

# Contract Abstract

## Contract Information

Contract & Solicitation Title: Lease for Golf Carts for Rental and Maintenance Purposes  
 Contract Summary: golf carts provided at various golf courses for Metro Parks.  
 Contract Number: 6562366 Solicitation Number: 362290 Requisition Number: 4086269  
 Replaces Expiring or Expired Contract? (Enter "No" or Contract No and Expiration Date): 450745, 4/16/2024  
 Type of Contract/PO: IDIQ Contract **Requires Council Legislation:** Yes  
**High Risk Contract** (Per Finance Department Contract Risk Management Policy): No  
**Sexual Harassment Training Required** (per BL2018-1281): Yes  
 Estimated Start Date: 4/17/2024 Estimated Expiration Date: 4/16/2029 Contract Term: 60 months  
 Estimated Contract Life Value: 3,000,000.00 Fund:\* 30802 BU:\* 40700900  
 (\*Depending on contract terms, actual expenses may hit across various departmental BUs and Funds at PO Levels)  
 Payment Terms: Net 30 Selection Method: RFP  
 Procurement Staff: Marissa Conklin BAO Staff: Christopher Wood  
 Procuring Department: Parks Department(s) Served: Parks

## Prime Contractor Information

Prime Contracting Firm: Saylors Golf Carts, Inc ISN#: 1017516  
 Address: 302 Laurel Street City: Smiths Grove State: KY Zip: 42171  
 Prime Contractor is a Uncertified/Unapproved: SBE  SDV  MBE  WBE  LGBTBE  (select/check if applicable)  
 Prime Company Contact: Katie Ballance Email Address: contact@saylorsgolf.com Phone #: 270-563-4183  
**Prime Contractor Signatory:** John F. Ballance Email Address: contact@saylorsgolf.com

## Business Participation for Entire Contract

*Small Business and Service Disabled Veteran Business Program:* No SBE/SDV participation

Amount: 0 Percent, if applicable: 0

*Equal Business Opportunity (EBO) Program:* Program Not Applicable

MBE Amount: 0 MBE Percent, if applicable: 0

WBE Amount: 0 WBE Percent, if applicable: 0

*Federal Disadvantaged Business Enterprise:* No

Amount: 0 Percent, if applicable: 0

Note: Amounts and/or percentages are not exclusive.

B2GNow (Contract Compliance Monitoring): No

## Summary of Offer

Offeror Name	MBE	WBE	SBE	SDV	LGBTBE	Score	Evaluated Cost	Result
	(check as applicable)					(RFP Only)		
<u>Saylors Golf Carts, Inc</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>80</u>	<u>38.95</u>	<u>Awarded</u>
<u>Boswell's Golf Car Sales,</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u></u>	<u></u>	<u>Non-responsive to solicitation</u>

## Terms and Conditions

### 1. GOODS AND SERVICES CONTRACT

#### 1.1. Heading

This contract is initiated by and between **The Metropolitan Government of Nashville and Davidson County (METRO)** and **Saylor's Golf Carts Inc (CONTRACTOR)** located at **302 Laurel Street, Smiths Grove, KY 42171**. This Contract consists of the following documents:

- *Any properly executed contract amendment (most recent with first priority),*
- *This document, including exhibits,*
  - *Exhibit A - (Pricing Information)*
  - *Exhibit B - (Scope of Services)*
- *The solicitation documentation for RFQ# 362290 and affidavit(s) (all made a part of this contract by reference),*
- *Purchase Orders (and PO Changes),*
- *CONTRACTOR's response to the solicitation,*

In the event of conflicting provisions, all documents shall be construed in the order listed above.

### 2. THE PARTIES HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

#### 2.1. Duties and Responsibilities

CONTRACTOR agrees to provide the goods and/or services as fully defined in the solicitation and as outlined in Exhibit B – Scope of Services.

#### 2.2. Delivery and/or Installation.

All deliveries (if provided by the performance of this Contract) are F.O.B. Destination, Prepaid by Supplier, Inside Delivery, as defined by METRO.

METRO assumes no liability for any goods delivered without a purchase order. All deliveries shall be made as defined in the solicitation or purchase order and by the date specified on the purchase order.

Installation, if required by the solicitation and/or purchase order shall be completed by the date specified on the purchase order.

### 3. CONTRACT TERM

#### 3.1. Contract Term

Contract Purchase Agreement 6562366

The Contract Term will begin on the date (the "Effective Date") of April 17, 2024, or the date this Contract is approved by all required parties and filed in the Metropolitan Clerk's Office, whichever date last occurs. This Contract Term will end (60) months from the Effective Date.

In no event shall the term of this Contract exceed sixty (60) months from the Effective Date.

#### **4. COMPENSATION**

##### **4.1. Contract Value**

This Contract has an estimated value of \$3,000,000.00. The pricing details are included in Exhibit A and are made a part of this Contract by reference. CONTRACTOR shall be paid as work is completed and METRO is accordingly, invoiced.

##### **4.2. Other Fees**

There will be no other charges or fees for the performance of this Contract. METRO will make reasonable efforts to make payments within 30 days of receipt of invoice but in any event shall make payment within 60 days. METRO will make reasonable efforts to make payments to Small Businesses within 15 days of receipt of invoice but in any event shall make payment within 60 days.

##### **4.3. Payment Methodology**

Payment in accordance with the terms and conditions of this Contract shall constitute the entire compensation due CONTRACTOR for all goods and/or services provided under this Contract.

METRO will compensate CONTRACTOR in accordance with Exhibit A of this Contract. Subject to these payment terms and conditions, CONTRACTOR shall be paid for delivered/performed products and/or services properly authorized by METRO in accordance with this Contract. Compensation shall be contingent upon the satisfactory provision of the products and/or services as determined by METRO.

##### **4.4. Escalation/De-escalation**

This Contract is not eligible for annual escalation/de-escalation adjustments.

##### **4.5. Electronic Payment**

All payments shall be effectuated by ACH (Automated Clearing House).

##### **4.6. Invoicing Requirements**

CONTRACTOR shall submit invoices for payment in a format acceptable to METRO and shall submit invoices no more frequently than monthly for satisfactorily and accurately performed services. CONTRACTOR shall be paid as work is completed and invoices are approved by METRO. Invoices shall detail this Contract Number

## Contract Purchase Agreement 6562366

accompanied by any necessary supporting documentation as required by METRO. CONTRACTOR shall submit all invoices no later than ninety (90) days after the services have been delivered/performed.

Payment of an invoice by METRO shall not waive METRO's rights of revocation of acceptance due to non-conformity or the difficulty of discovery of the non-conformance. Such revocation of acceptance shall occur within a reasonable time after METRO discovers or should have discovered the non-conforming product and/or service but prior to any substantial change in condition of the products and/or services caused by METRO.

#### **4.7. Subcontractor/Subconsultant Payments**

When payment is received from METRO, CONTRACTOR shall within fourteen (14) calendar days pay all subcontractors, subconsultants, laborers, and suppliers the amounts they are due for the work covered by such payment. In the event METRO becomes informed that CONTRACTOR has not paid a subcontractor, subconsultant, laborer, or supplier as provided herein, METRO shall have the right, but not the duty, to issue future checks and payments to CONTRACTOR of amounts otherwise due hereunder naming CONTRACTOR and any such subcontractor, subconsultant, laborer, or supplier as joint payees. Such joint check procedure, if employed by METRO, shall create no rights in favor of any person or entity beyond the right of the named payees to payment of the check and shall not be deemed to commit METRO to repeat the procedure in the future. If persistent, this may be determined to be a material breach of this Contract.

