REQUEST FOR PROPOSAL

1. REQUEST DATE: 04/03/2019

2. REQUESTING DEPARTMENT: EKU Arlington Country Club

3. SERVICE: Golf Cart Financing Program

Scope of Services Includes: See Scope of Services under Specifications below.

The University’s General Terms and Conditions and Instructions to Bidders, viewable at https://purchasing.eku.edu/terms-and-conditions, apply to this Request for Proposal (RFP).

4. DUE DATE: 04/12/2019

5. TIME: 10:00 AM (ET)

6. TELEPHONE: 859-622-7126

Proposals should include background information, references and associated costs. Complete and return the attached Vendor Tax Form along with your proposal. Proposals should be sent to the following:

Mail Proposals to above address on or before 04/12/19, 10:00 AM (ET). Questions can be directed to Allen Sizemore via email: allen.sizemore@eku.edu. The bottom portion of this form is to be completed by the vendor.


SMOKE FREE ZONE POLICY

The Offeror, by signing and submitting a Proposal, agrees to comply with the University’s Smoke Free Zone Policy. See: http://www.hr.eku.edu/Policy_and_Procedure/docs/Smoke-free_zone_policy.pdf

SUSTAINABILITY POLICY

The University is committed to reducing the adverse environmental impact of its purchasing decisions; it is committed to buying goods and services from contractors who share its environmental concern and commitment. The University encourages bidders to include in their responses economical and environmentally friendly products and service options that serve to minimize waste, reduce excess packing, recycle, reduce, reuse, prevent pollution, and/or offer resource efficiency. It’s the University’s goal to maximize environmental responsibility on its campuses.

STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under penalty for false swearing as provided by KRS 523.040:

1. That attached Submitted Proposal has been without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Submitted Proposal designed to limit independent competition.

2. That the proposer is legally entitled to enter into the contract with Eastern Kentucky University, an agency of the Commonwealth of Kentucky, and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.325, to 45A.340, 34A.990 and 164.821 (7).

3. That I have fully informed myself regarding the accuracy of the statements made above.

In submitting this proposal, it is expressly agreed that upon proper acceptance by Eastern Kentucky University, of any or all items bid, a Personal Service Contract (sample attached) shall thereby be created with respect to the service accepted. **PSC funding is contingent upon Government Legislative Review Committee approval.**

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SPECIFICATIONS:

1. **Scope of Services:**
This Request for Proposal (RFP) is being issued to obtain proposals from qualified leasing companies to provide the University with tax exempt financing and commercial lease contracts for the University’s Arlington Country Club. The University intends to purchase the following equipment for Arlington through a financial leasing program:

- (50) New 2019 RXV E-Z Go 48v Electric Golf Carts
- (1) Used 2016 Cushman Hauler 1200, Gas
- (1) Used 2016 Beverage Car
- (50) New TKV GPS Systems, 10” Screens

The Successful Offeror shall provide tax-exempt financing and commercial lease contracts for the University beginning July 1, 2019. Proposals should include a variety of end-of-lease options, including dollar buy out and fair market value (FMV) leases.

The leasing program will start on July 1, 2019 and will run a total of five (5) years, from Jul 1, 2019 to June 30, 2023. All interested Offerors shall submit an annual payment schedule with annual payment being due on July 1 of every contract year.

Interested Offerors should also include information on any additional fees that may be part of any lease agreement (documentation fees, service fees, etc.) and clearly identify these costs within their financial proposal.

Interested Offerors should also include any information on any optional services available to the University as part of a financial leasing program.

2. **Informational Background:**
The University Club at Arlington is Eastern Kentucky University’s private golf club established in 1967. The club has membership of nearly 300 golf members and an additional 200 social memberships. The club features 18 holes of championship golf, aquatic center, fitness center, 6 tennis courts, and multiple dining and event spaces. The University Club and Colonel Golf & Learning Center are located side-by-side on a 150 acre parcel only 2 miles from campus and under a mile from Interstate 75.

3. **Method of Award:**
A selection committee, made up of representatives of Eastern Kentucky University, will determine the appropriate contractor based on their ability to meet the requirements of the proposal. The criteria will be based on the following:

- Offeror Qualifications
- Financial Proposal
- Program Plan – Services Defined
- References and Past Experience
- Optional Services

4. **Contract Period:**
The Contract resulting from this RFP and the Successful Offeror’s Proposal shall have a term of five (5) years, from July 1, 2019 to June 30, 2023.

The University reserves the right to renegotiate any term and/or condition as may be necessary to meet requirements for any renewal period. The Successful Offeror will be advised of any proposed revisions prior to the renewal period.

