

Memorandum

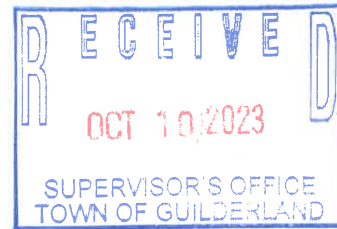
To: Peter Barber, Town Supervisor

Town Board Members

From: Casey Childs, Director of Golf

Re: Award of RFP for golf cart lease agreement at Western Turnpike Golf Course

Date: 10/9/23



This memo is requesting the Town Board to consider awarding the RFP for a new golf cart lease agreement at Western Turnpike Golf Course to Satch Sales. A respected Club Car dealer, Satch Sales has a successful long-standing relationship with the Town and is the low bidder of two comparative bids for a monthly payment of \$12,610.13.

For further details, please refer to the attached bid documents from October 6, 2023. More bid information is available for review upon request.

Thank you for your consideration,



Casey Childs

Director of Golf

Western Turnpike Golf Cart Rental

October 6, 2023 4:00 pm

Company	Bid
Five Star	\$15,746.53 / Monthly
Satch Sales	\$12,610.13 / Monthly

All bids to be reviewed by the Town of Guilderland / Engineer.

Satch Sales Service Packages and Agreement

Includes

- Weekly service visits by a Factory Certified Service Technician.
- Complete annual maintenance
 - Each year of the contract, annual maintenance will be performed between the end of the season and beginning of the next season.
 - Perform a complete safety inspection
 - Alignment and lubrication
 - Battery maintenance
 - Accessory inspection
 - Club Car Warrantee Check
- Documentation
 - Satch Sales will document all service visits and all work performed on each vehicle. A copy of all service documentation will be provided to the club by the technician after each visit, and Satch Sales will archive all service performed.
- Fleet Management Training
 - Satch Sales will provide a site visit upon request to train any club personnel on the proper management, rotation, and cleaning for any electric or gas golf car fleets
- Out of Schedule Service Visits
 - All service visits outside of the normally scheduled visits will incur a \$100 convenience charge
- Batteries
 - Batteries are covered under the manufacturer's warranty period only
 - It is the club's responsibility to properly water and maintain flooded lead acid batteries throughout the season
 - Spot checks on water levels will be performed at each service visit
 - All batteries will be inspected for water and required maintenance during the annual service visit
 - If a battery is found to be dangerously low on water (not maintained), terminals aren't maintained, or batteries are not charged regularly the warranty voided and batteries will no longer be covered.
- Tires
 - Tires are not covered unless it is a warrantee issue.
 - Satch Sales offers \$10 plug repair, and will all facilities with service agreements will receive 25% off tires. If a facility wishes to have a stock of tires, Satch Sales will provide them at 25% off.

- Pricing (Please See Table Below)

- Pricing for the above plans includes parts covered under the manufacturer’s warranty or “normal wear and tear” and labor for all scheduled visits.
- All service contracts will be billed on March 1st of each year of the contract and had Net 30 dating. Service payments will be made to Satch Sales, LLC.
- Facilities may roll the service agreement cost in to their lease if they would prefer
- If the club chooses not to participate in any of the above service agreements, they will still have access to the Satch Sales Service department on a space available basis with a labor rate of \$125/hour, and will incur the charge for any parts not covered under the manufacturer’s warranty

Service Cost Per Car Per Year			
Year	Gas Parts and Labor	Electric Parts and Labor	Gas/Electric Labor Only
1-Year-old Cart	\$50	\$40	\$25
2-Year-old Cart	\$60	\$50	\$35
3-Year-old Cart	\$70	\$60	\$45
4-Year-old Cart	\$80	\$70	\$55
5-Year-old Cart	\$90	\$80	\$65
6-Year-old Cart	\$100	\$90	\$75

- Labor Only Agreement
 - On Call for designated day of the week
 - Includes labor for annual service
 - All non-warranty parts are billable, including annual service parts for Gas vehicles
- Parts and Labor Agreement for *Electric* Vehicles
 - On call for designated day of the week
 - Includes labor for annual service
 - Normal Wear and tear parts (see table) covered, excluding tires, batteries, and any damaged parts
- Parts and Labor Agreement for *Gas* Vehicles
 - On call for designated day of the week
 - Includes labor *and* parts for annual service
 - Normal wear and tear parts (see table) covered, excluding tires, batteries, and any damaged parts

