guidance from the Owner's designated representative.
- 4.7 The Owner shall assume no responsibility for delay in U.S. mail service or for bid proposals delivered to City offices other than the specified.
- 4.8 The City of Seneca reserves the right to reject any or all quotes, waive informalities, minor irregularities, and defects, negotiate changes, accept any quote or any part thereof if such action is in its best interest.
- 4.9 The City reserves the right to correct obvious ambiguities and errors in the Bidder's proposal and to waive non-material irregularities and/or omissions. In this regard, if the unit price does not compute to the extended total price, the unit price shall govern. Written prices will govern over numeric prices.
- 4.10 Any Bidder may withdraw his/her bid proposal prior to the scheduled bid opening time by delivering a written notice to the Owner's designated representative. The notice may be submitted in person or by mail; however, it must be received prior to the time for bid opening.
- 4.11 No Bidder will be permitted to withdraw his/her bid/proposal after the time of bid opening,

as set forth in the Request for Proposals, and before the actual award of the Contract, unless the award of Contract is delayed more than ninety (90) calendar days after the date set for bid opening. If a delay of more than 90 calendar days does occur, then the Bidder must submit written notice withdrawing his/her bid proposal to the City of Seneca Police Department.

5. ADDITIONAL REQUIREMENTS

- 5.1 All bid proposals must be made upon blanks furnished herein and the prices must be stated in figures either written in ink or typewritten. No proposal having erasures or interlineations will be accepted unless initialed by the Bidder in ink.
- 5.2 The quantities listed are the City's current approximate requirements. City of Seneca will neither be obligated by nor restricted to these quantities and may increase or decrease any item(s) ordered under this solicitation and pay according to the unit prices quoted in the Bid.
- 5.3 Bid proposals that are incomplete or conditioned in any way, contain alternatives or items not called for in the Specifications, or not in conformity with law may be rejected as being nonresponsive. The City cannot legally accept any proposal containing a substantial deviation from these Specifications.

6. MINIMUM SPECIFICATION

- Cart #1 - Seating for minimum of 4
- Cart #2 – Seating for minimum of 6
- Power source gasoline engine
- Gas Tank
- Brakes minimum of Rear Drum Brakes required
- Parking Brake minimum of foot operated locking brake
- Roof Body to cover all Seats minimum
- Rear Flip Seat
- 14-inch Aluminum Wheels
- Windshield - Foldable
- Recommended Options
 - Rear view mirror(s)
 - Street Legal
 - Fuel Gauge
 - Horn
 - LED Lights, Front and Rear
 - Daytime Running Lights for added safety

Quotation shall cover delivery F.O.B. Seneca Police Department, Seneca, South Carolina, (unless otherwise stated in this Request for Proposals at the designated address set forth as the Project Location).

7. AWARD OF CONTRACT

An Agreement/Contract resulting from this solicitation may be awarded to the responsive bidder whose bid proposal conforming to this solicitation appears to be the most advantageous to the City of Seneca.

- 7.1 Until the City executes said contract or award/acceptance documents, no proposal shall bind the City to execute a contract, nor obligate it to bear any expense pursuant to the Request for Proposals.
- 7.2 The City reserves the right to award a contract for any or all items to one or more Bidders, to reject any and all bid proposals or any item(s) within the bid proposal, to waive any informality in the bid proposal, and to call for new bid proposals as best meets its needs.
- 7.3 Prices submitted in the Bidder's RFP response will be considered firm for the contract. No change in services or prices will be allowed without written consent of both parties, pursuant to the following conditions.
- 7.4 Any Bidder who refuses to enter into a Contract after it has been awarded to the Bidder will be in breach of the agreement and forfeits all rights pursuant to the Owner contracting with an alternate Bidder.

SCHEDULE

Request for Proposals Issued	Friday, May 21, 2021
Additional Questions Due by 1:00 pm	Thursday, June 10, 2021
Responses Due by 5:00 pm	Friday, June 11, 2021
Bid Review Completed	Tuesday, June 15, 2021
Public Notification of Selection	Friday, June 18, 2021
Project Completion	Wednesday, June 30, 2021

DEFINITIONS

BIDDER/RESPONDER/PROPONENT means anyone submitting a valid response to this Request for Proposals.

BID / PROPOSAL means a proposal submitted by the Bidder(s) in response to this RFP in accordance with the provisions hereof including Technical and Price Proposal along with documents forming part of and in support of specifications in this RFP.

BID IS NON-COLLUSIVE means by the submission of the bid proposal the Bidder represents that the prices in its bid are neither directly nor indirectly the result of any formal or informal agreement with another Bidder.

CONTRACT/AGREEMENT/SERVICE CONTRACT means a binding contract for services issued to formalize the accepted Bid.

