



## **INVITATION TO BID**

**GOLF CART LEASE (132 GOLF CART FLEET)**

Brian Tolnar  
PGA Director of Golf  
Mill Creek Golf Course  
Mill Creek MetroParks

7574 Columbiana-Canfield Road  
Canfield, OH 44406  
Phone: 330.740.7112.

## GENERAL INSTRUCTIONS

In order to complete this Bid Document bidders must:

- A. Read the Bidding Terms and Conditions
- B. Read the Legal Notice
- C. Read the Bid Specifications
- D. Complete the Invitation to Bid and all attached Documents

All documents to be submitted are to be completed fully in ink or typed and submitted as required in the legal notice. Retain the remainder of the Bid Documents for your records. Bidders should copy all documents to be submitted for their records.

Please double check your bid before submission. Errors or omissions could result in your bid being declared informal or irregular and possibly rejected.

## **LEGAL NOTICE**

Notice is hereby given that sealed bids will be received by the Board of Park Commissioners, Mill Creek Metropolitan Park District at the Park District Office, 7574 Columbiana-Canfield Road, Canfield, OH 44406, until 12 o'clock noon (Youngstown time) on Friday, July 29, 2022, for furnishing the following:

### **Golf Cart Lease Bid (132 Golf Cart Fleet)**

Specifications, Bidding Documents, and Bidding Terms & Conditions may be obtained at the above office.

Bids will be opened and read immediately after 12 o'clock noon (Youngstown time) on Friday, July 29, 2022, at the Park District Office.

Each bid must be addressed to the Board of Park Commissioners, Mill Creek Metropolitan Park District, 7574 Columbiana Canfield Road, Canfield, OH 44406, and must be enclosed in a sealed envelope with the name of the bidder and the article bid upon clearly marked on the outside of the envelope.

The Board of Park Commissioners reserves the right to reject any, part of any or all bids, to waive any informality in the bidding process and to accept any bid they feel to be in the best interest of the Park District.

BOARD OF PARK COMMISSIONERS  
MILL CREEK METROPOLITAN PARK DISTRICT

Kevin W. Smith  
Finance Director/Treasurer

#### **NOTICE TO PRINTER:**

Please print once on:  
Friday, July 15, 2022  
Friday, July 22, 2022



MILL CREEK METROPOLITAN PARK DISTRICT  
BIDDING TERMS AND CONDITIONS

1. Inquiries & Addenda
2. Bid Security
3. Bid Documents
4. Sales Tax
5. Preparation of Bids
6. Withdrawal of Bids
7. Consideration of Bids
8. Bid Disqualification
9. Disposition of Bid Security

4/28/22

1. Inquiries and Addenda

Should the bidder find any discrepancies in, or omissions from, the specifications, or should there be any doubt as to the meaning or interpretation, he should at once notify the Park District Office so that written instructions may be sent to all bidders. The Park District will not be responsible for any oral instructions.

The Park District shall receive inquiries on their specifications up to 7 (seven) days prior to the bid due date. All addenda will be available at the Park District office to be distributed to the bidder no later than three (3) days prior to the bid due date. All bidders are required to carefully examine the specifications and to submit any and all inquiries for the Park District's consideration within the time period mentioned above.

2. Bid Security

All bids must be accompanied by a bond or certified check, cashier's check, letter of credit, or money order drawn on a solvent bank or savings and loan association, and made payable to the Board of Park Commissioners of the Mill Creek Metropolitan Park District in the amount of  N/A .

3. Bid Documents

The Bid Documents shall consist of the following: Invitation to Bid, the Agreement, the Bid Specifications, Bidding Terms and Conditions, Legal Advertisement, all required bonds and insurance policies, Personal Property Tax Delinquency Affidavit, Statement of Proposers Qualifications, Non-Collusion Affidavit, Condensed Net Worth Statement, and any Miscellaneous Attachments.

4. Sales Tax

The current Sales Tax Act of Ohio specifically exempts sales tax to institutions supported by Public Funds.

5. Preparation and Submittal of Bids

Bids are to be submitted on the accompanying Invitation to Bid provided by the Park District. Any alterations, additions or erasures to said form shall be considered as irregular and grounds for rejection of said bid.

The Invitation to Bid must be so filled out as to make the bids complete and free from ambiguity as to their meaning.

All words and figures shall be printed in ink or typed.

The Invitation to Bid shall be signed, in ink, by the Bidder, giving business address. In case of firms or corporations, the Invitation to Bid must be signed by an

authorized officer or agent. When a bid is submitted by a partnership, the personal signature of one of the partners, in addition to the name of the firm, must be included.

