



**INVITATION FOR BID**  
**FOR GOLF-CARTS RENTAL**

Invitation for Bid (IFB)

Cart-2021

April 8, 2021

**UTAH STATE FAIR**  
**SALT LAKE CITY, UTAH**

## NOTICE TO GOLF-CARTS RENTAL SERVICES COMPANIES

The Utah State Fair Corporation is conducting an Invitation for Bid (IFB) resulting in a contract to provide Golf-Carts Rental Services for the 2021 Utah State Fair. The Fair reserves the right to offer a multi-year, annual renewal contract for up to five years. Vendor must guarantee its pricing for the term of the contract.

The IFB documents will be posted on the Utah State Fairpark website ([www.utahstatefair.com](http://www.utahstatefair.com)) available Friday, April 9, 2021. The following link will take you to the webpage <https://www.utahstatefair.com/p/about/active-request-for-proposals>.

All questions regarding this IFB, shall be sent electronically to Graziela Appel at [grazi@utahstatefair.com](mailto:grazi@utahstatefair.com). All questions must be submitted by **Wednesday, April 14, 2021 1:00 PM MDT**. Questions and Answers will be posted in the Utah State Fair website.

Bids must be submitted by **3:00 PM on Friday, April 16, 2021** by hard copy, received in a sealed envelope mailed to the Utah State Fairpark at 155 North 1000 West, Salt Lake City, UT 84116. Or an electronic copy will be accepted to Graziela Appel at [grazi@utahstatefair.com](mailto:grazi@utahstatefair.com). Bids will not be accepted or considered after this time and date.

## SCOPE OF WORK

The Utah State Fair is held annually starting on the first Thursday following Labor Day in September and runs for eleven days.

Future Utah State Fair dates for bidding purposes:

Year 1: September 9-19, 2021

Year 2: September 8-18, 2022

Year 3: September 7-17, 2023

Year 4: September 5-15, 2024

Year 5: September 4-14, 2025

### VENDOR REQUIREMENTS:

Numbers of carts are as we anticipate them at this time (Equipment list based on prior Utah State Fairs). Needs may vary based on event length and attendance, the exact number to be determined prior to event.

- Provide a minimum of twenty-five (25) gas powered golf carts as follows:
  - Five (5) carts to be delivered on the morning of Wednesday, September 1, 2021
    - One (1) four passenger
    - Two (2) utility carts
    - Two (2) standard two passenger carts
  - Twenty (20) carts to be delivered on the morning of Tuesday, September 7, 2021.
    - Four (4) 'newer' - four passengers carts for Fairpark Board Members
    - Four (4) utility carts
    - Twelve (12) standard two passenger carts
- All carts will be picked up on the afternoon of Tuesday, September 21, 2021 for the Utah State Fair.
- Carts are to be gas operated with the option of 3 to 5 being electric, in good operating condition before they arrive at the Fairpark. Keys shall be provided for all carts. Each cart shall have at least a 6" x 12" space on the front where the Fairpark can put the name tags of the person assigned to that cart and possibly a Fair sponsor name plate. The space should be able to have a sign or name tag attached with tape or some other fastening device without causing damage to the cart.

- At least two carts must be utility with total flat beds to accommodate EMT Box.
  
- CONTRACTOR shall provide one day service for broken down carts. This service will be provided between the hours of 7:00 a.m. through 9:00 p.m., including weekends. Service price shall be included in the rental price. When a cart is broken down, CONTRACTOR will provide another cart for use free of charge.
  
- All golf-carts must be delivered to the Fairpark in good condition, without damages such as broken windshields and teared seats. They also must be properly clean before submitted for use by the Fairpark.
  
- The Fairpark reserves the opportunity to rent more carts at the same price from the CONTRACTOR if sufficient notice is given to the CONTRACTOR.
  
- Delivery and pick-up charges should be included in the rental price.

## PROCUREMENT PROCESS

The Utah State Fair Corporation is requesting bids to enter in agreement with a Golf-Carts Rental Services provider as described on Scope of Work. The selection of the company will be made using the Invitation for Bid process.

### 1. Invitation for Bid Documents for Golf-Carts Rental Services Company

The Invitation for Bid for Golf-carts Rental Services consists of the Invitation for Bid document, Utah Fairpark Schedule, IFB Cover Sheet and Cost/Bid Form.

### 2. Contact Information

Communication during the bidding process is not allowed, except through the written questions and answer period. To maintain the fair and equitable treatment of everyone, contractors shall not contact or offer gifts or gratuities to any members of the Fairpark, any Board member, employee of Utah State Fair Corporation, to influence the bidding process or in a manner that gives the appearance of influencing the bidding process. This prohibition applies before the IFB is issued as the project is developed and extends through the award of a contract. Failure to comply with this requirement may result in a disqualification in the bidding process.

### 3. Request for Information and Questions

All requests for information regarding this services and questions regarding this solicitation must be submitted in writing to Graziela Appel at [grazi@utahstatefair.com](mailto:grazi@utahstatefair.com) during the Question-and-Answer period of April 14, 2021 by 1:00 PM. No questions or information can be shared after this date and time period.

### 4. Addendum

All responses to questions and requests for clarification shall be in writing and issued as addenda to the IFB. Please check the Utah State Fair website periodically for any addendum prior to submitting your bid. Any addenda issued prior to the submittal deadline shall become part of the IFB and any information required shall be included in your bid.