### **5. TERMINATION**

#### **5.1. Breach**

Should CONTRACTOR fail to fulfill in a timely and proper manner its obligations under this Contract or if it should violate any of the terms of this Contract, METRO shall identify the breach and CONTRACTOR shall cure the performance within thirty (30) days. If CONTRACTOR fails to satisfactorily provide cure, METRO shall have the right to immediately terminate this Contract. Such termination shall not relieve CONTRACTOR of any liability to METRO for damages sustained by virtue of any breach by CONTRACTOR.

#### **5.2. Lack of Funding**

Should funding for this Contract be discontinued, METRO shall have the right to terminate this Contract immediately upon written notice to CONTRACTOR.

#### **5.3. Notice**

METRO may terminate this Contract at any time upon thirty (30) days written notice to CONTRACTOR. Should METRO terminate this Contract, CONTRACTOR shall immediately cease work and deliver to METRO, within thirty (30) days, all completed or partially completed satisfactory work, and METRO shall determine and pay to CONTRACTOR the amount due for satisfactory work.

### **6. NONDISCRIMINATION**

#### **6.1. METRO's Nondiscrimination Policy**

Contract Purchase Agreement 6562366

It is the policy of METRO not to discriminate on the basis of race, creed, 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.

**6.2. Nondiscrimination Requirement**

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in METRO's contracted programs or activities, on the grounds of race, creed, color, national origin, age, sex, disability, or any other classification protected by federal or Tennessee State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with METRO or in the employment practices of METRO's CONTRACTORS. **CONTRACTOR certifies and warrants that it will comply with this nondiscrimination requirement.** Accordingly, all offerors entering into contracts with METRO shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places that are available to all employees and applicants, notices of nondiscrimination.

**6.3. Equal Business Opportunity (EBO) Program Requirement**

This program is not applicable to this contract.

**6.4. Covenant of Nondiscrimination**

All offerors have committed to the Covenant of Nondiscrimination when registering with METRO to do business. To review this document, go to METRO's website.

**6.5. Americans with Disabilities Act (ADA)**

CONTRACTOR assures METRO that all services provided shall be completed in full compliance with the Americans with Disabilities Act ('ADA') 2010 ADA Standards for Accessible Design, enacted by law March 15, 2012, as has been adopted by METRO. CONTRACTOR will ensure that participants with disabilities will have communication access that is equally effective as that provided to people without disabilities. Information shall be made available in accessible formats, and auxiliary aids and services shall be provided upon the reasonable request of a qualified person with a disability.

**7. INSURANCE**

**7.1. Proof of Insurance**

During the term of this Contract, for any and all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension(s), the types and amounts of insurance identified below. Proof of insurance shall be required naming METRO as additional insured and identifying either the project name, RFQ, Purchase Order, or Contract number on the ACORD document.

**7.2. Automobile Liability Insurance**

In the amount of one million (\$1,000,000.00) dollars.

**7.3. General Liability Insurance**

In the amount of one million (\$1,000,000.00) dollars.

**7.4. Worker's Compensation Insurance (if applicable)**

CONTRACTOR shall maintain workers' compensation insurance with statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee.

**7.5. Such insurance shall:**

Contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

For any claims related to this Contract, CONTRACTOR's insurance coverage shall be primary insurance with respects to METRO, its officials, officers, employees, and volunteers. Any insurance or self-insurance programs covering METRO, its officials, officers, employees, and volunteers shall be in excess of CONTRACTOR's insurance and shall not contribute with it.

Automotive Liability insurance shall include vehicles owned, hired, and/or non-owned. Said insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of CONTRACTOR.

CONTRACTOR shall maintain Workers' Compensation insurance (if applicable) with statutory limits as required by the State of Tennessee or other applicable laws and Employers' Liability insurance. CONTRACTOR shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by CONTRACTOR's Workers' Compensation insurance coverage.

**7.6. Other Insurance Requirements**

Prior to commencement of services, CONTRACTOR shall furnish METRO with original certificates and amendatory endorsements effecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to:

**PROCUREMENTCOI@NASHVILLE.GOV**

Provide certified copies of endorsements and policies if requested by METRO in lieu of or in addition to certificates of insurance.

Replace certificates, policies, and/or endorsements for any such insurance expiring prior to completion of services.

Maintain such insurance from the time services commence until services are completed. Failure to maintain or

Contract Purchase Agreement 6562366

renew coverage and to provide evidence of renewal may be treated by METRO as a material breach of this Contract. Said insurance shall be with an insurer licensed to do business in Tennessee and having A.M. Best Company ratings of no less than A-. Modification of this standard may be considered upon appeal to the METRO Director of Risk Management Services.

Require all subcontractors to maintain during the term of this Contract, Commercial General Liability insurance, Business Automobile Liability insurance, and Worker's Compensation/ Employers Liability insurance (unless subcontractor's employees are covered by CONTRACTOR's insurance) in the same manner as specified for CONTRACTOR. CONTRACTOR shall require subcontractor's to have all necessary insurance and maintain the subcontractor's certificates of insurance.

Any deductibles and/or self-insured retentions greater than \$10,000.00 must be disclosed to and approved by METRO **prior to the commencement of services.**

If CONTRACTOR has or obtains primary and excess policy(ies), there shall be no gap between the limits of the primary policy and the deductible features of the excess policies.

## **8. GENERAL TERMS AND CONDITONS**

### **8.1. Taxes**

METRO shall not be responsible for any taxes that are imposed on CONTRACTOR. Furthermore, CONTRACTOR understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to METRO.

### **8.2. Warranty**

CONTRACTOR warrants that for a period of one year from date of delivery and/or installation, whichever is later, the goods provided, including software, shall be free of any defects that interfere with or prohibit the use of the goods for the purposes for which they were obtained.

During the warranty period, METRO may, at its option, request that CONTRACTOR repair or replace any defective goods, by written notice to CONTRACTOR. In that event, CONTRACTOR shall repair or replace the defective goods, as required by METRO, at CONTRACTOR's expense, within thirty (30) days of written notice.

Alternatively, METRO may return the defective goods, at CONTRACTOR's expense, for a full refund. Exercise of either option shall not relieve CONTRACTOR of any liability to METRO for damages sustained by virtue of CONTRACTOR's breach of warranty.

### **8.3. Software License**

CONTRACTOR warrants and represents that it is the owner of or otherwise has the right to and does hereby grant METRO a license to use any software provided for the purposes for which the software was obtained or proprietary material set forth in METRO's solicitation and/or CONTRACTOR's response to the solicitation.

### **8.4. Confidentiality**

Tennessee Code Annotated § 10-7-504(i) specifies that information which would allow a person to obtain

## Contract Purchase Agreement 6562366

unauthorized access to confidential information or to government property shall be maintained as confidential. "Government property" includes electronic information processing systems, telecommunication systems, or other communications systems of a governmental entity subject to this chapter. Such records include: (A) Plans, security codes, passwords, combinations, or computer programs used to protect electronic information and government property; (B) Information that would identify those areas of structural or operational vulnerability that would permit unlawful disruption to, or interference with, the services provided by a governmental entity; and (C) Information that could be used to disrupt, interfere with, or gain unauthorized access to electronic information or government property.

