



*Barbara Jo Crea, Director*  
*Gary Quinn, Deputy Director*  
*Virginia E. Haines, Commissioner*  
*John P. Kelly, Commissioner*  
*Frank Sadeghi, Commissioner*

*Tristin J. Collins, Director, Management & Budget*  
*Jennifer L. Bowens, Purchasing Agent*

*County of Ocean*  
*Administration Building*  
*101 Hooper Avenue*  
*Toms River, NJ 08754*

***BID***

***GOLF CARTS FOR OCEAN COUNTY GOLF COURSES***

***2024***

***ADVERTISEMENT DATE: September 18, 2024***

***OPENING: October 8, 2024, 11:00 am***

***Bid Category: 23- Rental and Leasing Services***

## *Notice to Bidders*

**NOTICE IS HEREBY GIVEN** that sealed bids for the furnishing and delivery of **GOLF CARTS FOR OCEAN COUNTY GOLF COURSES** for the County of Ocean, will be received by the Purchasing Agent of the County of Ocean on **Tuesday, October 8, 2024 at 11:00 am**, prevailing time.

Bids will be received electronically via the County's Online Procurement Portal. Specifications are available on the Procurement Portal or for viewing only, in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey. Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) regarding equal employment opportunities and with the requirements of P.L. 1977 C.33 regarding corporate and/or partnership ownership.

The right to reject any and all bids is reserved in accordance with applicable law.

By order of the Board of Commissioners of the County of Ocean.

Signed:

**BARBARA JO CREA**, Director

**JENNIFER L. BOWENS**, Purchasing Agent

## ***Contact Information and Project Timeline***

### **Summary**

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the goods or services described and specified herein.

### **Contact Information**

For further information regarding these specifications, contact

**Jessica Hannold**

Senior Buyer

101 Hooper Ave.

Room 224

Toms River, NJ 08753

Email: [ocpurchasing@co.ocean.nj.us](mailto:ocpurchasing@co.ocean.nj.us)

Phone: [\(732\) 929-2103](tel:(732)929-2103)

**Department:**

Parks Department

### **Timeline**

<b>Advertising Date</b>	September 18, 2024
<b>Bid Opening Date</b>	October 8, 2024, 11:00am Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753

## ***Important Instructions for Electronic Submittal***

### **Instructions for Electronic Bid Submission**

The County is accepting electronic bid submissions with Open Gov by following these instructions:

Sign up for a FREE account at <https://procurement.opengov.com/portal/oceancounty>

Once you have completed account registration, browse back to this page: [County's OpenGov Electronic Bid Portal \(https://procurement.opengov.com/portal/oceancounty/\)](https://procurement.opengov.com/portal/oceancounty/)

Click on the bid of interest, then click "Draft Response".

Follow the instructions to submit the electronic bid.

It is important to note that this process should be completed well in advance of the bid deadline / bid opening. DO NOT WAIT UNTIL THE LAST MINUTE. The County's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the OpenGov bid submission page.

## ***Instructions to Bidders***

### **Bid Opening**

All bids will be opened publicly in the Administration Building, Room 119, 101 Hooper Avenue, Toms River, New Jersey, commencing at 11:00 am, prevailing time on Tuesday, October 8, 2024.

### **Electronic Bid Submissions**

Bids must be submitted electronically through Ocean County's Procurement Portal by the date and time stipulated in the Notice to Bidders.

### **Deadline Instructions**

The County will not be responsible for late bids, and no bids will be accepted if received after the time stipulated in the notice to bidders.

### **Completion of all Documents**

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

**NOTE: In order to access any DocuSign forms in this solicitation, you must first click "Draft Response".**

***Instructions on how to access the forms through DocuSign are available in the Attachments. Please note that in order to view the forms as a .pdf document, you must access DocuSign first. Once you access DocuSign, the option to download, save, print and complete the forms becomes available***

### **Right to Reject**

The County reserves the right to reject all bids in accordance with N.J.S.A. 40A:11-13.2, to waive any informalities in the bid and to accept the lowest responsible bid in accordance with applicable law.

### **Bidder Default**

In case of default by the bidder or contractor, the County of Ocean may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

### **Indemnity**

The bidder, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may

enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

**Specifications**

It is to be understood by the bidder that this bid is submitted on the basis of specifications prepared by the County and the fact that any bidder is not familiar with these specifications or conditions will not be accepted as an excuse.

