

**City of Clayton  
GOLF SIMULATORS  
Meadowbrook at Clayton  
6001 Salem Avenue  
Clayton, OH 45415**

CITY OF CLAYTON  
6996 TAYWOOD ROAD  
ENGLEWOOD, OHIO 45322  
PHONE: (937) 836-3500  
FAX: (937) 836-6773

Due Date:  
Monday, September 17, 2018 at 11:00 AM

Contact Information:  
Richard Rose, City Manager, (937) 836-3500 ext. 118  
Elaine Wittman, Assistant to the City Manager, (937) 836-3500 ext. 113

CITY OF CLAYTON  
LEGAL ADVERTISEMENT

Sealed bids will be opened by the City of Clayton for “Golf Simulators” at 11:00am on Monday, September 17, 2018. Please reference [www.clayton.oh.us](http://www.clayton.oh.us) or call (937) 836-3500 for more information.

Advertise: September 2, 2018

## **INVITATION FOR PROPOSALS**

### **THE MEADOWBROOK AT CLAYTON – GOLF SIMULATORS**

Sealed bids/proposals for Golf Simulators will be received by the City Manager, City of Clayton, at his office, 6996 Taywood Road, Englewood, OH 45322, until 11:00am E.S.T. on Monday, September 17, 2018 and at that time and place, publicly opened and read. Any bids received after this time and date will not be considered.

Specifications are available at the above office Monday through Friday, from 7:30am to 4:30pm, and online at [www.clayton.oh.us](http://www.clayton.oh.us).

All bids must be sealed and marked in the upper left-hand corner, "Golf Simulators," and all bids received by mail must be plainly marked in the same manner and addressed to the City Manager, City of Clayton, P.O. Box 280, Clayton, OH 45315.

Each Proposal must contain the full name, address and phone number of the party or parties submitting the proposal. The Bidders shall provide pricing that includes an installation date no later than December 14, 2018.

All contractors and subcontractors involved with the project will, to the extent practicable, use Ohio Products, materials, services and labor in the implementation of their project. Additionally, contractor compliance with the equal employment opportunity requirements of Ohio Administrative Code Chapter 123, the Governor's Executive Order of 1972, and Governor's Executive Order 84-9 shall be required.

CITY OF CLAYTON  
INSTRUCTIONS TO BIDDERS

**1.0 GENERAL INFORMATION**

1. Proposals for TWO (2) GOLF SIMULATORS must be made in accordance with the following directions and submitted on the Proposal Sheets furnished by the City.
2. The City of Clayton reserves the right to accept or reject any or all proposals; to waive any informalities or irregularities and to award the contract with final approval of the City of Clayton Council to the lowest and best responsible and responsive Bidder whose proposal, based exclusively on the judgment of the City, is deemed most favorable to the City of Clayton, taking into consideration relevant bid criteria and specifications.
3. Proposals shall be submitted on the **GOLF SIMULATORS** Bidder's Proposal sheets enclosed. All information must be completed on the Proposal Sheets. All proposals must be signed. Failure to sign a proposal will result in its rejection.
4. Attached herewith are copies of forms identified as BIDDER'S PROPOSAL, CERTIFICATE OF NON-COLLUSION, CERTIFICATE OF NON-DISCRIMINATION, DELINQUENT PERSONAL PROPERTY TAXES AFFIDAVIT and AFFIDAVIT OF ELIGIBILITY OF CONTRACT. These documents must be filled out completely and submitted with the bid package.
5. Submit all bids on the included Proposal Sheets. Be sure that each of the forms identified in the above paragraph are included in the bid package.
6. All blank spaces in the proposal form must be filled in, either in ink or typed. No change shall be made in the phraseology of the proposal nor shall any additions be made to the items. The proposal submitted must not contain any erasure, interlineations or other correction unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of those signing the bid.
7. Changes in or additions to the proposal form, recapitulations of the work bid upon, alternative proposals or any other modification of the bid form which are not specifically called for in the bid documents may result in the City rejecting the bid as not being responsive to the invitation.
8. A proposal shall be valid for 60 days following the date of the bid opening.
9. Award of a purchase order shall be expected within 30 working days from proposal opening date and with approval from Clayton City Council.

10. When a proposal is made by a corporation, it shall be properly executed by an authorized officer. When a proposal is made by a partnership, the firm name and also the names of the individual members shall be signed in full.
11. The place of business of every Bidder must be given after his signature, and must be written in full.
12. Proposal must be enclosed in a sealed envelope and marked: Proposal for "**GOLF SIMULATORS**". The name of the Bidder shall be clearly marked on the envelope, which shall be addressed to the Clayton City Manager, P.O. Box 280, Clayton, Ohio 45315, and received prior to the bid opening as set out herein. The City of Clayton is not obligated to open any bids delivered after the time set for bid opening regardless of the reason for late delivery.

### **QUALIFICATION OF BIDDERS**

1. The Owner requires that the Bidder shall furnish satisfactory evidence that he/she has the necessary resources to fulfill the conditions of these proposal documents. Purchase orders will be awarded only to responsible Bidders who:
  - a. Have adequate financial resources or the ability to obtain such resources as required during performance of the contract.
  - b. Have a satisfactory record of performance.
  - c. Conform to the requirements of Anti-discrimination Clause.
  - d. Are otherwise qualified and eligible to receive an award under applicable laws and regulations.