The foregoing listing is not intended to be comprehensive, and any information which METRO marks or otherwise designates as anything other than "Public Information" will be deemed and treated as sensitive information, which is defined as any information not specifically labeled as "Public Information". Information which qualifies as "sensitive information" may be presented in oral, written, graphic, and/or machine-readable formats. Regardless of presentation format, such information will be deemed and treated as sensitive information.

CONTRACTOR, and its Agents, for METRO, may have access to sensitive information. CONTRACTOR, and its Agents, are required to maintain such information in a manner appropriate to its level of sensitivity. All sensitive information must be secured at all times including, but not limited to, the secured destruction of any written or electronic information no longer needed. The unauthorized access, modification, deletion, or disclosure of any METRO information may compromise the integrity and security of METRO, violate individual rights of privacy, and/or constitute a criminal act.

Upon the request of METRO, CONTRACTOR shall return all information in whatever form in a format chosen by METRO. In the event of any disclosure or threatened disclosure of METRO information, METRO is further authorized and entitled to immediately seek and obtain injunctive or other similar relief against CONTRACTOR, including but not limited to emergency and ex parte relief where available.

### **8.5. Information Ownership**

All METRO information is and shall be the sole property of METRO. CONTRACTOR hereby waives any and all statutory and common law liens it may now or hereafter have with respect to METRO information. Nothing in this Contract or any other agreement between METRO and CONTRACTOR shall operate as an obstacle to such METRO's right to retrieve any and all METRO information from CONTRACTOR or its agents or to retrieve such information or place such information with a third party for provision of services to METRO, including without limitation, any outstanding payments, overdue payments and/or disputes, pending legal action, or arbitration. Upon METRO's request, CONTRACTOR shall supply METRO with an inventory of METRO information that CONTRACTOR stores and/or backs up.

Any information provided to the CONTRACTOR, including information provided by METRO customers or citizens, is only to be used to fulfill the contracted services. Any additional information that is inferred or determined based on primary information that is provided to the CONTRACTOR, i.e. "second-order data", is only to be used to fulfill the contracted services. This information is not to be used for marketing or commercial purposes and the CONTRACTOR asserts no rights to this information outside of fulfilling the contracted services. Storage of this information is not allowed outside United States' jurisdiction.

### **8.6. Information Security Breach Notification**

In addition to the notification requirements in any Business Associate Agreement with METRO, when applicable, CONTRACTOR shall notify METRO of any data breach within 24 hours of CONTRACTOR's knowledge or



reasonable belief (whichever is earlier) that such breach has occurred (Breach Notice) by contacting the METRO ITS Help Desk. The Breach Notice should describe the nature of the breach, the scope of the information compromised, the date the breach occurred, and the identities of the individuals affected or potentially affected by the breach as well as specific information about the data compromised so that METRO can properly notify those individuals whose information was compromised. CONTRACTOR shall periodically update the information contained in the Breach Notice to METRO and reasonably cooperate with METRO in connection with METRO's efforts to mitigate the damage or harm of such breach.

### **8.7. Virus Representation and Warranty**

CONTRACTOR represents and warrants that Products and/or Services, or any media upon which the Products and/or Services are stored, do not have, nor shall CONTRACTOR or its Agents otherwise introduce into METRO's systems, network, or infrastructure, any type of software routines or element which is designed to or capable of unauthorized access to or intrusion upon, disabling, deactivating, deleting, or otherwise damaging or interfering with any system, equipment, software, data, or the METRO network. In the event of a breach of this representation and warranty, CONTRACTOR shall compensate METRO for any and all harm, injury, damages, costs, and expenses incurred by METRO resulting from the breach.

For CONTRACTOR managed systems, CONTRACTOR shall install and maintain ICSA Labs certified or AV-Test approved Antivirus Software and, to the extent possible, use real time protection features. CONTRACTOR shall maintain the Anti-virus Software in accordance with the Antivirus Software provider's recommended practices. In addition, CONTRACTOR shall ensure that:

- Anti-virus Software checks for new Anti-virus signatures no less than once per day, and;
- Anti-virus signatures are current and no less recent than two versions/releases behind the most current version/release of the Anti-virus signatures for the Anti-virus Software

### **8.8. Copyright, Trademark, Service Mark, or Patent Infringement**

CONTRACTOR shall, at its own expense, be entitled to and shall have the duty to defend any suit that may be brought against METRO to the extent that it is based on a claim that the products or services furnished infringe a Copyright, Trademark, Service Mark, or Patent. CONTRACTOR shall further indemnify and hold harmless METRO against any award of damages and costs made against METRO by a final judgment of a court of last resort in any such suit. METRO shall provide CONTRACTOR immediate notice in writing of the existence of such claim and full right and opportunity to conduct the defense thereof, together with all available information and reasonable cooperation, assistance and authority to enable CONTRACTOR to do so. No costs or expenses shall be incurred for the account of CONTRACTOR without its written consent. METRO reserves the right to participate in the defense of any such action. CONTRACTOR shall have the right to enter into negotiations for and the right to effect settlement or compromise of any such action, but no such settlement or compromise shall be binding upon METRO unless approved by the METRO Department of Law Settlement Committee and, where required, the METRO Council.

If the products or services furnished under this Contract are likely to, or do become, the subject of such a claim of infringement, then without diminishing CONTRACTOR's obligation to satisfy the final award, CONTRACTOR may at its option and expense:

## Contract Purchase Agreement 6562366

- Procure for METRO the right to continue using the products or services
- Replace or modify the alleged infringing products or services with other equally suitable products or services that are satisfactory to METRO, so that they become non-infringing
- Remove the products or discontinue the services and cancel any future charges pertaining thereto

Provided; however, that CONTRACTOR will not exercise the Remove option above until CONTRACTOR and METRO have determined that the Procure and/or Replace options are impractical. CONTRACTOR shall have no liability to METRO; however, if any such infringement or claim thereof is based upon or arises out of:

- The use of the products or services in combination with apparatus or devices not supplied or else approved by CONTRACTOR;
- The use of the products or services in a manner for which the products or services were neither designated nor contemplated; or,
- The claimed infringement in which METRO has any direct or indirect interest by license or otherwise, separate from that granted herein.

### **8.9. Maintenance of Records**

CONTRACTOR shall maintain documentation for all charges against METRO. The books, records, and documents of CONTRACTOR, insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of three (3) full years from the date of final payment and will be subject to audit, at any reasonable time and upon reasonable notice by METRO or its duly appointed representatives. The records shall be maintained in accordance with generally accepted accounting principles. In the event of litigation, working papers and other documents shall be produced in accordance with applicable laws and/or rules of discovery. Breach of the provisions of this paragraph is a material breach of this Contract.

All documents and supporting materials related in any manner whatsoever to this Contract or any designated portion thereof, which are in the possession of CONTRACTOR or any subcontractor or subconsultant shall be made available to METRO for inspection and copying upon written request from METRO. Said documents shall also be made available for inspection and/or copying by any state, federal or other regulatory authority, upon request from METRO. Said records include, but are not limited to, all drawings, plans, specifications, submittals, correspondence, minutes, memoranda, tape recordings, videos, or other writings or things which document the procurement and/or performance of this Contract. Said records expressly include those documents reflecting the cost, including all subcontractors' records and payroll records of CONTRACTOR and subcontractors.

### **8.10. Monitoring**

CONTRACTOR's activities conducted and records maintained pursuant to this Contract shall be subject to monitoring and evaluation by METRO, the Department of Finance, the Division of Internal Audit, or their duly appointed representatives.