**Bid Security**

NO BID SECURITY

**Performance Bond**

NO PERFORMANCE BOND

**Pricing Proposal**

Bidders must use the pricing proposal provided in the bid specifications. Failure to use the pricing proposal in the bid specifications shall be cause for rejection of the bid.

**Pricing**

Insert prices for furnishing all of the material and/or labor described or required. Prices shall be net, including any charges for packing, crating, containers, etc. and all transportation charges fully prepaid by the contractor F.O.B. destination and placement at locations specified by the County. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the vendor's convenience when a single shipment is ordered.

**Payment**

Payments will be made upon the approval of vouchers submitted by the successful bidders in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

**Discrepancy in Pricing**

In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the OWNER of the extended totals shall govern.

**Award Timeframe**

Award will be made by Ocean County Board of Commissioners within sixty (60) days after receipt of bids.

**Equal or Tie Bids**

The County of Ocean reserves the right to award at their discretion to any one of the tie bidders where it is most advantageous for the County to do so, pursuant to N.J.S.A. 40A:11-6.1.

**Tax Exempt**

The County of Ocean is exempt from any State sales tax or Federal excise tax.

**Equivalent Product**

For purpose of evaluation where an equivalent product is being furnished, bidder must indicate any variation to our specifications no matter how slight. If no variations are indicated, it will be construed that the bid fully complies with our specifications.

**Quantities**

The quantities shown on the pricing proposal are **estimates only**, and Ocean County will not guarantee any minimum purchase. The County reserves the right to decrease or omit quantities as needed over the course of the contract. The county will not consider any minimum requirements imposed on order quantities. The County also reserves the right to increase quantities to twenty (20) percent of the maximum quantities listed at the unit price bid, in accordance with N.J.A.C. 5:30-11.3. *Note: Actual orders are placed upon receipt of a Purchase Order, on an as needed basis. The County will not be responsible to pay for any product that was not ordered through a Purchase Order.*

**Delivery of Goods and Services**

Delivery of items shall only be made upon receipt of a Purchase Order issued by the Ocean County Department of Purchase, upon which delivery locations and needed quantities shall be indicated.

**American Goods and Products**

All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.

**Assignment**

This agreement shall not be assigned without the written consent of the County of Ocean.

### **NJ One Call**

By presenting a bid, contractor declares that he is aware of and, if required, will comply with the requirements of the "Underground Facility Protection Act (Public Law 1994, Chapter 118)" prior to commencing any intended excavation. The telephone number to call is 1-800-272-1000.

### **Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq**

The bidder must comply with the provisions of "The Public Works Contractor Registration Act", if applicable.

- All named contractors must be registered with the Department of Labor and Workforce Development pursuant to the Public Works Contractor Registration Act at the time the proposal is received, or the proposal will be determined to be non-responsive.
- Any non-listed contractor must be registered with the Department of Labor and Workforce Development prior to physically starting work. It is the responsibility of the General Contractor to insure that all non-listed sub-contractors comply.
- Contractors are encouraged to submit their and all named sub-contractors' Public Works Contractor Registration Certificates with the bid.

### **Prevailing Wage & Labor Laws**

The New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of the State Labor Laws must be complied with by the successful bidder, if applicable. The current Prevailing Wage Rates can be found online at <https://www.nj.gov/labor/wageandhour/prevailing-rates/public-works/currentprevailingwage.shtml>

All Certified Payrolls for Public Works Projects **must** be submitted online via the New Jersey Wage Hub website which can be accessed through the following link: <https://njwages.nj.gov/>. Certified payrolls must be submitted within ten (10) days of the payment of wages for each pay period, **both** online via New Jersey Wage Hub and hard copy to the contracting unit.

### **New Jersey Business Registration Requirements**

Pursuant to N.J.S.A. 52:32-44, Ocean County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

**Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).**

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

### **Pay to Play Requirements**

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

### **Statement of Ownership**

The provisions of N.J.S.A. 52:25-24.2 applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

### **Disclosure of Investment Activities in Iran**

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

The Chapter 25 list must be reviewed prior to completing the certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Prior to contract award or authorization, the contractor shall provide the

Contracting Agency with a completed Certification on Disclosure of Investment Activities in Iran.