Parts Defined as Normal Wear and Tear (after CC Warranty Expires)	
<i>Covered</i>	<i>Not Covered</i>
Solenoids	Batteries
MCOR	Tires with punctures or blowouts
Forward/Reverse Switch	Front Cowl
Cracking Windshield	Bumpers/underbody
Windshield Clips	Canopy
Strap Clips	Bag Protector
Straps	Information Holder
Peeling number or Club Car stickers	Accessories
Battery Wires	Seats with slices or burn holes
Steering gearbox, rack, and column	Roof Supports
Starter Generator	Broken Windshields
Pedal Group and Cables	
Voltage Regulator	
Limit Switches	
Tires with abnormal wear	

Notes

- Cars must be tagged or logged in some way so that techs know to fix them and it needs to be accountable
- Carts more than 6 years old do not qualify for a service agreement

Facility Name: _____

Facility Representative: _____

Plan Chosen: _____

Acceptance Signature: _____

**TOWN OF GUILDERLAND
REQUEST FOR PROPOSALS
WESTERN TURNPIKE GOLF COURSE
SIX YEAR LEASE FOR GOLF CARTS**

The Town of Guilderland (“Town”) is seeking proposals for a six year lease agreement for golf cart usage at the Western Turnpike Golf Course, located at 2350 Western Avenue, Guilderland NY 12084.

The “Town” is seeking a reliable and experienced vendor to undertake this important agreement in compliance with the regulations set forth by the “Town” as described herein.

Overview:

The Western Turnpike Golf Course, a prominent recreational facility in our community, requires a fleet of 80 new golf carts for daily usage and events, and including maintenance service. The purpose of this Request for Proposal (RFP) is to solicit competitive bids from qualified vendors who possess the necessary expertise, resources, and inventory to meet the needs described herein.

Questions regarding this request for proposals or to arrange an appointment should be directed to Casey Childs, Director of Golf, 2350 Western Avenue, Guilderland NY 12084, (518) 456-0786.

An original and one copy of the proposal shall be filed with Lynne M. Buchanan, Town Clerk, Town Hall, 5209 Western Turnpike, Guilderland, NY 12084 no later than 4:00 pm on October 6, 2023. A proposal may be modified or withdrawn at any time prior to the opening date and time upon written request to the Town.

Proposal Scope:

The "Town" requires a fleet of 80 new golf carts for on-course daily and special events usage.

Provide 80 new golf carts in good working condition and suitable for golf course use.

Provide a Tournament Fleet on an as needed basis.

Ensure all golf carts are equipped with appropriate safety features and accessories.

Conduct weekly regular maintenance and service to keep the carts in excellent operational condition throughout the lease term.

Promptly address any repair needs or breakdowns to minimize downtime.

Offer replacement carts, if required, in the event of prolonged repairs or maintenance.

Coordinate with the "Town" to facilitate efficient pick-up and drop-off of the golf carts as needed.

The Lease should cover a duration of six years, and include comprehensive maintenance services to ensure the optimal performance and condition of the carts throughout the lease period.

Proposal Guidelines:

(To be considered for this Lease, please provide the following information in your proposal.)

Company Profile: Provide a brief overview of your company, including its history, experience in similar projects, and relevant certifications.

Golf Cart Fleet: Describe the make and model of the new golf carts available for lease and Tournament Fleet requests, highlighting their suitability for golf course usage.

Maintenance Services: Detail the maintenance service program you offer, including regular inspections, preventative maintenance, and repair response timeframes.

Cost Estimate: Present a clear and comprehensive pricing structure for the six year lease, including any additional charges or fees.

References: Include references from previous clients for whom you have provided similar golf cart leasing and maintenance services.

Insurance and Licensing: Demonstrate that your company possesses all the necessary licenses and insurance coverage required to undertake the lease.