METRO shall have the option of reviewing and performing a security assessment of the information security management practices of CONTRACTOR. METRO shall have the right, at its expense, during normal business hours and with reasonable advance notice, to evaluate, test, and review at CONTRACTOR's premises the Products and/or Services to ensure compliance with the terms and conditions of this Contract. METRO shall have the right to conduct such audits by use of its own employees and internal audit staff, or by use of outside consultants and auditors.

### **8.11. METRO Property**

## Contract Purchase Agreement 6562366

Any METRO property, including but not limited to books, records, and equipment that is in CONTRACTOR's possession shall be maintained by CONTRACTOR in good condition and repair, and shall be returned to METRO by CONTRACTOR upon termination of this Contract. All goods, documents, records, and other work product and property produced during the performance of this Contract are deemed to be METRO property. METRO property includes, but is not limited to, all documents which make up this Contract; all other documents furnished by METRO; all goods, records, reports, information, data, specifications, computer programs, technical reports, operating manuals and similar work or other documents, conceptual drawings, design documents, closeout documents, and other submittals by CONTRACTOR of any of its subcontractors; and, all other original works of authorship, whether created by METRO, CONTRACTOR or any of its subcontractors embodied in any tangible medium of expression, including, without limitation, pictorial, graphic, sculptural works, two (2) dimensional works, and three (3) dimensional works. Any of Contractor's or its subcontractors' works of authorship comprised within the Work Product (whether created alone or in concert with Metro or a third party) shall be deemed to be "works made for hire" and made in the course of services rendered and, whether pursuant to the provisions of Section 101 of the U.S. Copyright Act or other Applicable Law, such Work Product shall belong exclusively to Metro. Contractor and its subcontractors grant Metro a non-exclusive, perpetual, worldwide, fully paid up, royalty-free license, with rights to sublicense through multiple levels of sublicenses, to reproduce, make, have made, create derivative works of, distribute, publicly perform and publicly display by all means, now known or later developed, such rights.

Except as to Contracts involving sensitive information, CONTRACTOR may keep one (1) copy of the aforementioned documents upon completion of this Contract; provided, however, that in no event shall CONTRACTOR use, or permit to be used, any portion of the documents on other projects without METRO's prior written authorization. CONTRACTOR shall maintain sensitive information securely and if required by METRO, provide secured destruction of said information. Distribution and/or reproduction of METRO sensitive information outside of the intended and approved use are strictly prohibited unless permission in writing is first received from the METRO Chief Information Security Officer. The storage of METRO sensitive information to third-party hosted network storage areas, such as Microsoft Skydrive, Google Docs, Dropbox, or other cloud storage mechanisms, shall not be allowed without first receiving permission in writing from the METRO Chief Information Security Officer.

**8.12. Modification of Contract**

This Contract may be modified only by written amendment executed by all parties and their signatories hereto. All change orders, where required, shall be executed in conformance with section 4.24.020 of the Metropolitan Code of Laws.

**8.13. Partnership/Joint Venture**

This Contract shall not in any way be construed or intended to create a partnership or joint venture between the Parties or to create the relationship of principal and agent between or among any of the Parties. None of the Parties hereto shall hold itself out in a manner contrary to the terms of this paragraph. No Party shall become liable for any representation, act, or omission of any other Party contrary to the terms of this Contract.

**8.14. Waiver**

No waiver of any provision of this Contract shall affect the right of any Party to enforce such provision or to

exercise any right or remedy available to it.

#### **8.15. Employment**

CONTRACTOR shall not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, age, sex, or which is in violation of applicable laws concerning the employment of individuals with disabilities.

CONTRACTOR shall not knowingly employ, permit, dispatch, subcontract, or instruct any person who is an undocumented and/or unlawful worker to perform work in whole or part under the terms of this Contract.

Violation of either of these contract provisions may result in suspension or debarment if not resolved in a timely manner, not to exceed ninety (90) days, to the satisfaction of METRO.

#### **8.16. Compliance with Laws**

CONTRACTOR agrees to comply with all applicable federal, state and local laws and regulations.

#### **8.17. Iran Divestment Act**

In accordance with the Iran Divestment Act, Tennessee Code Annotated § 12-12-101 et seq., CONTRACTOR certifies that to the best of its knowledge and belief, neither CONTRACTOR nor any of its subcontractors are on the list created pursuant to Tennessee Code Annotated § 12-12-106. Misrepresentation may result in civil and criminal sanctions, including contract termination, debarment, or suspension from being a contractor or subcontractor under METRO contracts.

#### **8.18. Boycott of Israel**

The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

#### **8.19. Taxes and Licensure**

CONTRACTOR shall have all applicable licenses and be current on its payment of all applicable gross receipt taxes and personal property taxes.

#### **8.20. Ethical Standards**

It shall be a breach of the Ethics in Public Contracting standards in the Metropolitan Code of Laws for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim

## Contract Purchase Agreement 6562366

or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It shall be a breach of the Ethics in Public Contracting standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical and legal standards which may result in civil or criminal sanction and/or debarment or suspension from being a contractor or subcontractor under METRO contracts.

Pursuant to Metropolitan Code of Laws, Section 4.48.020, entities and persons doing business with, or proposing to do business with, the Metropolitan Government of Nashville & Davidson County must adhere to the ethical standards prescribed in Section 4.48 of the Code. By signing this contract, you agree that you have read the standards in Section 4.48 and understand that you are obligated to follow them. Violation of any of those standards is a breach of contract and a breach of legal standards that may result in sanctions, including those set out in Section 4.48

**8.21. Indemnification and Hold Harmless**

CONTRACTOR shall indemnify and hold harmless METRO, its officers, agents, and employees from:

- A. Any claims, damages, costs, and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of CONTRACTOR, its officers, employees, and/or agents, including its sub or independent contractors, in connection with the performance of the contract.
- B. Any claims, damages, penalties, costs, and attorney fees arising from any failure of CONTRACTOR, its officers, employees, and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- C. In any and all claims against METRO, its officers, agents, or employees, by any employee of CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for CONTRACTOR or any subcontractor under workers' compensation acts, disability acts, or other employee benefit acts.
- D. METRO will not indemnify, defend, or hold harmless in any fashion CONTRACTOR from any claims arising from any failure, regardless of any language in any attachment or other document that CONTRACTOR may provide.
- E. CONTRACTOR shall pay METRO any expenses incurred as a result of CONTRACTOR's failure to fulfill any obligation in a professional and timely manner under this Contract.

**8.22. Attorney Fees**

CONTRACTOR agrees that in the event either party takes legal action to enforce any provision of this Contract or to obtain a remedy for any breach of this Contract, and in the event METRO prevails in such action, CONTRACTOR shall pay all expenses of such action incurred at any and all stages of the litigation, including costs, and reasonable attorney fees for METRO.

**8.23. Assignment--Consent Required**

The provisions of this Contract shall inure to the benefit of and shall be binding upon the respective successors and

Contract Purchase Agreement 6562366

assignees of the parties hereto. Except for the rights of money due to CONTRACTOR under this Contract, neither this Contract nor any of the rights and obligations of CONTRACTOR hereunder shall be assigned or transferred in whole or in part without the prior written consent of METRO. Any such assignment or transfer shall not release CONTRACTOR from its obligations hereunder.

