

TOWN OF BLACKSBURG, VIRGINIA

Purchasing Office - Administration
300 South Main Street
Blacksburg, Virginia 24060
Phone (540) 443-1077 Fax (540) 961-1514
tkbland@blacksburg.gov

October 5, 2020

REQUEST FOR QUOTATION #20-03 Town of Blacksburg Golf Course Golf Car Lease

The Town of Blacksburg is requesting a quote to enter into a four (4) year lease agreement for 22 new golf cars with an option to renew yearly during the four-year period if both parties are in agreement and shall begin **February 1, 2021**. (Please reference specifications). **Please return your complete quotation on this form by 1:00 p.m. on Monday October 19, 2020 to the Purchasing Office in person, email or fax.** Please provide descriptive literature if available. Terms shall be NET 30, FOB Destination. If you offer a prompt payment discount, please indicate. Items shall be quoted as requested, and the successful offeror must invoice the items as quoted. The Town reserves the right to waive informalities, accept or reject all quotes, award on a lump sum or split basis and award in its best interest. Any deviations shall be listed with your submittal. Unless otherwise noted, the words "or equal" shall automatically apply when any brand name is specified. Any reference to a brand name is to specify the nature of the item, quality, guidelines, etc. Other brands may be quoted and must be equal to the brand name. Interviews may be held with short-listed companies. Your price(s) shall remain firm during the contract period. Award shall be based on delivery time, reliability of the vendor, service, and quality of golf cars, cost, previous experience, maintenance and demonstration.

Tammy Bland, CPPB, VCA
Purchasing Buyer

Specifications

This contract shall be a four (4) year lease agreement for a quantity of 22 new golf cars with an option to renew annually during the four-year period if both parties are in agreement and shall begin **February 1, 2021**. This contract includes an optional four-year full service lease to include maintenance with the exception of periodic preventative battery maintenance. All necessary required maintenance, repairs, and battery replacements shall be provided by the vendor at the vendor's expense. Please include all additional costs such as, delivery, property tax and fuel charges in your quote. The town will not be responsible for payment of charges not included in your quote. Golf Cars shall be of matching color to be chosen by the town. Please indicate if color choice affects cost. The town reserves the right to add cars throughout the contract period at the quoted rate.

Vendor shall deliver one golf cart to the Town of Blacksburg Golf Course located at: 800 Graves Avenue Blacksburg, VA 24060 for a two-day demonstration. We will schedule demonstrations once quotations are received in a reasonable time-frame. In addition, the evaluation process may include an in-person interview with the short-listed offerors.

Offeror shall include in their firm fixed price bid all miscellaneous costs to be incurred per month.

Quantity	Item	Option price to add GPS tracking system to monitor cart usage	Misc. costs (please specify)	Unit Price per month	Extended Price (48 months)
22 each (With option to add cars at the quoted rate)	Golf Carts – New, electric, all cars to be of matching color, fold down clear polycarbonate windshield, canopy top with built-in rain gutters and drains, sweater basket, cup holders, scorecard and pencil holders, removable message signs, number decals, single sand bottle and holder on each side, battery fill system, maintenance and location. Option: GPS tracking system to monitor cart usage.				

Year/Make/Model _____

Delivery within _____ days after quote award (will be an evaluation factor)

Please indicate who provides maintenance, and what exactly is included in maintenance, and how often maintenance is provided for Golf Cars:

What is your unscheduled response time to repair a Golf car?

Available to start February 1, 2021: Yes No

Company _____ Date _____

Authorized Name/Signature _____

Business Address _____

Telephone _____ Fax _____ Email _____

Prompt Payment Discount: _____ % Net _____ days

List deviations, if any: