



# NOVA P A R K S

Northern Virginia Regional Park Authority

5400 Ox Road, Fairfax Station, VA 22039 | 703-352-5900 | Fax: 703-273-0905 | [www.novaparks.com](http://www.novaparks.com)

February 11, 2020

Dear Sir or Madam:

NOVA Parks (Northern Virginia Regional Park Authority) is accepting proposals for a lease contract agreement for new power carts at its three public golf courses. (Algonkian - Sterling, Brambleton - Ashburn, and Pohick Bay - Lorton) Specifications and general conditions are attached and are to be considered minimum requirements. Any exceptions must be listed on the proposal sheet.

Proposals will be accepted at NOVA Parks Headquarters located at: 5400 Ox Road, Fairfax Station, Virginia 22039 until 2:00 pm on Monday, March 23<sup>rd</sup> 2020. All proposals are to be sealed and clearly marked "Proposal – Golf Cart Lease." Proposals may be mailed or personally delivered. Please state time of delivery.

NOVA Parks reserves the right to award the contract in the aggregate, by individual service, or any combination which is in its best interest. NOVA Parks also reserves the right to reject any and all bids.

Sincerely,

Chris Pauley, Director of Park Operations  
NOVA Parks  
5400 Ox Road  
Fairfax Station, Virginia 22039  
703-352-5900  
[cpauley@nvrpa.org](mailto:cpauley@nvrpa.org)

City of Alexandria  
Sean Kumar  
Scott Price

Arlington County  
Paul Ferguson  
Michael A. Nardolilli

Fairfax County  
Patricia Harrison  
Stella Koch

City of Fairfax  
Brian D. Knapp  
Arthur F. Little

City of Falls Church  
Paul Baldino  
Jeffrey Tarbert

Loudoun County  
James Bonfils  
Cate Magennis Wyatt

## **INTRODUCTION**

The Northern Virginia Regional Park Authority (NOVA Parks) is seeking proposals by qualified and experienced businesses to provide electric and gas carts (Standard, Beverage and ADA) at its three public golf courses in accordance with the terms and conditions of the RFP. The Offeror will be responsible for the delivery, necessary training of NOVA Parks staff and to provide support during all phases of implementation and the service contract.

## **BACKGROUND**

The Northern Virginia Regional Park Authority (NOVA Parks) is a governmental agency supported by six political subdivisions. In the late 1950s, the Northern Virginia Planning District Commission and a group of citizens from several local jurisdictions came together to protect Northern Virginia's rich heritage of woods, meadows, lakes and streams from the threat of suburban sprawl. These citizens, working with their local governments – Fairfax County, Arlington County and the City of Falls Church - organized under the Virginia Park Authorities Act in 1959 as the Northern Virginia Regional Park Authority.

Today NOVA Parks represents three counties and three cities - Arlington County, Fairfax County, Loudoun County, the City of Alexandria, the City of Falls Church and the City of Fairfax. NOVA Parks staff, volunteer board members appointed from each jurisdiction and many friends of NOVA Parks working together, have preserved more than 11,000 acres within 25 regional park sites.

## **REQUEST FOR PROPOSAL (RFP) PURPOSE**

To enter into a lease agreement with a well-qualified vendor that can provide NOVA Parks with electric and gas carts (Standard and Beverage) at its three public golf courses in accordance with the terms and conditions of the RFP. The course locations are as follows:

### **Algonkian Regional Park Golf Course**

47001 Fairway Drive

Sterling, VA 20165

(703) 450-4655

[algonkian@nvrpa.org](mailto:algonkian@nvrpa.org)

Rebecca Downie – Park Manager

### **Brambleton Regional Park Golf Course**

42180 Ryan Road

Ashburn, VA 20148

(703) 327-3403

[Brambleton@nvrpa.org](mailto:Brambleton@nvrpa.org)

Dustin Betthausen – Park Manager

**Pohick Bay Regional Park Golf Course**

6501 Pohick Bay Drive

Lorton, VA 22079

(703) 339-8585

[Pohick\\_golf@nvrpa.org](mailto:Pohick_golf@nvrpa.org)

Kevin Casalenuovo – Park Manager, Jon Mendez – Assistant Park Manager (Golf Course)

**GENERAL PROPOSAL INFORMATION**

As required by Virginia Public Procurement Act, Northern Virginia Regional Park Authority (NOVA Parks) is requesting competitive sealed proposals to provide a lease contract agreement for new power carts at its three public golf courses.

**NOVA PARKS RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY TECHNICALITIES AT ITS OPTION WHEN IN THE BEST INTEREST OF NVRPA.**

Proposals must include but are not limited to the requirements set forth herein.