**Certification of Non-Involvement in Prohibited Activities in Russia or Belarus**

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendor”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here:

<https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**Insurance Requirements**

The contractor shall maintain primary insurance to protect against all claims under Workmen's Compensation, Comprehensive General Liability and Automobile. Except for Workmen’s Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary Coverage shall be subject to approval for adequacy of protection as per the following limits:

**Worker's Compensation**

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

**Comprehensive General Liability**

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

**Comprehensive General Liability Details**

Comprehensive Automobile Liability shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- A. Liability arising out of the ownership, maintenance or use of any auto;
- B. Auto non-ownership and hired car coverage.
- C. Contractor's Worker's Compensation, Comprehensive General Liability and

D. Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

**Proof of Insurance**

Copies of each insurance certificate shall be furnished to the County when requested.

**Open Public Records Act (OPRA)**

**\*\* ATTENTION\*\***

Responses received pursuant to this solicitation are subject to complete disclosure pursuant to the Open Public Records Act. Please note that disclosure includes any and all attachments and addenda supplementing the solicitation response. Accordingly, please do not include personal identifying information in any supplementary documents submitted with the solicitation response.

***Award Method***

Contract will be awarded on a lump sum basis.

## ***Mandatory Equal Employment Opportunity***

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

## *Americans with Disabilities Act*

### Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

## ***Intent***

### **CONTRACT TERMS**

The contract shall be in effect for three (3) years, beginning April 1, 2025, or until delivery is complete unless otherwise stated. The County reserves the right to extend the terms of the contract for two (2) additional one (1) year periods by mutual agreement between the County and the contractor with no increase in base price.

### **CONTRACT DETAILS**

**The County plans to finalize the contract award by November 2024, with the official commencement date of the contract beginning April 1, 2025. *Note: Funding for the entire first-year contract period beginning April 1, 2025 through March 31, 2026, will be encumbered upon contract signing to ensure the timely procurement and delivery of new golf carts in time for the Spring 2025 season.***

### **INTENT**

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the materials described and specified herein.

### **BID REVIEW**

Bids may be reviewed at the bid opening and results will be made available online through the County's procurement portal once the bid meeting has concluded. Additionally, bid results are available in the Ocean County Purchasing Department on the day following the bid openings for any interested party that may wish to review them.

### **AVAILABILITY OF FUNDS**

The County's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the County for payment of any money shall arise unless, and until funds are made available each year to the Ocean County Purchasing Agent.

### **MODIFICATIONS AND WITHDRAWALS**

Bids may be withdrawn from the bidder prior to the time fixed for opening. No right for withdrawal exists after the bid has been opened. Written request for withdrawal shall be signed by the bidder or proper corporate officers.

### **USE OF OTHER NAMES AND REFERENCES**

Unless otherwise stated, the use of manufacturers' names and product numbers are for descriptive purposes, and establishing general quality levels only. They are not intended to be

restrictive. Bidders are required to state exactly what they intend to furnish, otherwise it is fully understood that they shall furnish all items as stated.

### **QUALITY**

The materials and supplies called for herein, shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examinations and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

### **WARRANTY**

Manufacturer's warranty shall apply.

### **AVAILABILITY AND DELIVERY**

The bidder should indicate the number of days required for the delivery After Receipt of Order (A.R.O.). If not submitted with the bid proposal, the County reserves the right to request this information prior to the award of contract.

### **TRANSITIONAL PERIOD**

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.

### **COMPLIANCE TO MINIMUM BID REQUIREMENTS / EQUIVALENT PROPOSALS**

These specifications intend to describe and govern the purchase of a new and unused GOLF CARTS FOR OCEAN COUNTY GOLF COURSES with all accessories as noted herein. The products shall conform to the highest quality of manufacturing and design standards. Any item or items not specifically mentioned herein, but which would be required to produce a complete working unit, shall be supplied by the vendor.

