



**To:** Golf Cart Supplier/Vendor

**From:** [Michael Padella](#), City Administrator

**Date:** December 23, 2025

**Subject:** Request for Bid (RFB) – Purchase of new/used (like new) golf cart.

## **1. INTRODUCTION & PURPOSE**

The City of Cottleville is requesting sealed bids from qualified vendors for the purchase of one (1) new or used (like new) four-passenger golf cart intended for municipal operations, including park operations, special events, facility maintenance, and general city use.

The City intends to award this purchase to the lowest responsive and responsible bidder meeting the minimum specifications outlined herein.

## **2. BID SCHEDULE**

RFB Issued: 12/23/25

Questions Due: 01/14/26

Addenda Issued (if any): 01/21/26

Bids Due: 01/28/26 at 2:00 PM

Bid Opening: 01/28/26 at approximately 2:05 PM

## **3. GENERAL REQUIREMENTS**

1. Cart must be new or used (like new) and clearly specified if new or used.
  - Intended for municipal/commercial use.
  - Delivery to City of Cottleville, Missouri included.
  - Vendor must provide complete specifications and warranty information.
  - Pricing shall remain firm for a minimum of 60 days.

## **4. MINIMUM TECHNICAL SPECIFICATIONS**

### **A. Seating & Capacity**

- Minimum of Four (4) person capacity (Optional six (6) person capacity)
- Rear seat convertible to cargo bed or utility platform
- Seat belts for all seating positions

### **B. Power & Performance**

- Electric/battery powered
- Electric carts must be minimum 48-volt system
- Maintenance-free batteries preferred
- Speed capability of 15–20 mph

- Reverse gear with audible warning

#### C. Chassis & Suspension

- Heavy-duty steel or aluminum frame
- Independent front suspension preferred
- Minimum ground clearance of 5 inches

#### D. Safety & Lighting

- Headlights and taillights
- Brake lights and turn signals
- Horn
- Driver and passenger-side mirrors
- Windshield (fixed or fold-down)

#### E. Tires & Wheels

- All-terrain or turf tires suitable for park and paved use
- Steel or aluminum wheels

#### F. Optional Upgrades/Enhancements *(Should be noted on bid sheet as optional and itemized.)*

1. Street-legal (LSV) compliance
2. Removable enclosed cab
3. Heater/fan
4. Emergency strobe or amber light bar
5. Specify availability of color and trim options and note if there is an upcharge
6. Six (6) person capacity option
7. City logo decal graphics – specify if there is an upcharge
8. Other unspecified option (if applicable)
9. Other unspecified option (if applicable)
10. Other unspecified option (if applicable)

### 5. REQUIRED ACCESSORIES & OPTIONS

- Roof or canopy
- Front bumper or brush guard
- Windshield
- Rear grab handles
- Charger (if electric)
- Battery state-of-charge indicator (if electric)

### 6. WARRANTY & SERVICE

- Minimum one (1) year comprehensive manufacturer warranty
- Battery warranty: minimum two (2) years
- Identification of authorized local service provider

- Estimated response time for service calls
- Availability of replacement parts

## **7. DELIVERY & TRAINING**

- Delivery included in bid price
- Estimated delivery timeframe from award date
- On-site operational overview upon delivery preferred

## **8. VENDOR QUALIFICATIONS**

- Company name, address, and contact information
- Years in business
- Experience supplying municipal or commercial carts
- At least two (2) municipal references preferred
- State proximity/distance to nearest maintenance/service facility qualified to work on cart

## **9. BID SUBMISSION REQUIREMENTS**

- Completed bid form (if applicable)
- Itemized pricing
- Specification sheet or brochure
- Warranty documentation
- Any exceptions to specifications clearly noted

## **10. EVALUATION CRITERIA**

Bids will be evaluated based on compliance with specifications, total cost, warranty and service support, delivery timeframe, and vendor experience.

## **11. RESERVATION OF RIGHTS**

The City reserves the right to reject any or all bids, waive informalities, accept the bid deemed most advantageous to the City, or cancel this

## **12. BID DEADLINE AND SUBMITTAL DETAILS**

All bids must be sealed and received no later than **2:00 PM on Wednesday, January 28, 2026 to the City of Cottleville, 5490 Fifth Street, Cottleville, MO 63304, Attention: Michael Padella, City Administrator.**

For questions regarding the scope, please contact Michael Padella at (636) 498-6565 ext. 2 or [Michael.padella@cityofcottleville.com](mailto:Michael.padella@cityofcottleville.com).

## Bid Sheet - RFB Golf Cart Purchase

<b>Company Name:</b>	<b>Address:</b>	<b>Phone #:</b>	<b>Contact Person:</b>	<b>Email:</b>
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### Base Bid Per RFB Section 4.A - 4.E

Section 3.1 - New Golf Cart	New Golf Cart Price: \$
	<b>Base Bid Price: \$</b>
Section 3.1 - Used Golf Cart (Alternate Bid Option)	Used Golf Cart Price: \$

### Additional Options/Upgrades Per RFB Section 4.F

F.1 Street-legal (LSV) compliance	F.1 itemized cost: \$
F.2 Removable enclosed cab	F.2 itemized cost: \$
F.3 Heater/fan	F.3 itemized cost: \$
F.4 Emergency strobe or amber light bar	F.4 itemized cost: \$
F.5 Specify available color & trim options/cost	F.5 itemized cost: \$
F.6 Six (6) person capacity option	F.6 itemized cost: \$
F.7 City logo decal graphics/cost	F.7 itemized cost: \$
F.8 Other unspecified option (if applicable)	F.8 itemized cost: \$
F.9 Other unspecified option (if applicable)	F.9 itemized cost: \$
F.10 Other unspecified option (if applicable)	F.10 itemized cost: \$
	<b>Subtotal for All Options: \$</b>
	<b>Grand total: Base Bid plus All Options: \$</b>

<b>Name of authorized Company Representative:</b>	<b>Date:</b>
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**Signature of authorized Company Representative:**

**Notice:** By submitting and signing this Bid Sheet, you hereby acknowledge any and all terms, conditions, and/or issuance of addendum(s), related to the City of Cottleville, Missouri, Request for Bid (RFB).