Any questions about the Request for Proposals must be submitted in writing via e-mail to Mark Whaley, Park Operations Superintendent at [mwhaley@nvrpa.org](mailto:mwhaley@nvrpa.org). All questions must be submitted no later than March 13<sup>th</sup> 2020. Please reference the specific section that is the subject of your question. NOVA Parks will respond to each question in writing. Questions submitted after the deadline above may not be answered.

**Previous Cart Revenue Performance:**

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Algonkian Golf Course</b>	\$180,482	\$188,493	\$172,161	\$106,607
<b>Brambleton Golf Course</b>	\$259,807	\$251,588	\$243,977	\$206,649
<b>Pohick Bay Golf Course</b>	\$196,808	\$184,386	\$171,757	\$119,469
<b>Yearly Totals</b>	<b>\$637,097</b>	<b>\$624,467</b>	<b>\$587,895</b>	<b>\$432,725</b>

**SELECTION AND AWARD PROCESS**

NOVA Parks shall award the contract to the bidder it determines to have provided the RFP that is most advantageous to the agency.

Evaluation factors include:

- Percentage of revenue to NOVA Parks or best straight lease option
- Reputation, skill, and experience of the bidder
- Quality and performance of equipment offered
- Fuel efficiency of standard carts offered
- Quality of performance on previous contracts
- The ability of the vendor to provide the maintenance service expected

Please include brochures and a list of detailed specifications for each type of cart along with the manufacturer’s warranty.

**RFP REQUIREMENTS**

1. The terms of the lease shall be for four (4) years commencing on July 1<sup>st</sup>, 2020 and ending June 30th, 2024.
2. Lessor agrees to provide (190) new 2020 or 2021 (electric and gas, see below) golf carts each equipped with sun canopy, hinged front windshield (fold down), (1) Sand bottle/bucket, sweater basket, cup/ball holder, message holder, and unique number decal. Color TBD
  - Algonkian Regional Park Golf Course (62) – Electric carts
  - Brambleton Regional Park Golf Course (64) – Gas carts
  - Pohick Bay Regional Park Golf Course (64) – Gas carts
3. Lessor agrees to provide (3) New 2020 or 2021 Gasoline Beverage Cars each equipped with sun canopy, hinged front windshield, rear cooler, display, and merchandising module. Color TBD

4. Lessor agrees to provide (6, two for each course) Used – Reconditioned gasoline carts for use by marshal staff. Color TBD
5. The Lessor agrees to put the NOVA Parks logo and name on the front of each cart.
6. Lessor agrees to provide fuel and energy efficiency data for both gas and electric standard carts.
7. Lessor agrees to provide weekly maintenance to include parts needed and labor required for each fleet during the high season of March 1<sup>st</sup> – November 30<sup>th</sup> to keep the carts in good working order without cost or obligation to NOVA Parks. This maintenance will include all manufacturer recommended repairs and service. During the winter months periodic visits or requests for repair will be completed as part of this maintenance agreement. An annual check prior to and at the end of the season is required.
8. NOVA Parks agrees to perform basic service such as keeping carts clean and orderly. Changing flat tires, Tightening bolts, and wheel lugs.
9. Lessor agrees to keep all units in good working order and to replace with new parts any that are badly worn as the result of normal wear and tear. This is to include windshields.
10. Each cart shall be delivered with two keys. Additional keys to be provided upon request during the lease agreement at an additional cost to NOVA Parks. And an owner's manual.
11. Within 1 week of delivery the Lessor shall provide 4 mounted spare tires to each facility. A stock of four spares shall remain on hand at each facility at all times.
12. The Lessor shall provide triplicate copy rental agreement tickets for each course, numbered sequentially if requested.
13. The Lessor shall provide one standard cart tow bar and one ADA cart tow bar for each facility.
14. Lessor agrees to provide fully automatic chargers for electric carts.
15. NOVA Parks shall retain the total cart revenue less this percentage if the revenue option is selected. Lessor's revenue percentage will be paid monthly.
16. The 2020 approved cart rental rates for all courses are:
  - 18 holes (per rider) \$18.00
  - 9 Holes (per rider) \$13.00
17. Lessor agrees to provide alternate lease price option on standard carts. Straight yearly lease charge per cart, per year to be paid out monthly.
18. The Lessor shall carry its own comprehensive general liability with limits of \$2,000,000

combined single limit for bodily injury and property damage and an umbrella policy for an additional \$1,000,000 over and above the coverage afforded by the comprehensive general liability insurance. Each policy shall name NOVA Parks as the additionally insured. Additionally golf carts must be insured for physical damage caused by comprehensive or collision perils.