NOTICE OF ASSIGNMENT OF ANY RIGHTS TO MONEY DUE TO CONTRACTOR UNDER THIS CONTRACT MUST BE SENT TO THE ATTENTION OF:

**PRG@NASHVILLE.GOV (Preferred Method) OR  
METRO'S PURCHASING AGENT  
PROCUREMENT DIVISION  
DEPARTMENT OF FINANCE  
PO BOX 196300  
NASHVILLE, TN 37219-6300**

Funds Assignment Requests should contain complete contact information (contact person, organization name, address, telephone number, and email) for METRO to use to request any follow up information needed to complete or investigate the requested funds assignment. To the extent permitted by law, METRO has the discretion to approve or deny a Funds Assignment Request.

**8.24. Entire Contract**

This Contract sets forth the entire agreement between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of the parties.

**8.25. Force Majeure**

No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by *force majeure*, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civil disturbance, riot, war, national emergency, act of Government, act of public enemy, or other cause of similar or dissimilar nature beyond its control.

**8.26. Governing Law**

The validity, construction, and effect of this Contract and any and all extensions and/or modifications thereof shall be governed by the laws of the State of Tennessee. Tennessee law shall govern regardless of any language in any attachment or other document that CONTRACTOR may provide.

**8.27. Venue**

Any action between the Parties arising from this Contract shall be maintained in the courts of Davidson County, Tennessee.

**8.28. Severability**

Should any provision of this Contract be declared to be invalid by any court of competent jurisdiction, such provision shall be severed and shall not affect the validity of the remaining provisions of this Contract.

[BALANCE OF PAGE IS INTENTIONALLY LEFT BLANK]

Contract Number: **6562366**

**Notices and Designation of Agent for Service of Process**

All notices to METRO shall be mailed or hand delivered to:

**PURCHASING AGENT  
PROCUREMENT DIVISION  
DEPARTMENT OF FINANCE  
PO BOX 196300  
NASHVILLE, TN 37219-6300**

Notices to CONTRACTOR shall be mailed or hand delivered to:

CONTRACTOR: **Saylor's Golf Carts, Inc**

Attention: **John Ballance**

Address: **302 Laurel Street, Smiths Grove, KY 42171**

Telephone: **270-563-4183**

Fax: **270-563-4184**

E-mail: **contact@saylorsgolf.com**

CONTRACTOR designates the following as the CONTRACTOR's agent for service of process and will

waive any objection to service of process if process is served upon this agent:

Designated Agent: **Tim Keller**

Attention:

Address: **200 Camille Victoria Ct, Mt. Juliet, TN 37122**

Email: **Tim.Keller@clubcar.com**

**[SPACE INTENTIONALLY LEFT BLANK]**

**Notices & Designations**  
**Department & Project Manager**

<b>Contract Number</b>	6562366
------------------------	---------

The primary DEPARTMENT/AGENCY responsible for the administration of this contract is:

<b>DEPARTMENT</b>	Parks
<b>Attention</b>	Wayne Evans
<b>Address</b>	2565 Park Plaza
<b>Telephone</b>	615-862-8400 ext. 72925
<b>Email</b>	wayne.evans@nashville.gov

The primary DEPARTMENT/AGENCY responsible for the administration of this contract designates the following individual as the PROJECT MANAGER responsible for the duties outlined in APPENDIX – Z CONTRACT ADMINISTRATION:

<b>Project Manager</b>	Wayne Evans
<b>Title</b>	Superintendent
<b>Address</b>	2565 Park Plaza
<b>Telephone</b>	615-862-8400 ext. 72925
<b>Email</b>	wayne.evans@nashville.gov



## **Appendix Z – Contract Administration**

Upon filing with the Metropolitan Clerk, the PROJECT MANAGER designated by the primary DEPARTMENT/AGENCY is responsible for contract administration. Duties related to contract administration include, but are not necessarily limited to, the following:

### **Vendor Performance Management Plan**

For contracts in excess of \$50,000.00, the project manager will develop a vendor performance management plan. This plan is managed by the primary department/agency and will be retained by the department/agency for their records. At contract close out, copies of all vendor performance management documents will be sent to [PRG@nashville.gov](mailto:PRG@nashville.gov).

For best practices related to vendor performance management, project managers will consult chapter eight of the PROCUREMENT MANUAL found on the division of purchases internal resources page: <https://metronashville.sharepoint.com/sites/IMFinanceProcurement>.

### **Amendment**

For all contracts, the project manager will notify [PRG@nashville.gov](mailto:PRG@nashville.gov) if changes to the term, value, scope, conditions, or any other material aspect of the contract are required. The email notification will include a complete CONTRACT AMENDMENT REQUEST FORM found on the division of purchases internal resources page: <https://metronashville.sharepoint.com/sites/IMFinanceProcurement>.

### **Escalation**

For contracts that include an escalation/de-escalation clause, the project manager will notify [PRG@nashville.gov](mailto:PRG@nashville.gov) when any request for escalation/de-escalation is received. The email notification will include any documentation required by the contract to support the request.

### **Contract Close Out – Purchasing**

For all contracts, the project manager will notify [PRG@nashville.gov](mailto:PRG@nashville.gov) when the work is complete and has been accepted by the department/agency. The email notification will include the contract number, contract title, date of completion, warranty start date and warranty end date (if applicable), and copies of all vendor performance management documents (if applicable).

### **Contract Close Out – BAO**

For contracts with compliance monitored by the Business Assistance Office (BAO), the project manager will notify the designated contract compliance officer via email when the contract is complete and final payment has been issued. The email notification will include the contract number, contract title, and the date final payment was issued.

### **Best Practices**

Project managers are strongly encouraged to consult chapter eight of the PROCUREMENT MANUAL for best practices related to contract administration. The manual is found on the division of purchases internal resources page:

<https://metronashville.sharepoint.com/sites/IMFinanceProcurement>

Contract Number 6562366

**Effective Date**

This contract shall not be binding upon the parties until it has been fully electronically approved by the CONTRACTOR, the authorized representatives of the Metropolitan Government, and filed in the office of the Metropolitan Clerk.

**THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

**APPROVED AS TO PROJECT SCOPE:**

Monique Horton Odom CW  
Dept. / Agency / Comm. Head or Board Chair. Dept. Fin.

**APPROVED AS TO COMPLIANCE WITH PROCUREMENT CODE:**

Michelle R. Hernandez Lane BC  
Purchasing Agent Purchasing

**APPROVED AS TO AVAILABILITY OF FUNDS:**

Kevin Crumboltz BB  
Director of Finance BA

**APPROVED AS TO FORM AND LEGALITY:**

Macy Amos BL  
Metropolitan Attorney Insurance

**FILED BY THE METROPOLITAN CLERK:**

\_\_\_\_\_  
Metropolitan Clerk Date

**CONTRACTOR:**

SAYLORS GOLF CARTS

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

John F. Ballance

\_\_\_\_\_  
Signature of Company's Contracting Officer

John F. Ballance

\_\_\_\_\_  
Officer's Name

President

\_\_\_\_\_  
Officer's Title

**Exhibit A to Contract 6562366**

<b>Description</b>	<b>% Contractor will charge Metro</b>
Percentage of gross monthly income charged to Metro.	<b>38.95%</b>

## **Exhibit B – Scope of Services – Contract 6562366**

**Cart Fleet Need by Date: April 20<sup>th</sup>, 2024**

**Rental Rates:**

- 9 Holes: \$7.32 per rider
- 18 Holes: 14.64 per rider

\*Metro Parks golf staff will make every effort to pair groups, so that there will be two players in a cart. In the event of a single golfer riding, the charge for a nine (9) hole cart will be \$7.32 and \$14.64 for an eighteen (18) hole golfer riding. Cart rental fees are subject to increase throughout the duration of this contract.