All compliance pages must be completed in full if required within the specifications. A general exception cannot be taken for any paragraph or item. Suppose a bidder is basing his proposal on equipment other than what is specified in these bid documents and wishes the equipment he proposes to be considered as an "approved equal". In that case, he shall submit on a separate sheet, in the exact format of the technical specifications contained herein, an item-by-item description of that which he proposes to substitute including all variations from or exceptions to the conditions and specifications of this bid. Failure to comply may result in the rejection of the bid.

### **CURRENT BID RESULTS**

If there is a current contract in place for this bid, those results may be obtained by accessing our procurement portal at the below link:

<https://procurement.opengov.com/portal/oceancounty>

Once you have clicked the link, click "Advanced Search" to begin searching for the current opportunity.

## *Specifications and Scope of Work*

### **SCOPE OF WORK**

See "Attachment", "Project Documents" for detailed specifications.

## *Vendor Questionnaire*

### **OpenGov Vendor Account Verification\***

I have verified that I am logged into OpenGov using an **account name** that corresponds to the **Tax ID number** and **Business Name** used throughout all documentation in this solicitation. I further understand that should my company be awarded a contract with Ocean County, the company information listed on in the **Contract Information Field** will be used to generate all contract documents.

Please confirm

\*Response required

### **BID DOCUMENTS TO BE EXECUTED\***

Documents include:

- Signature Page
- Non-Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Disclosure of Investment Activities in Iran
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

### **FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.**

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

**NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.**

**Please note: The County's preferred method of submission is DocuSign.**

[Click here to go to the form](#)

\*Response required

### **CONTRACT INFORMATION\***

Should your company be awarded a contract with Ocean County, please provide the contact name and physical mailing address where the contract documents should be mailed. *(no email addresses, please!)*

\*Response required

**Copy of Bidder's Certificate of Employee Information Report**

**Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:**

- (a) An existing federally approved or sanctioned affirmative action program.
- (b) A New Jersey Certificate of Employee Information Report Approval.
- (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302 for Goods and Services; Form AA201 for Construction). This form is available [here](#).

**QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS ON THE AFFIRMATIVE ACTION DOCUMENT:**

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

**If yes, please upload a photocopy of such approval.**

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

**If yes, please upload a photocopy of such certificate.**

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

**Copy of Bidder's New Jersey Business Registration Certificate**

Please use this area to upload your company's BRC.

Use this link to verify your company's BRC:

[https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp)

Please note that a BRC is not required at the time of bid submission but shall be required prior to the award of a contract.

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

**Mandatory Equal Employment Opportunity Statement\***

Does the BIDDER comply with the [#Mandatory Equal Employment Opportunity Statement](#)?

Yes

No

\*Response required

**Americans with Disabilities Act Provisions\***

Does the BIDDER comply with the [#Americans with Disabilities Act Provisions?](#)

Yes

No

\*Response required

**Contractor's Data Sheet\***

As evidence of the bidder's qualifications, (s)he shall be required to submit with this bid proposal information requested on the Contractor's Data Sheet.

Please complete the form by clicking on the link. Make sure that the email you complete the form with matches the email of your vendor account.

Please download the below documents, complete, and upload.

- [CONTRACTORS DATA SHEET and ...](#)

\*Response required

**Descriptive Literature and Warranty Details\***

Please supply all descriptive literature and warranty details for all items being bid as well as a list of all diagnostic tools and testing equipment, if applicable.

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

\*Response required

**COMPLIANCE PAGES FOR GOLF CARTS FOR OCEAN COUNTY GOLF COURSES\***

Please download the attached Compliance Pages. Complete each compliance line by placing a check mark in the box for yes or no. Once finished, upload the completed document. If you are taking any exceptions to any of the compliance lines, please list and explain each exception in detail on company letterhead. Please upload the exceptions letter with the completed compliance pages.

- [COMPLIANCE PAGES - GOLF CAR...](#)

\*Response required

**ADDITIONAL VENDOR DOCUMENTATION**

Please submit any additional information you wish to be considered as part of your bid package.

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

**Acknowledgement of Submission of Forms from Current Bid Package\***

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

- Please confirm
- \*Response required

**Submission of Bid Package\***

By submitting a response to this solicitation, the Vendor understands and acknowledges that all required documents to this solicitation must be submitted and that failure to do so may be cause for rejection.

