



BID DOCUMENT

FOR

2018-Furnish & Deliver GOLF CARS

Prepared by:

GREAT PARKS OF HAMILTON COUNTY
10245 Winton Road
Cincinnati, Ohio 45231

GPHC Contact: Doug Stultz, Director of Golf
Phone: 513-367-9370 ext. 1
Email: dstultz@greatparks.org

Date: March 12, 2018

Great Parks of Hamilton County
2018 – Furnish & Deliver Golf Cars
March 12, 2018

INVITATION TO BID

Sealed bids will be received by the Board of Park Commissioners of Great Parks of Hamilton County at the Winton Centre, 10245 Winton Road, Cincinnati, OH 45231 for furnishing and delivering GOLF CARS, as set forth in the following bid document. Each bid must be submitted in a sealed envelope and clearly designated on the outside of the envelope with the bid name. Bids shall be publicly opened and read aloud at **1:00 pm on Tuesday, March 27, 2018** at Winton Centre, 10245 Winton Road, Cincinnati, OH 45231.

Bidding documents may be viewed at the Great Parks of Hamilton County's website: <http://www.greatparks.org/administration/documents>

Per O.R.C. 307.88, bids for each contract shall be accompanied by a bond or certified check, a cashier's check or money order in an amount of five percent (5%) of the bid. (Make checks out to: Great Parks of Hamilton County). No bid shall be withdrawn for a period of sixty days after the bid opening date.

For further information contact: Doug Stultz, Great Parks of Hamilton County, 10245 Winton Road, Cincinnati, OH 45231 or 513-367-9370 ext. 1 or dstultz@greatparks.org.

Great Parks of Hamilton County reserves the right to reject any and all bids.

END OF INVITATION

A. Introduction

Great Parks of Hamilton County (GPHC) is soliciting bids to furnish and deliver fifty-five 2018 model year Golf Cars and to remove fifty-five 2010 model year Golf Cars from Shawnee Lookout Golf Course, located at 2008 Lawrenceburg Road, North Bend, Ohio 45052. This document shall be made part of the **contract**.

B. On-Site Meeting

No Pre-Bid on-site meeting is scheduled. Contact Doug Stultz (513-367-9370 ext. 1), the Great Parks Director of Golf to review this Bid Document.

C. Bid Deadline

Bids are due Tuesday, March 27, 2018 by 1:00 p.m. **This signed and initialed Bid Document** (pages 1-9); including the fully completed Bid Form along with all the other bid documents shall be included in the sealed bid package.

1. Bid Guarantee meeting the requirements of Sec. 153.54 and 153.571 O.R.C. executed by a surety company authorized to do business in the State of Ohio in the full amount of the contract, including add alternates shall be used.
2. Bidder may elect to substitute a certified check payable to Great Parks of Hamilton County in the amount of five percent (5%) of the proposal amount, including add alternates, in lieu of a Bid Guarantee
3. The certified check of any unsuccessful bidders shall be returned to them by the contracting authority immediately upon awarding the contract or rejection of all bids. The contracting authority may reject all bids.

D. General Notes

1. Great Parks of Hamilton County is tax exempt.
2. Great Parks of Hamilton County reserves the right to reject any and all bids.
3. Great Parks of Hamilton County intends to order the products the week of April 23, 2018. Products shall be delivered within sixty (60) days of ordering.
4. Delivery/Freight Charges: Great Parks of Hamilton County shall not be responsible for freight or delivery charges. Bid Unit Prices shall include all packaging and delivery costs. Any shipment marked C.O.D. shall be rejected and returned at the Vendor's expense.
5. Delivery/Inspection, Acceptance and Amendments: Upon delivery of the product, Great Parks of Hamilton County retains the right to inspect the product prior to final acceptance. The purpose of the inspection process is to ensure that the product is in compliance with the specifications set forth in the awarded contract. In the event that the product does not meet

the specifications, Great Parks of Hamilton County shall notify the Vendor for removal/replacement of the product. Great Parks of Hamilton County shall retain all rights and remedies as described herein. Great Parks of Hamilton County shall not be responsible for any storage costs incurred prior to the inspection and acceptance.