**Compensation:**

- The successful bidder shall be paid, each month, the percentage of total monthly golf cart rentals.
- The Board of Parks and Recreation will retain the remaining percentage. A statement of revenue produced each month for all golf cart rentals will be sent to the successful bidder no later than the 20th day of each month for the previous month's rental. Metro Parks and recreation does not guarantee any minimum or maximum amount to be paid to the successful bidder per month.
- Maximum revenue split accepted will be 50/50.

## **Number of Carts:**

**Rental Carts-** A minimum of 360 gasoline powered golf carts

- 65 carts – Harpeth Hills
- 82 carts – McCabe (Plus 2 Handicap carts. See Handicap Cart Specifications below)
- 65 carts – Two Rivers
- 65 carts – Ted Rhodes
- 56 carts – Shelby
- 27 carts – Warner

**Tournament Play** - 24 gasoline carts (May be requested)

- The Board of Parks and Recreation shall provide two-weeks' notice of the need for these carts. The successful bidder will deliver extra carts to the tournament course.
- All the same color, to be provided by successful bidder for rental during tournament play.

**Beverage Carts** - 4 beverage carts

- To be used at Harpeth Hills, McCabe, Ted Rhodes and Two Rivers Golf Courses.
- Carts should have built in beverage cart inserts (see Beverage Cart Specifications below).

**Utility Vehicles** – 18 utility vehicles

- For use by the maintenance staff.
- These carts will be NEW carts and will be CarryAll/Umax type utility carts with a minimum bed size of 42" x 32".

**EZ Picker Utility Carts** – 3 utility carts

- The successful bidder will provide Metro Parks with 3 new Utility Carts with cages that will adapt to EZ Picker Brand range picking equipment to be used at the driving ranges at McCabe and Harpeth Hills.

\*This minimum number of carts to be furnished may be increased at the discretion of the Assistant Director of Revenue Producing Division, upon 90 days written notice, their determination being based on demand for rental and availability of shelters for the golf carts.

## **Cart Specifications:**

**Rental Cart Specifications** - The rental carts must meet the following minimum equipment requirements:

- Type: Two-passenger, four wheeled, gasoline powered.
- Engine: 11.4 horsepower
- Power Transmission: Fully automatic, forward and reverse.

- Tops and Amenities: Sun tops with fold down-plexiglass, windshields. The carts must have Plexiglas cardholders on the front of the carts.
- Governed speed: Adjustable to 15 MPH.
- Hill climbing: 50% grade
- Tires: Tire size 18 x 8.50 x 8, heavy duty, power ribbed.
- Steering: Automatic steering.
- Paint: All rental carts shall be green in color.
- Age: All rental carts furnished at the beginning of the contract term must be 2023 or newer models.
- Additional carts brought in later must not be older than four (4) years at any time during the contract.
- Acceptable models may include the following: EZ Go TXT, Yamaha The Drive, Club Car Precedent i2, or other carts that meet the minimum specifications. This bid will require each bidder to bring the cart they are bidding to a demonstration session for a hands-on inspection and test drive of the product by golf staff. This demonstration will be set up by the Superintendent of Golf Operations.

**Golfers with disabilities Cart Specifications** - Successful bidder must provide two (2) single rider golf carts at McCabe Golf Course for golfers with disabilities. Single rider carts are used by individuals with mobility impairment. These carts will be rented to a golfer for the same fee as the rental carts. Acceptable models include the Solo Rider golf car or other single rider golf car that is equivalent or equal to the specifications listed below.

- Driver Motor: 36-volt, shunt wound
- Drive Unit: 12.4:1 direct drive axle, double reduction helical gear
- Electrical System: 36-volt DC
- Batteries: Industrial Deep cycle, 12-volt, 180 amp-hour
- Charger: Automatic, 15 amp
- Controller: 36-volt, 200 amp, 4 quadrant regenerative
- Steering: Hand-controller (left, right, and both)
- Suspension: Coil springs over shocks
- Brakes: Individually activated left/right hydraulic drum
- Frame/Chassis: Tubular steel with powder-coated finish
- Body: ABS/DR acrylic molded-in color (White, Beige, or Green)
- Front Tires: 18x8.50-8, 4-ply rated, ribbed tread
- Rear Tires: 18x8.50-8, 4-ply rated, turf tread
- Seating Capacity: 1 person
- Seat Lift Actuator: 12" Length 36 DCV
- Seat Lift Positions: Infinite - User Defined
- Seat Rotation: Infinite - User Defined
- Vehicle Load Capacity: Up to 350 lbs. (136.1 kg)
- Overall Dimensions (LxWxH): 84.0" x 38.0" x 44.0" (213.4 x 96.5 x 111.8cm)
- Wheelbase: 53.5" (135.9cm)
- Ground Clearance: 7.0" (15.2cm)
- Dry Weight (less batteries): 498 lbs (225.9 kg)
- Forward Speed: Up to 14.0 mph (22.5 kph)

- Outside Clearance Circle: 18' (5.5m)
- Turning Radius: 5'10" (177.8cm)

**Beverage Cart Specifications:** The beverage carts provided by the contractor can be utility carts. The beverage carts must be new and meet the following:

- The carts must have tops.
- The carts must have a beverage insert.
- The motors must be at least 11.5 HP.
- The beds must be at least 37 x 45 x 9 or larger.

### **Maintenance:**

- Successful bidder shall make weekly maintenance inspections at each golf course for carts furnished, including maintenance carts. This is to address service needs due to maintenance and/or damage to maintain ability for fleet to remain operational.
- Successful bidder shall respond to all service calls or emergency failures within twenty-four (24) hours and repair or replace the defective cart within forty-eight (48) hours.
- Successful bidder agrees to furnish all parts, accessories and labor as may be required for proper maintenance and repair of the carts.
- Successful bidder shall be responsible for the removal of all disabled carts from the golf courses.
- Successful bidder shall have a suitable inventory of repair parts on hand throughout the contract.

### **Damage:**

- If a rental golf cart is damaged, as a result of a known patron's act, Contractor shall seek reimbursement from the patron and shall not be entitled to any payment from Metro on account of the damage. Metro shall provide the Contractor with the patron's name and phone number, if known. If a rental cart is damaged by an unknown patron or by fire, theft, storm, vandalism or other causes of similar or dissimilar nature beyond the control of the Contractor or Metro, Metro will pay the Contractor the lesser of 1) the actual documented cost of repair or 2) an amount not to exceed \$500.00.
- The Contractor shall provide Metro with a copy of the insurance policy covering all carts included in the contract.

### **Fuel:**

Successful bidder shall provide gasoline and oil needed for operation of carts. The Parks and Recreation Department will provide gasoline storage tanks. Each golf course has a standalone fuel storage tank ranging from 500 to 1,000-gallons.

- For each 500 to 1,000-gallon tank, the minimum amount of fuel in any tank would be no less than 100 gallons.
- Once the golf course staff notifies the contract vendor, the tank should be filled within 24-48 hours.
- This contract shall not have a fuel surcharge.

\*Note: The contractor shall not be required to provide gas for the maintenance carts.