Bidder also understands that only one (1) bid submission shall be considered. Please DO NOT Submit a manual bid response. Submitting a manual response in addition to the electronic response is cause for rejection of your bid.

- Please confirm
- \*Response required

## *Pricing Proposal*

### GOLF CARTS FOR OCEAN COUNTY GOLF COURSES

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	Year, Mfr., Model	Delivery, A.R.O.	Comments
1	Rental Price of New Golf Carts, with Roofs, Including Service, Current Model Year or Newer, As Specified	36	MONTH					
2	Rental Price of New Utility Vehicles with Roofs, Including Service, Current Model Year or Newer, As Specified	36	MONTH					
<b>OPTION:</b>								
2a	Full Winter Cover for Utility Vehicles	36	MONTH					
<b>TIME AND MATERIAL</b>								
3a	Labor Hours - Mechanic Rate	200	HR					
3b	Material Cost: Materials Minus Discount Percentage (%) Off of Materials. For Bid Purposes, Assume \$30,000.00 for Contract Period Materials. Example: (\$30,000.00 x 10% Discount = \$3,000.00) or (\$30,000.00 x .10 = \$3,000.00); Material Cost = \$30,000.00 - \$3,000.00 = \$27,000.00 ENTER YOUR RESULT IN THE UNIT PRICE COLUMN. ENTER YOUR DISCOUNT IN THE COMMENTS.	1	LS					
<b>PURCHASE OPTIONS:</b>								
4a	Purchase Option per Cart with Roof (per unit)	30	EA					
4b	Purchase Option per Utility Cart with Roof (per unit)	30	EA					
<b>TOTAL</b>								

**SCOPE**

Each bidder may submit a bid for the rental of **new equipment**. Each bidder is required to inspect the existing facilities in order to determine that the type of golf cart proposed to be furnished is appropriate.

The bid for the rental of four-wheel gas powered golf carts, shall be based upon the following terms and conditions:

A. The bidder will lease to the County a minimum of seventy-eight (78) golf carts and such additional number as may be required from time to time, at the Ocean County Golf Course at Atlantis and a minimum of forty-eight (48) golf carts and such additional number as may be required from time to time, at the Ocean County Golf Course at Forge Pond.

B. The 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> carts for the Golf Course at Atlantis shall be designated as Ranger Carts, (decals on three (3) sides include three season cover and winter cover). Two (2) carts (1 and 2) will be supplied with winter covers. (Proof approved by County). One (1) cart will be designated as Ranger Cart with covers for Forge Pond.

C. The bidder with respect to the repair and servicing related to regular maintenance and warranty work of said golf carts shall agree in said bid to perform or provide the following:

1. To maintain all golf carts in an A-1 operating condition, and to furnish weekly examination of the carts at each Golf Course by a qualified mechanic.
2. Said weekly examination shall be held mid-week and coordinated with the Parks Department.
3. All necessary replacement of parts and repairs related to maintenance or warranty work will be made at the expense of the bidder, and upon receipt of verbal notice of a breakdown or failure of any carts, the said bidder will promptly take necessary action to restore the carts to A-1 operating condition.

D. The bidder shall agree that if any cart is inoperable after twenty-four (24) hours of notice of breakdown by the County, the said bidder will forfeit, as a penalty, the full rental charge per round for each day or part thereof that any such cart is inoperable. Bidder shall have the option to repair or replace said golf carts. Replacement carts must be returned as soon as possible.

E. The bidder shall also include in the bid an option to purchase one or more of the carts which are provided under this rental agreement. Net purchase price per unit shall be specified. Note: Bid will be awarded based on lump sum rental price. Option to purchase is not a factor in the lump sum bid award.

F. The bidder shall also agree to furnish public liability insurance to the County with minimum coverage of at least one million dollars (\$1,000,000.00), to any one (1) person as a result of any one (1) accident, and property damage with minimum liability of Three Hundred Thousand Dollars (\$300,000.00).

G. The bidder, is awarded, agrees to indemnify and save harmless the County, its officers, agents, and servants, against and from, all suits and cost of every name and description; and from all damages to which the said County or any of its officers, agents or servants may be put. By reason, if injury to the person or property of others resulting from the carelessness or through negligence of said bidder, or through any improper or defective machinery, implements or appliances used by the said bidder in the undertaking of the activities conducted by virtue of this agreement, or through any act or omission on the part of the said bidder or its agents.

