



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1638) Lease and Supplying of Golf Carts for Washington County's Black Rock Golf Course and the Washington County Parks Department

PRESENTATION DATE: November 28, 2023

PRESENTATION BY: Brandi Naugle, CPPB, Buyer; Andrew Eshleman, P.E., Director, Division of Public Works

RECOMMENDED MOTION: Move to award the contract for the Leasing and Supplying of Golf Carts for the Black Rock Golf Course and the County Parks department to the lowest responsive, responsible low bidder, Capitol Golf Cars & Utility Vehicles, LLC of Frederick, Md based on Option No. 1 (6-year lease) for seventy-two (72) new rental carts and one (1) heavy duty cart for the Black Rock Golf Course for a total amount of \$89,736.88 per year for a total 6-year cost of \$538,421.28 and Alternate No. 1 (6 year lease) seventy-three (73) fold down windshields at an annual amount of \$2,937.60 per year for a total 6-year cost of \$17,625.60 and for Option No. 2 (6-year lease) for four (4) new rental at the total amount of \$5,726.40 per year for a total 6 year cost of \$34,358.40 and Alternate No. 2 (6 year lease) for four (4) fold down windshields at an annual amount of \$163.20 per year for a total 6 year cost of \$979.20; for a grand total for all carts if \$591,384.48 and this award is contingent upon final approval of the lease documents by the County Attorney's Office.

REPORT-IN-BRIEF: The recommended award option is for the leasing and supplying of seventy-two (72) new rental golf carts, and one (1) new heavy-duty range cart, for use at the Washington Cuntly Black Rock Golf Course and four (4) new rental golf carts for the use at the Washington County Parks Department and for fold-down windshields to be installed in each with a requirement of the exchange for new carts at the end of three (3) years. This recommended option also includes a service agreement of (a) weekly maintenance, (b) winter-time service of the fleet, and (c) 24-hour emergency service. At the end of the 6-year lease, the golf carts are returned to the vendor. Should the County wish to own the carts at the end of a lease, it would need to pay fair-market value to purchase the carts as well as purchase an additional maintenance service agreement. However, due to wear and tear on the golf carts, the Black Rock Board originally decided to replace its carts every three (3) years.

Notice of the Invitation to Bid (ITB) was advertised in the local newspaper, on the County's website, and on the State of Maryland's website, "*e-Maryland Marketplace Advantage*." Bids were received on September 20, 2023. Fifteen (15) persons/companies registered/downloaded the bid document online, and as indicated on the bid tabulation matrix, three (3) bids were received. One (1) bid was deemed to be non-responsive due to the requirements of the bid not being met.

DISCUSSION: N/A

FISCAL IMPACT: Funding is available in various departmental budgets: Black Rock Golf Course - 535055-46-46020 in the amount of \$63,510 for seventy-three (73) carts. Funding for the additional four (4) carts shall be split between Public Works – 526000-10-11910 in the amount of \$2,944.80 and Recreation – 584040-10-12200 in the amount of \$2,944.80.

CONCURRENCES: NA

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A