## **Cart Path Miles per Course:**

**Total = 27.4 Miles of Cart Paths**

- **Harpeth Hills – 18 Holes**
  - Front 9 – 2.3 Miles
  - Back 9 – 2.14 Miles
  - Total – **4.44 Miles**
- **Percy Warner – 9 Holes**
  - Total – **1.52 Miles**
- **McCabe – 27 Holes**
  - North 9 – 2.75 Miles
  - Middle 9 – 1.91 Miles
  - South 9 – 2.21 Miles
  - Total – **6.87 Miles**
- **Shelby – 18 Holes**
  - Front 9 – 2.08 Miles
  - Back 9 – 2.34 Miles
  - Total – **4.42 Miles**
- **Ted Rhodes – 18 Holes**
  - Front 9 – 2.53 Miles
  - Back 9 – 3 Miles
  - Total – **5.53 Miles**
- **Two Rivers – 18 Holes**
  - Front 9 – 2.24 Miles
  - Back 9 – 2.38 Miles
  - Total – **4.62 Miles**

## **Data:**

The contract vendor shall provide data to Parks Revenue Producing Assistant Director.

Provided by May 1st each year for the previous year for the contract term. The year should be calculated with data from April to the following March. (Ex. 4/1/2023-3/31/24):

- Maintenance Cost per Year
- Fuel Cost per Year

Provided by May 1<sup>st</sup> following the end of the 1<sup>st</sup> contract year:

- Total cost of fleet

Provided by May 1<sup>st</sup> following the end of the 4<sup>th</sup> contract year:

- Estimated salvage value of fleet

Provided within 30 days following sale of 50% of the fleet:



- Average salvage value per cart

\*Parks reserves the right to request and be provided audited financials to support the data provided by the vendor.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/5/2024

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Charles Moore - Scottsville P. O. Box 487  Scottsville KY 42164	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>CONTACT NAME:</b> Anna Mooneyhan</td> </tr> <tr> <td><b>PHONE (A/C, No, Ext):</b> (270)843-9054</td> <td><b>FAX (A/C, No):</b> (270)782-7105</td> </tr> <tr> <td colspan="2"><b>E-MAIL ADDRESS:</b> amooneyhan@cmmooore.com</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>INSURER(S) AFFORDING COVERAGE</b></td> </tr> <tr> <td><b>INSURER A:</b> Employers Mutual Casualty</td> <td style="text-align: right;"><b>NAIC #</b> 21415</td> </tr> <tr> <td><b>INSURER B:</b> Accident Fund</td> <td style="text-align: right;">10166</td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	<b>CONTACT NAME:</b> Anna Mooneyhan		<b>PHONE (A/C, No, Ext):</b> (270)843-9054	<b>FAX (A/C, No):</b> (270)782-7105	<b>E-MAIL ADDRESS:</b> amooneyhan@cmmooore.com		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>INSURER A:</b> Employers Mutual Casualty	<b>NAIC #</b> 21415	<b>INSURER B:</b> Accident Fund	10166	<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
<b>CONTACT NAME:</b> Anna Mooneyhan																					
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<b>INSURER D:</b>																					
<b>INSURER E:</b>																					
<b>INSURER F:</b>																					
<b>INSURED</b> Saylor's Golf Carts, Inc. 302 Laurel Street  Smiths Grove KY 42171-0000																					

**COVERAGES** **CERTIFICATE NUMBER:** CL2391544256 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6X08811	7/29/2023	7/29/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> GARAGE LIABILITY			6X08811	7/29/2023	7/29/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			6X08811	7/29/2023	7/29/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			100052414	9/20/2023	9/20/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Rental/Sales Inventory			6X08811	7/29/2023	7/29/2024	Limit \$ 2,687,500
A	Leased/Rented Equipment			6X08811	7/29/2023	7/29/2024	Limit \$ 25,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
Metropolitan Government of Nashville and Davidson County, its officials, officers, employees, and volunteers are additional insured with respect to the General and Auto Liability only when required by written contract or agreement. RFQ #362290

**CERTIFICATE HOLDER**

Purchasing Agent  
Metropolitan Government of Nashville and Davidson County  
Metro Courthouse  
Nashville, TN 37201

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
Jordan Clarke/AKM *Jordan Clarke*

**Metropolitan Government of Nashville and Davidson County  
Subcontractor Report**

1) All physical addresses, as determined, are required to be included on this report. Select the appropriate code for each category below. Select the appropriate code for each category below. Select the appropriate code for each category below. Select the appropriate code for each category below.

**Notes:** MOC = Minority-owned business, WBE = Women-owned business, SBE = Small business, SDV = Service Disabled Veteran-owned business, DBE = Federal Disadvantaged business

Your Firm's Name: Saylor's Golf Carts, Inc.  
 Solicitation Title: Lease of Golf Carts for Rental and Maintenance Purposes  
 Solicitation Number: 363790  
 Date: 01/29/2024

Subcontractor Firm Name	Address	City	St	Zip	Contact Name	Email	Phone #	MOC	WBE	SBE	SDV	DBE	OTHER	Work to be Performed	Estimated Date Start	Estimated % of Total Contract
Saylor's Golf Carts, Inc. (doing all in house)	See subcontractors. If this changes for any reason, we will reach out to you.							Select	Select	Select	Select	Select	Select			
								Select	Select	Select	Select	Select	Select			
								Select	Select	Select	Select	Select	Select			
								Select	Select	Select	Select	Select	Select			

all work done in house  
N/A



**Notice of Intent to Award**

Solicitation Number	362290	Award Date	2/9/2024   7:55 AM CST	
Solicitation Title	Lease for Golf Carts for Rental and Maintenance Purposes			
Buyer Name	Marissa Conklin	Buyer Email	Marissa.conklin@nashville.gov	
BAO Rep	Christopher Wood	BAO Email	Christoper.wood@nashville.gov	

**Awarded Supplier(s)**

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	Saylors Golf Carts, Inc	Company Contact	Katie Ballance		
Street Address	PO Box 250				
City	Smiths Grove	State	KY	Zipcode	42171

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

**Certificate of Insurance**

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

**Equal Business Opportunity Program**

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable.  No, the EBO Program is not applicable.

**Monthly Reporting**

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable.  No, monthly reporting is not applicable.

**Public Information and Records Retention**

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

**Right to Protest**

Per MCL 4.36.010 – any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the purchasing agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

MC Supervisor (Initial)

Michelle A. Hernandez Lane  
 Michelle A. Hernandez Lane  
 Purchasing Agent & Chief Procurement Officer

Solicitation Title & Number		RFP Cost Points
RFQ 362290; Lease of Golf Carts for Rental and Maintenance Purposes		45
Offeror's Name	Total Bid Amount	RFP Cost Points
Saylors Golf Carts, Inc	39%	45.00

CONTRACTOR shall deliver services in accordance with Section 2.1 and shall be paid 39% of all revenues collected through the Golf Cart Rental Program.

\*Boswell's Golf Car Sales, Inc deemed non-responsive to solicitation

RFQ 362290 Lease for Golf Carts for Rental and Maintenance Purposes Evaluation Scoring	
Offeror	Saylors Golf Carts, Inc
Contract Acceptance (Yes/No)	Yes
Cost (45)	45.00
Experience, Qualifications, Reference (30)	10.00
Project Approach and Process (25)	25.00
<b>Total Evaluation Scores</b>	<b>80.00</b>

**Evaluation Comments**

Saylors Golf Carts, Inc
<b>Strengths</b>
In Experience, Qualifications, Reference section, proposed factory trained technicians, maintenance contacts listed. In Project Approach section, responses to every bullet point and very detailed on golf carts proposed.
<b>Weaknesses</b>
In Experience, Qualifications, Reference section, no direct contact listed, no experience/previous projects listed.