6. Delivery/Title To The Merchandise: Title to the product(s) passes to Great Parks of Hamilton County upon inspection and acceptance. Great Parks of Hamilton County shall approve and process invoices for the product(s) upon passing of the title.

E. Submission of Invoices

The Vendor shall submit proper invoices to Great Parks of Hamilton County, Golf Department, 10999 Mill Road, Cincinnati, Ohio 45240. A proper invoice will include account number, quantity delivered, per unit price, total amount, service date, invoice number, invoice date, and appropriate GPHC purchase order number.

F. Award

It is the intent of GPHC to award a contract provided the bid has been submitted in accordance with the requirements of this document. GPHC shall have the right to waive informalities and irregularities in the bids received and to accept the bid, which in GPHC's judgment, is in GPHC's own best interests.

In determining the lowest and best bid, the following items will be considered in addition to the proposal amount:

1. The record of the Vendor in performing other GPHC projects and/or other similar publicly funded projects.
2. The record, experience and ability of the Vendor to execute services of like character, scope and size.
3. Vendor has adequate equipment and facilities to perform the services properly in a timely and expeditious manner.
4. Vendor has suitable financial status to meet obligations incident to the services.
5. Vendor has appropriate technical experience in projects of similar scope and conditions.
6. GPHC reserves unrestricted privilege to reject any, part of any, or all of proposals.

Per Section 153.12 O.R.C. this offer shall be open to award and is irrevocable for 60 days from the bid closing date. If this bid is recommended for award to the Board of Park Commissioners, the Vendor will provide the following documents as scheduled by Great Parks of Hamilton County:

1. Certificate of Insurance, listing Great Parks of Hamilton County as additional insured.
2. Ohio Bureau of Workers' Compensation (BWC) Certificate of Coverage.
3. New Vendor Form (if applicable, for GPHC Finance Department purposes).

4. List of emergency contacts and their contact information.

If the Bidder fails to enter into a contract per the requirements of this Bid Document, the bid guaranty will be subject to forfeiture per Sec. 153.54 O.R.C.

It is anticipated that the bids will be presented to the Board of Park Commissioners at its 1:00 p.m. April 19, 2018 Board meeting. Likewise it is the intent of Great Parks of Hamilton County to award the bid at this meeting and to issue a "Notice of Award" on April 19, 2018.

G. Qualification Statement

Any Vendor to whom award of a Contract is under consideration, that has not performed a project of similar scope for Great Parks of Hamilton County, may be required to submit a Vendor's Qualification Statement, similar to AIA A305 or similar statement which includes all information required in the following sections: 1. Organization; 2. Licensing; 3. Experience; 4. Reference; 5. Financing, with their proposal.

H. Certificate of Liability Insurance Requirements

Insurance coverage shall not be less than the following:

Comprehensive General Liability (including Completed Operations, Blanket Contractual, Independent Contractors, and Personal Injury):

- Bodily Injury \$1,000,000 Each Occurrence; \$2,000,000 Aggregate
- Property Damage \$1,000,000 Each Occurrence; \$1,000,000 Aggregate

Automobile Liability (including Owner, Non-owned and Hired):

- Bodily Injury \$1,000,000 Each Occurrence; \$1,000,000 Aggregate
- Property Damage \$250,000 Each Occurrence; \$250,000 Aggregate

I. Safety of Persons and Property

The Vendor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of this Work.

With respect to all Work performed, the Vendor shall:

1. Comply with the safety standards, provisions of applicable laws, building and construction codes and the "Manual of Accident Prevention in Construction," published by the Associated General Contractors of America, the requirements of the Occupational Safety and Health Act of 1970 (Public Law 91-596), and the requirements of Title 29 of the Code of Federal Regulations, Paragraph 1518, as published in the "Federal Register" Vol. 36. N.75 Saturday, April 17, 1971 and as amended from time to time.
2. Exercise every precaution at all times for the prevention of accidents and the protection of persons (including employees) and property.