CONTRACTOR/VENDOR means the person(s), firm(s), or corporations(s) selected, by the Owner, to carry out all duties, obligations, work and service described in the RFP and all associated documentation, which may also include mutually agreed revisions subsequent to the submission of a bid proposal. Both "Contractor" and "Proponent" are complementary in terms of duties, obligations, and responsibilities at the RFP stage, through evaluation process, execution, and delivery of the services.

RFP (REQUEST FOR PROPOSALS) shall mean the solicitation of recommended services and estimated cost to complete the designated work; including documents, specifications, drawings, and addenda incorporated therein.

SPD/Owner means the City of Seneca Police Department (*its authorized representative – Major Jeremy Rothell*).

SERVICES mean and includes the provision by the selected proponent of all services, work, duties, and expectations as further described in the RFP. This will also mean the whole of the work, tools, materials, labor, equipment, travel, and all that is required to be completed and furnished by the Contractor.

SUPPLY/PROVIDE shall mean supply and pay for and provide and pay for the equipment, goods, materials, or other items to be provided by the Contractor/Vendor to the Owner under a Purchase Agreement/Contract.

SHALL/MUST/WILL/MANDATORY means a requirement that is required to be met.

Certification Regarding Debarment & Other Responsibility Matters

By submitting a bid proposal, the Bidder certifies, to the best of his/her knowledge and belief, that:

- I. Bidder and/or any of its Principals
 - (A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency.
 - (B) Have not, within a three-year period preceding this quote, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of quotes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - (C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission or any of the offenses enumerated in paragraph I (B) of this provision.
- II. Bidder has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.
 - (A) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; business manager; head of a subsidiary, division, or business segment, and similar positions).
 - (B) Bidder will provide immediate written notice to the Owner if, at any time prior to contract award, Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 - (C) If the Bidder is unable to certify the representations stated in paragraphs (I), they must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Bidder's responsibility. Failure of the Bidder to furnish additional information as requested by the Owner may render the bid proposal as being non-responsive.
 - (D) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (A) of this provision. The knowledge and information of a Bidder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 - (E) The certification in paragraph I (A) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Bidder knowingly or in bad faith rendered an erroneous certification, the Owner may terminate, for default, any Contract resulting from this solicitation, and in addition to other remedies available to the City of Seneca.

Authorized Signature

Date

Signed copies of the Certification Regarding Debarment and Other Responsibility Matters must be included in the proposal package.

QUOTE SUBMISSION FORM

**CITY OF SENECA
RFP 2021-004 SPD_GPGC
MULTI-PASSENGER GOLF CART**

BIDDER'S QUESTIONNAIRE

Name of Your Business: _____

Street Address: _____

Mailing Address if Different: _____

City: _____ State: _____ Mailing Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

How many years has the business been under the above name? _____

Previous business name(s) if any: _____

My Quote Acceptance Period is _____ Days. *(Quotes providing less than ninety (90) calendar days for acceptance may be considered non-responsive and may be rejected.)*

Are you acting as a broker or the primary supplier in this transaction?

- Primary Supplier
 Broker

Business Information *(Please check all that apply):*

- My business is Individual
 My business is a Partnership
 My business is a Non-Profit
 My business is a Joint-Venture
 My business is Regulated under the laws of the State of _____
 My business is full-time
 My business is part-time

The Bidder shall attach separate sheet(s) of any variations from or exceptions to the Terms, Conditions or Specifications of this solicitation.

Completed by: _____ Title: _____

Signature: _____ Date: _____

Note: Failure to provide the information requested in this questionnaire may be cause for rejection of the solicitation on the basis of non-responsiveness.

CITY OF SENECA POLICE REQUEST FOR PROPOSALS NUMBER 2021-004 SPD GPGC
GAS POWER-DRIVEN GOLF CARTS
BID FORM

BID FORM

BIDDER REGISTERED NAME:

BID DATE:

PURPOSE AND SCOPE: To furnish City of Seneca Police Department with two (2) Gas power-driven Golf Carts (or approved equivalent) per specifications outlined in bid documents.

*****Please submit a factory specification and factory warranty information sheet attached to this bid.**

BID SCHEDULE

Bid Item	Bid Item Description	Est. Qty	UOM	Unit Bid Price	Total
# 1	Six (6) Passenger Gas Golf Cart	1	Each	\$	\$
#2	Four (4) Passenger Gas Golf Cart	1	Each	\$	\$
TOTAL BID					\$

In the case of a mathematical error, unit price will take precedence. City of Seneca reserves the right to reject any and all bids, to waive any informality in bids and to accept any item in the bid.

ADDENDUM RECEIPT:

Receipt of addenda numbered _____ is acknowledged.

VENDOR INFORMATION & SIGNATURE:

Signature

Date

Printed Name and Title

Address

Phone Number: _____

Email Address: _____

SUBMIT ALL THREE APPENDIX PAGES OF THIS BID FORM FOR BID OPENING AT TIME OF BID OPENING