The Invitation to Bid must be accompanied by the Personal Property Tax Delinquency Affidavit, Statement of Proposers Qualifications, the Non-Collusion Affidavit and the Condensed Net Worth Statement.

#### 6. Withdrawal of Bids

All bids submitted will be good for a period of sixty (60) days after the date of bid opening. Notices of a claim of right to withdrawal a proposal prior to the expiration of the sixty (60) day period must be made in writing and filed with the Executive Director of the Park District within one (1) business day after conclusion of the bid opening procedure. The Board of Park Commissioners will consider the withdrawal claim only if the following conditions apply:

- A. The bid price is substantially lower than the other bids.
- B. The bid was submitted in good faith.
- C. The reason for the price bid being substantially lower was a clerical mistake as opposed to a judgment mistake.
- D. The mistake was due to an unintentional and substantial arithmetic error or unintentional omission.

It is the obligation of the bidder to substantiate his withdrawal claim by providing all necessary documentation and forms with his claim. The claim and substantiating documentation may be sent to the Park District by FAX. The number is (330) 629-9459. The decision of the Board of Park Commissioners will be final and binding.

No bid may be withdrawn under this section when the result would be the awarding of another bid of the same bidder.

If a bid is withdrawn under authority of this section, the Board of Park Commissioners may award the bid to the next lowest bidder or reject all bids and readvertise for bidding. In the event the Board of Park Commissioners readvertises for bidding the withdrawing bidder shall pay the costs in connection with the resubmission, of printing new bidding documents, required advertising, and printing and mailing notices to prospective bidders.

In the event the Board of Park Commissioners denies the claim for withdrawal and the bidder refuses to perform, the Board of Park Commissioners may reject all bids or award to the next lowest bidder and the original bidder forfeits his bid security.

A bidder may withdraw his bid prior to the time set for opening bids by submitting a written request to the Park District Office. This request must be in the possession of the Park District Office prior to the opening date and time, to be considered. Upon timely receipt of such request, the bid will be returned, unopened, to the bidder.

7. Consideration of Bids

After bids are opened and read, they will be compared on the basis of the summation of the products of the quantities shown in the Invitation to Bid by the unit bid prices. In the event of a discrepancy between unit bid prices and extensions thereof, the unit bid price shall govern.

Lump sum bids will be compared on the basis of the price bid.

In the event the same unit price for an item is submitted by more than one bidder, the Board of Park Commissioners will select a successful bidder in their sole discretion.

Bids will also be compared on the basis of conformity with the specifications for the items bid, when delivery can be made, previous performance of the bidder and any other factor that has a direct influence upon the ability of the bidder to provide the items bid or the ability of the item bid to meet specifications.

The Board of Park Commissioners reserves the right to reject any, part of any, or all bids; to waive any technicalities and informalities in bidding and to accept any bid deemed most favorable to the Park District or to advertise for new proposals.

8. Disqualification of Bids and Bidders

The Park District reserves the right to disqualify a bid or bidder or refuse to consider a bid for any of the following reasons:

- A. If the bid is on a form other than the Invitation to Bid furnished by the Park District, or, if the Invitation to Bid is altered or any part thereof detached.
- B. If there are unauthorized additions, conditional or alternate bids, or irregularities of any kind which may tend to make the bid incomplete, indefinite, or ambiguous as to its meaning.
- C. If the bid does not contain a unit price for each item listed except in the case of authorized alternate pay items, lump sum items, or lease items.
- D. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- E. Lack of competency of the bidder to provide the items bid.
- F. Default or failure to perform faithfully or adequately under previous bids awarded.
- G. Lack of cooperation under previous bids awarded.

- H. More than one bid for the same item or items from an individual, firm or corporation under the same or different names.
- I. Evidence of collusion among bidders on the current items bid or previous bids.
- J. Performance of bidder with other customers.

9. Disposition of Bid Security

All bid bonds except those made by the lowest qualified bidder shall be returned to the person making the bid as soon as the lowest qualified bidder is selected, but in any event, after sixty (60) days of the opening of the bids has expired. The bid bond of the successful bidder will be retained until he has successfully complied with the bid and award. In case the bidder to whom such award is made shall fail to provide the items bid within the time period indicated on the Invitation to Bid, the award may be vacated and the bid security forfeited as liquidated damages.