3. Maintain at its office and in delivery vehicles all articles necessary for giving first aid to the injured and shall make standing arrangements for the immediate removal to a hospital or doctor's care of persons (including employees) who may be injured at the delivery site.
4. Comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.
5. When use of storage of explosives or other hazardous material or equipment or unusual methods are necessary for execution of the Work, the Vendor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.
6. Promptly remedy damage and loss (other than damage or loss insured under property insurance required by the contract) to property caused in whole or in part by the Supplier or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Vendor is, except damage or loss attributable to acts or omissions of the GPHC or anyone directly or indirectly employed by them, or anyone for whose acts may be liable, and not attributable to the fault or negligence of the Supplier. The foregoing obligations of the Vendor are in addition to the Vendor's obligations for Indemnification.
7. Designate a responsible member of the Vendor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Vendor's superintendent unless otherwise designated by the Vendor in writing to GPHC.

J. Cancellation

This agreement may be canceled by either party thirty (30) days after written notice is given. However, no party may exercise this right for the first six (6) months the contract is in effect. Notwithstanding of these provisions, any failure to either meet contract specifications or comply with delivery requirements shall be cause for immediate cancellation.

K. Indemnification

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless, GHPC, GPHC's consultants, agents, vendors and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Vendor a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this section.

In claims against any person or entity indemnified under this section by an employee of the Vendor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they any be liable, the indemnification obligation under this section shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Vendor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

L. Specifications

Reference No. 1 – 2018 Golf Cars w/EFI

- This bid item shall be for the purchase and delivery of new 2018 model gasoline powered with electronic fuel injection (EFI) four-wheel golf cars.
- The golf cars shall include the standard manufacturer accessories, including split windshields, four-year standard factory warranty, two number decals per car, hub caps, sweater basket and sun top.
- Owner shall choose color based off the standard manufacturer's color options.

Reference No. 2 – Trade in Value 2010 Golf Cars

- The bidder shall establish a "Trade in Value" for the 2010 Yamaha Golf Cars. The value shall be a credit deducted from purchase price of the new golf car. The bidder shall pick up/haul off-site the "Trade in" golf cars at the same time the new cars are delivered.
- The used golf cars are located at Shawnee Lookout Golf Course. Prior inspection is permissible by contacting Doug Stultz at dstultz@greatparks.org.

BID FORM

BID OPENING: **Tuesday, March 27, 2018 at 1:00 p.m.** at Winton Centre, 10245 Winton Road, Cincinnati, Ohio 45231.

We the undersigned having familiarized ourselves and agree with this Bid Document and do hereby propose to furnish all labor, materials, equipment, tools, expendable equipment, temporary services and supervision required for:

2018 – Furnish & Deliver Golf Cars

COMPANY: _____

AUTHORIZED BY: _____

TITLE: _____

COMPANY ADDRESS: _____

WORK NO: _____ MOBILE NO: _____

E-MAIL ADDRESS: _____

State whether a: Corporation (___); Partnership (___); Sole Proprietorship (___)

SIGNATURE: _____ DATE: _____

Bid Tabulation

Bidder for this project agrees to perform all work required to complete this project in accordance with this Bid Document. The Bidder is cautioned to check all calculations used in arriving at unit prices, the extension of unit prices for total bid prices, and all additions with extreme care. The unit prices as presented by the Bidder shall become binding in determining total Contract price. Contract will be awarded to only one bidder.

Ref No.	Product Description	Unit of Product (A)	Quantity per Unit (B)	Unit Price (C)	TOTAL PRICE (AxBxC)=
1	2018 Golf Cars w/EFI	Each	55		
2	Trade in Value 2010 Golf Cars	Each	55	*	

*- Denotes negative value to be a credit deduction.

Total Bid: _____ Dollars (\$_____)

Bidders shall complete the below form to indicate the brand name(s) of the GOLF CARS to be provided.

GOLF CAR BRAND NAME(S)	Quantity of Brand Name