



## INVITATION TO BIDDERS

The City of Gatlinburg is accepting bids on the performance of maintenance and preventative maintenance for the fleet carts at the Gatlinburg Golf Course at 520 Dollywood Lane, Pigeon Forge, TN. This process will involve standard preventative maintenance at a base price with other maintenance bill separately. There are approximately seventy-two (72) electric golf carts that will need to be maintained. This contract shall be for (12) twelve months with the option to renew for an additional (12) twelve months.

Preventative maintenance/monitoring will consist of, but not necessarily be limited to, maintaining tire air pressure, monitoring water level in batteries, pedal adjustments, cable adjustments, front end adjustments and front suspension adjustments. We estimate that to properly maintain the fleet that maintenance should require approximately eight (8) hours per week. This could vary depending on weather and amount of golf play.

Bid Documents may be obtained from Delea Patterson, AP/Purchasing, 1230 Parkway East, Suite 2, P.O. Box 5, Gatlinburg, Tennessee 37738, Telephone Number (865) 436-1404, email: [deleap@gatlinburgtn.gov](mailto:deleap@gatlinburgtn.gov).

Technical and specification questions should be referred to Rick Tucker, Gatlinburg Golf Course, Dollywood Lane, Pigeon Forge, Tennessee 37863, Telephone Number (865) 453-3912.

Bids shall be received until **2:30 p.m., June 28, 2016**, at which time they will be publicly opened and read aloud. No bid may be withdrawn for thirty (30) days.

Bids shall be submitted in a sealed envelope with the Bidder's name, address, date and time of the bid opening, and the Quotation "**Bid on Golf Cart Maintenance**" stated clearly on the outside of the envelope containing the bid.

The City of Gatlinburg reserves the right to waive any informalities in, or to reject any or all bids and to accept the bid deemed most favorable to the interests of the City.

## GENERAL PROVISIONS

Prices quoted shall not include Federal or State taxes, if any are applicable. The successful bidder shall furnish tax exemption forms, if required, with their invoices.

The prices quoted are that for which the materials or services will be delivered F.O.B. Gatlinburg, Tennessee.

Any additions, deletions, or variations from the following specifications must be noted.

Inspection of the materials or equipment will be made by an agent of the City of Gatlinburg, and if found defective or fails in any way to meet the terms of this agreement, it will be rejected. Rejected materials or equipment will be replaced at the expense of the bidder.

The City of Gatlinburg and/or the successful bidder shall cancel this agreement with a thirty (30) day written notice due to an escalation in pricing by either party.

The City of Gatlinburg reserves the right to defer payment for thirty (30) days after delivery. The City of Gatlinburg also reserves the right to reject any and/or all bids.

The bidder agrees to indemnify the City of Gatlinburg from any and all liability, loss or damage the City may suffer as a result of claims, demands, costs, or judgments against it arising from any and all work under this agreement.

The bidder agrees to notify the City, in writing, within thirty (30) days, by registered mail, at the City's address as stated in this agreement, of any claim against the bidder on the obligations indemnified against.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, contractor certifies and warrants it will comply with this policy.

## **SPECIFICATIONS FOR GOLF CART MAINTENANCE**

Preventative maintenance/monitoring will consist of, but not necessarily be limited to, the following:

- maintaining tire air pressure
  - monitoring water level in batteries
  - pedal adjustments
  - cable adjustments
  - front end adjustments
  - front suspension adjustments.
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- We estimate that to properly maintain the fleet that maintenance should require approximately eight (8) hours per week. This could vary depending on weather and amount of golf play.

Other maintenance not covered under warranty will be billed separately and pre-approved by Golf personnel with as much detail as possible to be provided.

Carts to be maintained and monitored: approximately seventy-two (72) 2014 Club Car Precedent i2 Excel electric golf carts.

References may be requested as part of bid awarding process as well as information on technicians who would be servicing the golf carts.

The City of Gatlinburg or maintenance provider will have the right to cancel this agreement at any time with thirty (30) days written notice.

Delea Patterson, AP/Purchasing  
City of Gatlinburg  
1230 Parkway East  
P.O. Box 5  
Gatlinburg, TN 37738

RE: Bid on Maintenance of Golf Carts

We have reviewed the above bid specifications and offer the following monthly pricing for maintenance on approximately 72 golf carts.

\$ \_\_\_\_\_  
**Monthly base price** for preventative maintenance described in specifications for seventy-two (72) electric golf carts.

\$ \_\_\_\_\_  
Markup percentage on parts and hourly labor rate: non-preventative maintenance not covered under warranty.

Do any of your bids contain deviations? If so, please list.  
DEVIATIONS \_\_ YES \_\_ NO: (Please check one)

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Signed/

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email (if any)

\_\_\_\_\_  
City          State          Zip

EACH BIDDER SHALL SUBMIT THIS STATEMENT OF COMPLIANCE WITH THEIR BID.

For Title VI and IX compliance, we ask for voluntary disclosure of the following information:

Gender: Male \_\_\_\_\_

Female \_\_\_\_\_

Race: Caucasian \_\_\_\_\_

African American \_\_\_\_\_

Other (please specify) \_\_\_\_\_

## **BIDDERS LIST**

Jon's Golf Cars  
3063 Ogles View Rd.  
Sevierville, TN 37862  
865-428-3645 Fax 429-4135  
jongsolfcars@comcast.net

East TN Golf Cart & Trailer  
Attn: Mark Harrison  
6778 West A.J. Hwy  
Morristown, TN  
423.317.7000 Fax 423-317-7075  
sales@etgolfcart.com

Plant City Golf Carts  
1812 W. Lamar Alexander Parkway  
Maryville, TN 37801  
865-984-4003  
tngolfcarts@me.com