H. Replacement or additional keys of the gas powered golf carts shall be provided by bidder upon request of the County at no additional charge.

**SCOPE (CONT'D)**

## I. Payment Schedule

- 2025 Twelve Month Rental Period  
Payment on April 1, 2025 for the period of April 1, 2025 through March 31, 2026
- 2026 Twelve Month Rental Period  
Payment on April 1, 2026 for the period of April 1, 2026 through March 31, 2027
- 2027 Twelve Month Rental Period  
Payment on April 1, 2027 for the period of April 1, 2027 through March 31, 2028

*\*Note: Although the rental period for this contract will not begin until April 1, 2025, funds will be encumbered upon contract award in the fall of 2024 to expedite the procurement process and ensure the availability of new golf carts for the 2025 Spring season.*

**DELIVERY SCHEDULE**

Contract shall provide the estimated Delivery, A.R.O (After Receipt of Order) for all golf carts. Golf Carts procured under this contract are expected to be delivered in the early Spring of 2025.

**OTHER**

Golf carts to be equipped with durable, consecutively numbered I.D. Decals both sides, minimum 6 inch diameter. (Proof and number sequence to be approved by the Golf Course Manager.)

Color: Forest Green

New equipment must be the most current model year as specified in the specifications.

**ADDITIONAL CONDITIONS**

- A. The County further reserves the right to request a sample golf cart from each bidder for purposes of evaluation.
- B. The bidder shall not assign his rights except by and with the written consent of the County.
- C. Bid to be based upon seventy-eight (78) rental carts at Ocean County Golf Course at Atlantis and forty-eight (48) rental carts at Ocean County Golf Course at Forge Pond, as well as two (2) rental utility vehicles, to be delivered to location(s) as specified on Purchase Order.

**ITEM #3 - TIME AND MATERIALS WORK**

**REPAIRS**

This section will cover repairs other than routine maintenance and warranty work. If repairs are identified, departmental approval is required to obtain a purchase order number for the work before contractor may proceed with the repair.

Verbal authorization and purchase order number will be provided to contractor as necessary. Purchase order number must be included on the invoice.

**HOURLY LABOR RATE**

Labor hours are shown in the proposal page for bid purposes only.

We have attempted to accurately reflect a true picture of the approximate amount of labor hours that the County anticipates. The County does not guarantee any minimum number of hours and will pay only for the actual number of hours authorized and worked.

The labor charge shall include all travel. No additional travel time will be honored.

**MATERIALS**

Parts/Materials Prices: All materials shall be invoiced at current price list price less a percentage (%) of discount.

Only Original Equipment Manufacturers (OEM) parts shall be used, unless otherwise approved in advance of order and installation.

All quotes for work shall include a cost breakdown submitted by the contractor as follows: labor rate, quantity of hours, materials list, current price list price (with evidence of same) and discount, at applicable contract rates. Each call shall generate a separate invoice detailing the labor charge and the parts/materials as outline above.

All invoices are required to include a separate purchase order number, which can be obtained by calling the Parks Department at (732) 506-9090.