### Notice of Rejection

Solicitation Number	362290	Date	
Solicitation Title	Lease for Golf Carts for Rental and Maintenance Purposes		
Buyer Name	Marissa Conklin	Buyer Email	Marissa.conklin@nashville.gov
BAO Rep	Christopher Wood	BAO Email	Christopher.Wood@nashville.gov

The Metropolitan Government of Nashville and Davidson County has determined the offer submitted by the following supplier is not minimally responsive to the requirements of the referenced solicitation:

Company Name	Boswell's Golf Car Sales, Inc	Company Contact	Anthony Krech	
Street Address	111 Transit Avenue			
City	Nashville	State	TN	Zipcode 37210
Reason	Offer fails to conform in all material aspects to the solicitation and is not responsive.			
Other/Notes				

### Public Information and Records Retention

Solicitation and award documentation will be available upon request after the intent to award is issued. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

### Right to Protest

Per MCL 4.36.010 – any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the purchasing agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

**Certificate Of Completion**

Envelope Id: C13C19415E284B869357ED9E72D89BB2	Status: Sent
Subject: Metro Contract 6562366 with Saylor Golf Carts, Inc (Parks)	
Source Envelope:	
Document Pages: 33	Signatures: 10
Certificate Pages: 17	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Procurement Resource Group
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.185


**Record Tracking**

Status: Original	Holder: Procurement Resource Group	Location: DocuSign
4/4/2024 2:46:58 PM	prg@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign


**Signer Events**

Signer Events	Signature	Timestamp
Gary Clay		Sent: 4/4/2024 3:44:30 PM
Gary.Clay@nashville.gov		Viewed: 4/4/2024 3:52:16 PM
Asst. Purchasing Agent		Signed: 4/4/2024 3:52:25 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Uploaded Signature Image	
	Using IP Address: 170.190.198.185	


**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Chinita White		Sent: 4/4/2024 3:52:31 PM
Chinita.White@nashville.gov		Viewed: 4/4/2024 7:03:22 PM
Security Level: Email, Account Authentication (None)		Signed: 4/4/2024 7:04:30 PM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.185	

**Electronic Record and Signature Disclosure:**  
Accepted: 4/4/2024 7:03:22 PM  
ID: a1a3c488-f906-4ad4-a28f-abde6f8b5662

Brittany Bryant		Sent: 4/4/2024 7:04:33 PM
brittany.bryant@nashville.gov		Viewed: 4/5/2024 7:13:45 AM
Security Level: Email, Account Authentication (None)		Signed: 4/5/2024 9:27:04 AM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.185	


**Electronic Record and Signature Disclosure:**  
Accepted: 4/5/2024 7:13:45 AM  
ID: 2be4fb6b-f362-491a-8848-7ac69a91e43f

John F. Ballance		Sent: 4/5/2024 9:27:09 AM
contact@saylorsgolf.com		Viewed: 4/5/2024 1:08:40 PM
President		Signed: 4/5/2024 3:25:46 PM
SAYLORS GOLF CARTS		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 72.172.55.144	

**Electronic Record and Signature Disclosure:**



Signer Events	Signature	Timestamp
<p>Accepted: 4/5/2024 1:08:40 PM ID: a3b7047f-a89d-4553-8c81-2dae3e46b530</p>		
<p>Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)</p>	<p><i>Michelle A. Hernandez Lane</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185</p>	<p>Sent: 4/5/2024 3:25:50 PM Viewed: 4/5/2024 6:13:28 PM Signed: 4/5/2024 6:13:43 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		
<p>Monique Horton Odom monique.odom@nashville.gov Monique Horton Odom Security Level: Email, Account Authentication (None)</p>	<p><i>Monique Horton Odom</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.68</p>	<p>Sent: 4/5/2024 6:13:46 PM Viewed: 4/6/2024 9:06:52 AM Signed: 4/6/2024 9:07:06 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 4/6/2024 9:06:52 AM ID: dd9c91a7-fafd-42e9-9a4b-7d1a0eeed71d</p>		
<p>Kevin Crumbo/tlo talia.lomaxod Neal@nashville.gov Dep Dir of Finance Security Level: Email, Account Authentication (None)</p>	<p><i>Kevin Crumbo/tlo</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 136.58.18.164 Signed using mobile</p>	<p>Sent: 4/6/2024 9:07:09 AM Viewed: 4/7/2024 12:42:17 PM Signed: 4/7/2024 12:42:53 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 4/7/2024 12:42:17 PM ID: dd69046a-123e-4c38-9067-d86c7fb1a98a</p>		
<p>Kevin Crumbo/mjw MaryJo.Wiggins@nashville.gov Security Level: Email, Account Authentication (None)</p>	<p><i>Kevin Crumbo/mjw</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.100</p>	<p>Sent: 4/7/2024 12:42:57 PM Viewed: 4/8/2024 12:11:08 PM Signed: 4/8/2024 12:12:27 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 4/8/2024 12:11:08 PM ID: f9430dc1-453f-4d6d-8275-af8fee7e3892</p>		
<p>Balogun Cobb balogun.cobb@nashville.gov Security Level: Email, Account Authentication (None)</p>	<p><i>BC</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.144</p>	<p>Sent: 4/8/2024 12:12:34 PM Viewed: 4/8/2024 12:34:02 PM Signed: 4/8/2024 12:34:10 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 4/8/2024 12:34:02 PM ID: b1725114-8e92-4ac7-924e-463973c91dfe</p>		

Signer Events	Signature	Timestamp
Macy Amos macy.amos@nashville.gov Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 4/8/2024 12:34:16 PM Viewed: 4/8/2024 1:20:58 PM Signed: 4/8/2024 1:21:28 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 4/8/2024 1:20:58 PM  
ID: 9e257a94-6fa4-46da-9d57-484d93055610

Procurement Resource Group  
prg@nashville.gov  
Metropolitan Government of Nashville and Davidson County  
Security Level: Email, Account Authentication (None)

Sent: 4/8/2024 1:21:35 PM  
Viewed: 4/8/2024 1:22:02 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>

Marissa Conklin  
Marissa.Conklin@nashville.gov  
Security Level: Email, Account Authentication (None)

COPIED

Sent: 4/4/2024 3:44:30 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Sally Palmer  
sally.palmer@nashville.gov  
Security Level: Email, Account Authentication (None)

COPIED

Sent: 4/8/2024 1:21:32 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 4/8/2024 9:55:11 AM  
ID: 8ec4e0c5-0cab-420c-97cd-1c3384e0644f

Macy Amos  
macy.amos@nashville.gov  
Security Level: Email, Account Authentication (None)

COPIED

Sent: 4/8/2024 1:21:34 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 4/8/2024 1:20:58 PM  
ID: 9e257a94-6fa4-46da-9d57-484d93055610

Christopher Wood  
Christopher.Wood@nashville.gov  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
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Wayne Evans  
wayne.evans@nashville.gov  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 12/15/2022 1:54:02 PM  
ID: 54712bdc-8da9-4919-9b05-92d3a7a4c3b0

Amber Gardner  
Amber.Gardner@nashville.gov  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 2/29/2024 8:09:04 AM  
ID: cd8aa37d-a7aa-4bf0-b2b8-ccdcdcbe0adb

Austin Kyle  
publicrecords@nashville.gov  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 4/5/2024 8:59:41 AM  
ID: 4e99f292-f578-4d68-bdde-bdb9243150d0

Terri Ray  
terri.ray@nashville.gov  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Zak Kelley  
Zak.Kelley@Nashville.gov  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	4/4/2024 3:44:30 PM
Certified Delivered	Security Checked	4/8/2024 1:22:02 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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