19. All insurance carried by the Lessor shall be in addition to any insurance carried by NOVA Parks.
20. Annually the Lessor will provide NOVA Parks with certificates of insurance to include the comprehensive general liability, physical damage, and umbrella liability policies.
21. NOVA Parks will not be responsible for loss or damage to carts, including damage resulting from fire, theft, collision, or ordinary wear and tear.
22. In the event of an accident involving golf carts NOVA Parks agrees to promptly obtain a statement of fact and circumstance and forward to the Lessor all information.
23. Should the cart be damaged due to the negligence on the part of a golf patron, NOVA Parks will give the Lessor with appropriate contact information.
24. Lessor will be responsible for personal property taxes for the golf carts. NOVA Parks will be responsible for collecting and paying sales tax on the rental of the carts.
25. NOVA Parks agrees that it will not permit any other manufacturer's golf carts to be used during the lease period with the exception of special events when the Lessor cannot provide additional carts.
26. Lessor agrees to accommodate the request for additional carts for large events, not to exceed 50 at an additional cost to NOVA Parks.
27. Please supply a list of references where you presently have golf carts leased.

## **INSTRUCTIONS TO OFFERORS**

- **AMENDMENT OF REQUEST FOR PROPOSAL:** The Offeror shall acknowledge receipt of a request for proposal Amendment by signing and returning the document by the specified due date and time.
- **FAMILIARIZATION WITH SCOPE OF WORK:** Before submitting a proposal, each offeror shall familiarize him/herself with the scope of work outlined in the request for proposals, laws, regulations and other factors affecting contract performance. The Offeror shall be responsible for fully understanding the requirements of the subsequent Contract and otherwise satisfy him/herself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the Offeror. There will be no subsequent financial adjustment, other than that provided by the subsequent Contract, for lack of such familiarization.

## **PREPARATION OF PROPOSAL**

- All proposals shall be on the forms provided in this request for proposals package. It is permissible to copy these forms as required.
- The Form of Proposal shall be signed by a person authorized to submit an offer. An authorized signature on the Offer and Acceptance page, Proposal Amendment(s), or cover letter accompanying the proposal documents shall constitute an irrevocable offer to sell the goods and/or service specified herein. Offeror shall submit any additional requested documentation, signifying intent to be bound by the terms of the agreement.
- It is the responsibility of all offerors to examine the entire request for proposals package and seek clarification of any requirement that may not be clear, and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after due date and time.
- NOVA Parks shall not reimburse the cost of developing, presenting, submitting or providing any response to this solicitation.
- Offeror must list any subcontractors to be utilized in the performance of the services specified herein. For each subcontractor, details on respective qualifications must be included.

## **PROPOSAL FORMAT AND REQUIREMENTS**

- One (1) copy of the Form of Proposal should be submitted. Four (4) copies of additional materials would be helpful.

## **ADD ALTERNATE #1**

- NOVA Parks is requesting pricing on a per cart, per year basis for a GPS tracking system that provides course management tools such as operational oversight and pace of play management, geofencing of sensitive areas of course, communication, F&B management and player safety/weather warnings.

# FORM OF PROPOSAL

## NOVA Parks Golf Cart Lease

In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items and services for which prices are quoted. Prices assigned include the delivery to the three specified locations during the specified time.

Name of Bidder: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Standard Model to be provided:

Electric: \_\_\_\_\_

Gas: \_\_\_\_\_

Beverage Cart: \_\_\_\_\_

Stated Gas Mileage: \_\_\_\_\_ (MPG)  
(Standard Only)

Stated Kilowatt usage \_\_\_\_\_ (Per Hour)  
(Standard Only)

**Percentage Option** (% of total power cart revenue): \_\_\_\_\_ % (Electric) \_\_\_\_\_ % (Gas)

\*Percentage should consider Beverage Cart as part of the total percentage

### **Straight Lease Option:**

Straight Lease per standard Cart, per year  
(To be paid in monthly installments) \_\_\_\_\_ per standard cart, per year

\_\_\_\_\_ per beverage cart, per year

\_\_\_\_\_ per ADA cart, per year

### **Add Alternative:**

1. Lease option on golf cart GPS tracking with course management software  
\_\_\_\_\_ per cart, per year



# FORM OF PROPOSAL

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2. Lease option on a grounds utility cart \_\_\_\_\_ per cart, per year  
Model Information \_\_\_\_\_

3. Amount per cart special event (including Delivery) \_\_\_\_\_ (50 Max)

**Initial Delivery of Golf Carts to all Three Courses:** \_\_\_\_\_ Days after Notice of Award

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_(Print)

Please remit the following:

- Form of Proposal – one (1) copy
- Materials about the products and services offered in the proposal (4) copies

To: Mark Whaley, Park Operations Superintendent  
Northern Virginia Regional Park Authority  
5400 Ox Road  
Fairfax Station, Virginia 22039  
(703) 352-5900