5. **References and Past Experience:**
Offeror shall supply the names, addresses, telephone numbers and complete contact information of at least three (3) references for which work has been accomplished within the last five (5) years. Include a complete description of the types of services provided. References should be relevant with regard to the scope of services outlined in this RFP.

By submitting a Proposal, the Offeror grants permission to the University to contact references.

6. Proposal Submission and Deadline
Offeror must provide one (1) original and one (1) electronic copy saved on a jump drive of each proposal. The Proposal and copies must be delivered under sealed cover prior to 10:00 AM (ET); April 12, 2019.

Deliver to:

Allen Sizemore
Division of Purchases & Stores
Eastern Kentucky University
Commonwealth 14th Floor #1411
521 Lancaster Avenue
Richmond, KY 40475

Proposals shall be enclosed in sealed envelope(s) and must clearly show the closing date and time specified, the Solicitation number, and the name and address of the Offeror on the face of the envelope(s). Please indicate which envelope contains the original Proposal.

*Note: Proposals received after the closing date and time will not be considered.*

*Note: In accordance with Kentucky Revised Statute 45A.085 and 200 KAR 5, there will be no public opening of Proposals. All Proposals will be kept confidential until such time that a contract is awarded. After a contract is awarded, all Proposals will become public record, as described*
**Attachment A - Taxpayer Identification number request**

**TAXPAYER IDENTIFICATION NUMBER REQUEST**

Eastern Kentucky University requires a Federal Tax Identification number or Social Security number for all vendors or persons doing business with the University in order to comply with Federal Regulations and tax reporting requirements. Please take a few minutes to fill out this information and return to us to ensure prompt payment of your invoices. Thank you for the valuable service you have provided Eastern Kentucky University, and we look forward to a long and lasting relationship.

For your convenience, you may return the information one of the following ways:

**FAX:** Vendor File @ 859-622-2047  
**Mail:** Purchasing Division  
Eastern Kentucky University  
Commonwealth 14th Floor #1411  
521 Lancaster Avenue  
Richmond, Kentucky 40475

**EMAIL:** adm.purchasing@eku.edu  
Commonwealth 14th Floor #1411  
521 Lancaster Avenue  
Phone # (859)622-2246

Please type or print legibly

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<th>VENDOR INFORMATION</th>
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<tr>
<td>Name of Firm * (Company or Individual)</td>
<td>Phone Number *</td>
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<td>Address *</td>
<td>Fax Number *</td>
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<td>Address</td>
<td>Web Site Address or E-mail</td>
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<td>Address</td>
<td>Vendor Representative</td>
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<td>City *</td>
<td>State *</td>
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Willing to accept ACH payments *  | Yes ☐  | No ☐  | Willing to accept credit card payments*  | Yes ☐  | No ☐  | Payment Terms * |

Bank Name & Routing #  |  |  |  |  |
Bank Account #  |  |  |  |  |

* required fields

**REGISTRATION** Any foreign corporation (outside the State of Kentucky) must obtain a certificate of authority from the Secretary of State as is required by KRS 271B.15-010 & KRS/014A06/010

- Certificate #:  
(http://www.sos.ky.gov/business/)
- Claimed exemption:

Any "person" (business or individual) making retail sales in the state are to be registered to collect Kentucky sales and use tax. If the foreign individual (or business) is making retail sales they should be registered for Kentucky sales and use tax purposes by completing a Tax Registration Application (form 10A100), available at the link below. If they are under contract to perform services that do not include the sale of tangible personal property or digital property, or do not perform services subject to tax per KRS 139.200 (such as admissions, provision of telecommunication services, sewer services, and so on), then they are not required to register.KRS 139

**CERTIFICATION** Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U. S. person (including a U.S. resident alien). Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholdings because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct Taxpayer Identification Number.

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<th>Type of Ownership (Check Appropriate Box(es)) *</th>
<th>Business Classification (Check Appropriate Box(es)) *</th>
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<td>☐ (2) Partnership</td>
<td>☐ (SD) Small Disadvantaged Business</td>
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<td>☐ (3) Corporation-Incorporated in (State)</td>
<td>☐ (LG) Large Business</td>
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<td>☐ (4) Non-profit/Education</td>
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<td>☐ (5) Exempt from backup withholding</td>
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<td>☐ (WO) Women Owned</td>
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<td>☐ (H2) Hub Zone Small Business</td>
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Printed Name of Authorizing Official:  
Authorized Signature: ____________________________  
Date: ____________________________