**INVITATION TO BID**

**TO: Brian Tolnar – PGA Director of Golf  
Mill Creek Metropolitan Park District  
7574 Columbiana-Canfield Road  
Canfield, OH 44406-0596**

-----

**NOTICE TO BIDDERS - Please read this invitation to Bid, the Bidding Terms and Conditions and the attached Specifications carefully. The bid on each listed item or category will be considered as an independent unconditional bid unless you state otherwise below. The Board will give preference to unconditional bids.**

-----

**The undersigned bidder hereby proposes to furnish and deliver the following items, in accordance with the attached Specifications, Bidding Terms and Conditions and the acceptance of the Board of Park Commissioners and the Executive Director of Mill Creek Metropolitan Park District for the price differential shown below.**

-----

-

**ITEMS TO BE BID:**

Mill Creek Golf Course is seeking one hundred thirty-two (**132**) leased gas powered golf carts for the upcoming golf season in 2023 with a 4-Year Lease Team. Factors needed to be included are:

- Gas-powered
- Windshields
- Number decals
- Message sign holders
- Sun Canopy
- Sandbox divot-mix holders or divot bottles
- Color selection: black, green, blue, white, or off-white
  - All carts in the fleet to be the same color
- Rear golf club rain covers
- Bi-weekly maintenance service – All parts and service to be included with the service agreement
- 2023 model
- Maximum 4-year leasing term
- Skip payment lease option terms
- USB phone port
- Delivery date: No later than 2/1/23
- GPS enabled – ADD ALTERNATE ITEM

**Note: All prices to include delivery. Delivery date: 2/1/23.**

**The Board of Park Commissioners reserves the right to reject any, part of any or all bids, to waive any informalities in bidding and to accept any bid deemed by the Board of Park Commissioners to be in the best interests of the Park District. Please list any conditions to your bid and reasons below.**

---

---

---

**All bids must be submitted on this form.**

**No bid may be withdrawn for a period of 60 days after the date of the bid opening.**

**Information describing the items bid must accompany this form.**

**It should be noted that Mill Creek Metropolitan Park District is exempt from Federal and State taxes.**

Each bid must be addressed to the Brian Tolnar, PGA Director of Golf, Mill Creek Golf Course, Mill Creek Metropolitan Park District, 7574 Columbiana Canfield Road, Canfield, OH 44406, with the name of the bidder and the item(s) bid clearly marked on the outside of a sealed envelope.

Sealed bids must be in the Mill Creek Metropolitan Park District Office, 7574 Columbiana Canfield Road, Canfield, Ohio, by 12 o'clock Noon (Canfield time) on Friday, July 29, 2022, and will be opened and read immediately thereafter.

BUSINESS NAME \_\_\_\_\_  
BY \_\_\_\_\_  
TITLE \_\_\_\_\_  
BUSINESS ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
DATE \_\_\_\_\_

TOTAL BID AMOUNT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TERM LENGTH OF THE LEASE AGREEMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADD ALTERNATE AMOUNT BID FOR THE GPS SYSTEM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NON-COLLUSION AFFIDAVIT

PROPOSAL FOR:

**GOLF COURSE GOLF CART LEASE BID**

STATE \_\_\_\_\_ )

COUNTY \_\_\_\_\_ )

SS:

\_\_\_\_\_ (Name)  
being first duly sworn, deposes and says that he is \_\_\_\_\_  
(President, Secretary, etc.)

of \_\_\_\_\_

the party who made the foregoing proposal or bid; that such bid was genuine and not collusive; that said bidder did not collude, conspire, connive, or agree, directly or indirectly, with any bidder or person, that such other person should refrain from bidding, or submit a sham bid and did not in any manner, directly or indirectly seek by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any other bidder, or to secure any advantage against the Mill Creek Metropolitan Park District, or any person interested in the proposed contract; and that all statements contained in said Proposal or bid are true and further, that such bidder did not directly or indirectly submit this bid, or the contents thereof, or divulge information, or data relative thereto to any association or to any member or agent thereof.

\_\_\_\_\_  
(AFFIANT)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR

\_\_\_\_\_ County, \_\_\_\_\_

My Commission Expires \_\_\_\_\_  
(year)

**COMPLETE AND RETURN WITH BID.**

4/28/22





## **GENERAL SPECIFICATIONS**

The quantities listed on the bidder's blank are approximate only and are to be used only as a basis for comparison of bids. The successful bidder shall furnish the materials in amounts as ordered for the unit price bid whether the quantity actually purchased be more or less than the quantity listed on the bidder's blank.

When deemed necessary by the Executive Director of Mill Creek Metropolitan Park District, the bidder shall be required to furnish samples of the material bid upon, together with a statement giving the trade name, the manufacturer or source of supply, the place or places where it has been used and tests to show its compliance with these Specifications.