### 5. Bid Due Dates and Times

All required submittals and bids must be submitted or delivered to, and be received by the Fairpark, prior to the date and time indicated in the IFB. Bids received after the specified time will not be accepted. If using a courier service, the Golf-cart Rental Services Company is responsible for ensuring that delivery will be made directly to the required location, and on time.

### 6. Bids/Cost

Bids/Costs are required to be for the entire State Fair yearly. Before submitting a bid, each Golf-carts Rental Service Company shall carefully examine the IFB, to fully inform themselves as to all existing conditions and limitations. Bidders shall include the Bid/Cost sheet complete with their cost of all items required by the IFB for the first year and each year thereafter, up to 5 years or the possible full term of the contract. The Golf-cart Rental Company is responsible for complying with all applicable laws, building codes, rules, and regulations.

The Bid/Cost Form provided in this IFB document must be downloaded, completed, and submitted as your bid along with the Cover sheet, electronically to Graziela Appel at [grazi@utahstatefair.com](mailto:grazi@utahstatefair.com) or mailed/delivered in person to the Fair Park by the time and date indicated on the Notice to Golf-carts Rental Services Companies. Late submittals will be considered nonresponsive and will be disqualified.

### 8. Award of Contract

The contract will be awarded to the responsible bidder who submits the lowest responsive bid that meets the vendor requirements described in the IFB.

If the Fairpark rejects a bid, the contract will be awarded to the responsible bidder who submits the next lowest responsive bid that meets the vendor requirements described in the IFB; or Fairpark may cancel the IFB without awarding a contract.

**9. Withdrawal of Bids**

Bids may be withdrawn on written request received from bidders until the award is issued.

**10. Correction or Clarification of Bids**

A vendor may not change the total bid price after the bid opening and before a contract is awarded.

## SCHEDULE

### GOLF-CARTS RENTAL SERVICES

<b>Name: Golf-Carts Rental Services for 2021 Utah State Fair and beyond</b>				
<u>REQUEST NUMBER: CART-2021</u>				
<b>Event</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Place</b>
IFB for Golf-Carts Rental Services Available	Friday	April 9, 2021	11:00 AM MDT	Utah State Fair website
Last Day to Submit Questions	Wednesday	April 14, 2021	1:00 PM MDT	Graziela Appel at <a href="mailto:grazi@utahstatefair.com">grazi@utahstatefair.com</a> .
Addendum Posting	Thursday	April 15, 2021	3:00 PM MDT	Utah State Fair website
Bids Due	Friday	April 16, 2021	3:00 PM MDT	Graziela Appel at <a href="mailto:grazi@utahstatefair.com">grazi@utahstatefair.com</a> . or delivered as hard copy to Fairpark
Opening of Bids	Monday	April 19, 2021	1:00 PM MDT	Awarded via email

**INVITATION FOR BID – COVER PAGE**

Delivered/Mailed To:

Utah State Fair  
155 N 1000 W  
Salt Lake City, UT 84116  
Attention: Grazi Appel

or  
Submitted electronically to Graziela Appel at grazi@utahstatefair.com.

Request Number:

CART- 2021

Due Date:

Friday, April 16, 2021

Due Time:

3:00 PM MDT

Items to be contracted: Food and Beverage Auditing Services

Bidder must complete:

1. Company Name: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

2. Type of Business: Corporation \_\_\_\_\_ Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Government \_\_\_\_\_

3. Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

4. Address: \_\_\_\_\_

5. Price Guarantee Period: \* \_\_\_\_\_

\* See attached specifications for any required minimums.

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The following documents are included in this solicitation that may be awarded. 1) Instructions and General Provisions 2) Specifications, 3) Contract Conditions, and 4) all of bidder's documents.

THIS Bid MAY NOT BE WITHDRAWN FOR A PERIOD OF 60 DAYS FROM THE DUE DATE. The undersigned certifies that the bidder is willing and able to furnish the service(s) specified for purchase. Also, that said service(s) are produced, mined, grown, manufactured, or performed in Utah: \_\_\_\_ Yes \_\_\_\_ No. If no, enter where produced, etc.:

\_\_\_\_\_

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**PLEASE SIGN IN INK OR BID MAY BE REJECTED:**

Bidders Authorized Representative \_\_\_\_\_  
SIGNATURE DATE



**Cost /Bid Form  
UTAH STATE FAIR CORPORATION**

Delivered/Mailed To:  
Utah State Fair  
155 North 1000 West  
Salt Lake City, Utah 84116  
Attention: Grazi Appel  
Sales and Events Director  
Or submitted electronically to  
[grazi@utahstatefair.com](mailto:grazi@utahstatefair.com)

Request Number:  
CART- 2021

Due Date:  
April 16, 2021

Due Time:  
3:00 PM MDT

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BIDDER: \_\_\_\_\_

Attach separate sheet if necessary.

**Total Contract Term Bid Price: \$** \_\_\_\_\_

Year One (1) Bid Price: \$ \_\_\_\_\_

Year Two (2) Bid Price: \$ \_\_\_\_\_

Year Three (3) Bid Price: \$ \_\_\_\_\_

Year Four (4) Bid Price: \$ \_\_\_\_\_

Year Five (5) Bid Price: \$ \_\_\_\_\_

Number of Attachments: \_\_\_\_\_ page(s)