

City of Kenosha
Request for Quotation
Golf Cart Fleet Lease Agreement

Issued: Tuesday, November 15, 2022

1. SUMMARY

The City of Kenosha Wisconsin is seeking a quotation for lease agreement for a fleet of Golf Cars at the Washington Park Municipal Golf Course (2205 Washington Road Kenosha, WI 53144) for a 72 month lease beginning **July 1, 2023 ending June 30, 2029.**

2. LEASE REQUIREMENTS

Twenty six (26) 2023 Yamaha Drive2 – or - (Equivalent per specification) gasoline standard golf cars with the following amenities

- Sun Top
- Information Holder
- USB Port (If Standard)
- Single Sand Bottle kit with handle.

Gasoline cars will be delivered on or before April 1 each season and will remain at the course until October 31 and/or weather permitting (November 15) each season.

- Submit a lease agreement for a seventy two (72) month period
- Lease payments will be for six (6) months on (May through October) and six (6) months off
- Maintenance contract for the life of the agreement and renewable agreements to include:
 1. Weekly service calls during the season
 2. Over winter service at our location prior to the season (by April 1)
 3. Municipal Golf Course assumes responsibility for customer damage due to neglect, vandalism, accident or Acts of God; resulting repairs billed to the City.
- All prices should include delivery & pick up of car to Municipal Golf Course (2205 Washington Road Kenosha, WI 53144).
- All prices are exempt from Sales Tax due to municipal tax-exempt status (documentation to be provided by City)

3. SUBMISSION REQUIREMENTS

Proposals must include the following:

- A cover page including the following:
 - Business name and mailing address
 - Business's current legal status: corporation, partnership, sole proprietor, etc.
 - Business Federal Tax-ID number
 - Contact person's name, title, phone number, fax number, and e-mail address
 - Signature of authorized corporate officer
- Specification of golf cars
 - Cart year, model and specifications for gasoline carts/cars
- Lease requirement
 - Detailed maintenance terms
 - Confirmation of date of delivery
 - Any additional leasing terms or offers with your proposal
- Completion of the bid chart
 - Includes the breakdown of cost per cart, and total overall cost per year.

4. PROPOSAL SUBMISSION & DEADLINE

Proposals must be in an envelope labeled

“WASHINGTON PARK MUNICIPAL GOLF COURSE CART LEASE RFQ PROPOSAL”

to:

City of Kenosha, Finance Department
 625 52nd Street. Room 208
 Kenosha WI, 53140

or

Email to
 City of Kenosha Finance Department
 ATT: Lemuel Gomez Purchasing Coordinator
 email: Kenosha.purchasing@kenosha.org

- Proposals shall be delivered to the City on or before:
3:30pm Thursday, December 1, 2022.
- Proposals and ancillary information must be submitted on required form(s) and returned in a sealed envelope marked with the project name.

- Responses received after the deadline will not be considered.
- All questions must be submitted via email to Lemuel Gomez, Purchasing Coordinator at Kenosha.purchasing@kenosha.org and/or Joseph Bill, Department of Parks Field Supervisor jbill@kenosha.org .

5. SELECTION CRITERIA & PROCESS

Proposals will be selected based on:

- Quality of product as indicated in the specifications.
- Pricing provided by reputable golf car leasing company that maintains a distributorship in Wisconsin.
- Quality of the maintenance contract.

6. RIGHT OF REFUSAL

All proposals must be received on time and in full compliance with the instructions contained in the RFQ. The City of Kenosha reserves the right to reject any and all proposals, and to withdraw this solicitation at any time and/or to accept the response considered to be the most advantageous to the city.

BID CHART FORM

Item	QTY	Price per cart	Monthly Total cost	Yearly Total cost
Gasoline Golf Carts				
Additional services				
Comments				

Total Cost of Lease: _____

Date: _____

Authorized Representative Signature: _____

Print Representative's Name: _____

Title of Representative: _____

Company Name: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Shipment within _____ days of receipt of purchase order.

Payment Terms: _____%, _____ days, Net, _____ days