**ITEM #1 – GASOLINE GOLF CART, MODEL CLUB CAR TEMPO GOLF CART, AS SPECIFIED, CURRENT MODEL YEAR OR NEWER, OR EQUAL**

		<b><u>COMPLIANCE</u></b>	
		<b><u>YES</u></b>	<b><u>NO</u></b>
<b>Engine:</b>	429 cc Kohler, Overhead Valve (OHV) with EFI.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Horsepower:</b>	14.0 hp (10.3 kW) rated @ 3600 RPM per SAE J1940.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Batteries:</b>	One 12-volt.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speed Range:</b>	12 - 15 mph (19.3 - 24.1 kph).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Seating Capacity:</b>	2 Passenger	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fuel Tank Capacity:</b>	6.0 gal (22.7 L).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Steering:</b>	Self-compensating double reduction helical rack & pinion.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Front Suspension:</b>	Independent leaf spring w/dual hydraulic shocks.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Turning Circle:</b>	17 ft., 4 in. (5.28 m).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ground Clearance:</b>	4.5 in. (11.4 cm).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Brakes:</b>	Self-adjusting, rear wheel mechanical drum.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Park Brake:</b>	Foot-operated, multi-lock.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Body and Finish:</b>	Molded-in color. Forest Green body	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tires:</b>	18 x 8.50 – 8.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Length:</b>	91.5 in. (232 cm).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Height:</b>	68.5 in. (174 cm).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Wheelbase:</b>	65.5 in. (166.4 cm).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Curb Weight*:</b>	688 lbs (312 kg).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Accessories, Required:</b>	Canopy Top with Rain Gutter Drainage System	<input type="checkbox"/>	<input type="checkbox"/>
<b>Warranty:</b>			
	Engine and Transaxle: Five (5) Years	<input type="checkbox"/>	<input type="checkbox"/>
	Canopy, Electronics, Pedal Group, Seats, Suspension: Four (4) Years	<input type="checkbox"/>	<input type="checkbox"/>
	Body Panels, Gas and Electric Powertrains, Premium Seats: Three (3) Years	<input type="checkbox"/>	<input type="checkbox"/>
	All remaining components of carts: Two (2) Years	<input type="checkbox"/>	<input type="checkbox"/>

**ITEM #2 – GASOLINE UTILITY VEHICLE, MODEL CAR CARRYALL 502 UTILITY VEHICLE, AS SPECIFIED, CURRENT MODEL YEAR OR NEWER, OR EQUAL**

		<b><u>COMPLIANCE</u></b>	
		<b><u>YES</u></b>	<b><u>NO</u></b>
<b>Engine:</b>	429 cc Kohler, Overhead Valve (OHV) with EFI	<input type="checkbox"/>	<input type="checkbox"/>
<b>Horsepower:</b>	14.0 hp (10.3 kW) rated @ 3600 RPM per SAE J1940	<input type="checkbox"/>	<input type="checkbox"/>
<b>Batteries:</b>	One 12-volt 500 CCA; 105 min Reserve	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speed Range:</b>	15-17 mph (24-27 kph)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fuel Tank:</b>	5.5 gal (20.8 L)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Steering:</b>	Self-adjusting Rack and Pinion	<input type="checkbox"/>	<input type="checkbox"/>
<b>Front Suspension:</b>	Independent leaf spring w/dual hydraulic shocks.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Turning Radius:</b>	119 in (302.2 cm)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ground Clearance:</b>	4.2 in (10.7 cm)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Brakes:</b>	4-wheel Mechanical Drum	<input type="checkbox"/>	<input type="checkbox"/>
<b>Park Brake:</b>	Foot Operated, Multi-lock	<input type="checkbox"/>	<input type="checkbox"/>
<b>Body and Finish:</b>	ArmorFlex™ with automotive paint/clearcoat. Forest Green body	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tires:</b>	18 x 8.5-8, 6-ply	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Length:</b>	118 in. (299.7 cm)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Height:</b>	47.1 in. (119.6 cm)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Wheelbase:</b>	78.1 in. (198.3 cm)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Curb Weight:</b>	907 lbs (411.4 kg)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bed (LxWxH):</b>	44.2 x 47.5 x 10.5 in (112.2 x 120.6 x 26.6 cm)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bed Load Capacity:</b>	800 lbs. (362.8 kg)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Towing Capacity:</b>	1,500 lbs (680.3 kg)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Payload</b>	1,200 lbs (544 kg)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Capacity:</b>	1,200 lbs (544 kg)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Accessories, Required:</b>	Canopy Top with Rain Gutter Drainage System	<input type="checkbox"/>	<input type="checkbox"/>
	Fold Down Windshield	<input type="checkbox"/>	<input type="checkbox"/>
	2” Rear Receiver	<input type="checkbox"/>	<input type="checkbox"/>
<b>Warranty:</b>		<input type="checkbox"/>	<input type="checkbox"/>
	Powertrains, Frame: Three (3) Year/3,000 Hour Limited	<input type="checkbox"/>	<input type="checkbox"/>
	All remaining components of carts: Two (2) Year	<input type="checkbox"/>	<input type="checkbox"/>
<b>OPTION:</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>2a Full Winter Cover for Utility Vehicles</b>		<input type="checkbox"/>	<input type="checkbox"/>