SELECTION PROCESS AND AWARD

- a. All proposals received by the specified deadline will be reviewed by the Town for content, completeness, qualifications, and experience. After those firms deemed the most qualified are selected, further evaluation and interviews of the selected firms may be conducted as part of the final selection process. However, the Town reserves the right to complete the selection process without proceeding to an interview phase, and may choose to select based upon information supplied in the proposal alone.
- b. Selection Criteria: All RFPs submitted will be evaluated based on the following factors with weighting provided:
 1. Completeness of RFP Submission - 5%
 - a). Clarity of firm's response and understanding of project requirements
 - b). Ability of firm to communicate proposed approach to this Project
 2. Expertise of Firm and Personnel - 15% (evaluated based on the information required above)
 - a). Related experience on similar projects
 - b). Qualifications, experience and training of staff to be assigned to this Project
 3. Capability and Capacity of Firm - 15% (evaluated based on the information required above)
 - a). Ability to meet all technical requirements
 - b). Capability of firm to meet project time requirements
 4. Record of past performance of firm - 15% (evaluated based on the responses of references required above)
 - a.) Quality of work, on-schedule performance, cost performance, change order history, cooperation with clients
 5. Cost/Schedule - 50% (evaluated based on the information required above)
 - a). Realism of proposed project cost
 - b). Total cost of the project
 - c). Practicality of schedule
- c. Evaluation of awards will be based on the most responsive, responsible proposer, with the most relevant experience and best qualifications. The awards will not be based solely on a low fee structure. The Town will review the proposals and if necessary, select consultants for interviews that demonstrate significant experience and successful past performance.
- d. The Town reserves the right to request a detailed financial and ownership statement by the apparent low proposer.
- e. The apparent responsible proposer may be required to attend a pre-award conference with the Town Or its representative. Representatives of the proposed subcontractors and vendors shall attend such conference if requested by the Town.

f. Criteria the Town shall consider in its determination of whether the low proposer is responsible shall include, but is not limited to the following:

i. Lack of adequate expertise, lack of prior experience with comparable projects, or lack of financial resources necessary to perform the work outlined in the Contract in a timely, competent and acceptable manner.

ii. The engagement of criminal conduct on the part of the Bidding firm, its principals, and significant staff members in connection with any other public works contracts or the conduct of business activity that involves such crimes as extortion, bribery, fraud, bid-rigging and embezzlement.

iii. Grave disregard for the safety of employees or members of the public, whether employees who will be assigned to work on the Project are properly trained and whether the equipment to be used is safe and functioning properly.

iv. The willful noncompliance with the State's Labor Laws regarding prevailing wage and supplement payment requirements.

v. Disregard for other State Labor Laws, including child labor, proper and timely payments and unemployment insurance.

vi. Violation of the State's Workers' Compensation Law including failure to provide proof of proper workers' compensation or disability coverage.

vii. Violations of the State's Environmental Conservation Law or violations of any other federal or state environmental statutes.

viii. The submission of a bid which is mathematically or materially unbalanced.

ix. The submission of a bid which is so much lower than the Town's estimate that it appears unlikely that the contractor will be able to complete the Project satisfactorily at the bid price.

x. The presentation of false or misleading statements or any other issue that raises questions about the responsibility of the proposer.

g. The Town shall have the right to take such steps as it deems necessary to determine the ability of the proposer to perform his obligations under the Contract, and the proposer shall furnish the Town all such information and data for this purpose as he may request. The right is reserved to reject any Proposal where an investigation of the available evidence or information does not satisfy the Town that in its sole discretion the proposer is qualified to carry out properly the terms of the Contract.

- h. Based on evaluation of the submitted materials and performance in the interview (if needed), the Town will make recommendations to the Town Board on whom to offer contracts for services.
- i. The acceptance of a Proposal will be a Notice of Award in writing signed by a duly authorized representative of the Town. No other act of the Town shall constitute the acceptance of a Proposal. The acceptance of a Proposal shall bind the successful proposer to execute the Contract as provided hereinafter.

Timeline:

The lease is expected to commence October 2023 and continue through October 2029.

Proposal Submission:

Please submit your comprehensive proposal to the Town Clerk; information provided on page one of this document. If you have any questions or need clarifications regarding this RFP, kindly contact Casey Childs at 518-456-0786 or childsc@togny.org.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria and items stated previously in this document.

Experience and Qualifications
Cost Competitiveness
Quality Assurance and Warranty
References

We reserve the right to accept or reject any proposal or cancel the RFP process at any time. By submitting a proposal, you agree to bear all costs associated with the preparation and submission of your proposal.

We look forward to receiving your proposal and potentially working with you to provide golf carts for the Western Turnpike Golf Course. Thank you for your time and consideration.