### **INTERPRETATION OF PROPOSAL DOCUMENTS**

1. If any Bidder needs additional information or is in doubt as to the true meaning of any part of the drawings, specifications or other proposal documents, he/she may submit to the City Manager a written request for such information or an interpretation thereof no later than noon, three (3) working days prior to the bid opening. Any interpretations or revisions to the bid documents will be made only by an Addendum issued by the City Manager or his representative. A copy of such Addendum will be sent to each person securing a set of bid documents on the City's plan holders list, provided that sufficient time is available for the issuance of such Addendum prior to the receipt of proposals. Such Addendum shall become part of the proposal documents and the costs of such revisions shall be included in the proposal. The Owner and the City Manager will not be responsible for any other

explanations or interpretations of the proposal documents made prior to the receipt of proposal.

### **INVOICING/ PAYMENTS**

1. Upon delivery of the golf simulators the successful Bidder will provide an itemized invoice detailing items purchased. Payment will be made upon receipt and installation of the fully operational golf simulators.
2. The successful Bidder will be furnished a sales tax exemption certificate for this purchase.

## **GENERAL PROVISIONS**

### **MINIMUM SPECIFICATIONS FOR TWO (2) GOLF SIMULATORS**

**INTENT:** It is the intent of these specifications to describe new model golf simulators with the manufacture's most up to date technology.

**ENVIRONMENTAL AND SAFETY FEATURES:** The simulators and all equipment shall be furnished with all required safety and environmental devices and features required by national, state and local safety and other applicable codes.

**DETAILED SPECIFICATIONS:** The following detailed specifications shall be regarded as minimum and the absence of any particular item from these specifications that is necessary for the operation or maintenance of each unit shall not be sufficient cause for not furnishing that particular item.

**EXCEPTIONS:** Any exceptions to or deviations from these specifications including submission of an 'or approved equal' item shall be clearly noted and explained in detail on a separate sheet entitled "Proposal Exception Sheet". Failure to submit an explanation for any exceptions to or deviations from these specifications shall indicate that the item being proposed is as specified.

**DESCRIPTIVE LITERATURE:** Bidder shall furnish with the bid complete, descriptive literature, technical specifications, and a list of three customers (including course name, contact person, email address and phone number) for the brand and model to be furnished. Data such as serviceability, operational costs, and safety features should be supplied in sufficient detail that the City may properly evaluate the proposal.

**MAINTENANCE:** Bidder shall include as part of the proposal a maintenance agreement, as well as the contact information of the entity to provide warranty service.

**OPERATING AND MAINTENANCE MANUALS:** The successful Bidder shall furnish one copy each of the parts books, service, maintenance and operator manuals upon delivery of the units. One set of service and maintenance manuals may be provided on CD-ROM.

**DELIVERY & INSTALLATION:** The successful Bidder shall deliver the simulators to the City of Clayton, at Meadowbrook at Clayton, 6001 Salem Avenue, Clayton, Ohio 45415. The simulators upon delivery and installation shall be complete as per specifications and properly serviced and ready for use by the City.

## **GOLF SIMULATORS BID SPECIFICATIONS**

### **QUANTITY – Two (2) Golf Simulators**

Simulators must meet or exceed the following specifications.

### **DIMENSIONS**

Simulators must be installed in the specified area which includes two (2) rectangular spaces, back to back, with each rectangular dimension consisting of 20' in width, by 28' in depth and a ceiling height of 10'. The areas are separated by a lower ceiling header of approximately 5' in width. The installations must accommodate both left and right-handed golfers without adjusting or moving hardware components.

### **ENCLOSURES**

Each simulator bay shall include a smooth level putting surface and a durable quality enclosure which provides for optimal viewing and safety.

### **MODELS TO INCLUDE**

The most advanced and up to date system of hardware and software components that track club, ball launch and ball-flight conditions and is engineered for commercial use.

Each simulator must include a laser projector or H.D. equivalent, computer, touchscreen, dual ball-tracking technologies, golf course software, enclosure, hitting screen, hitting mat, wiring and all necessary components to accurately track the ball and realistically simulate golf.

Simulator tracking systems to accurately measure the golf ball's speed, launch angle and ball spin characteristics such as back spin, side spin and spin axis without markings on the ball to replicate real life outdoor golf. It should also capture extensive club head data such as club speed, club path and club face angle.

Simulators must be capable of displaying and tracking all aspects of the game including driving, approach shots, pitching, chipping and putting. Bunker play and other specialty shots must closely resemble the real course play.

Simulator software must include a minimum of thirty-five (35) Top 100 Championship licensed replicas of real world courses.

Simulators require multipurpose use with connections to DVR, DVD, Blu-ray or other similar type of media device that can be projected on a screen.

## **SPECIAL INSTRUCTIONS TO BIDDERS**

1. Warranty on parts, including software updates and technical support, shall be for a minimum of 2 years with a separate quoted price option to extend the warranty before expiration. Exempt items must be clearly itemized.
2. A list of each major component, (computer, projector, cameras or other tracking means, screen, enclosure, hitting mat and other similar parts shall be included along with a conservative estimate of the life span of each component and replacement cost at current pricing shall be submitted as an addendum to the base proposal.
3. Optional enclosures, additional courses and/or multi-sport packages, may be quoted as an addendum to the base bid specifications.
4. Delivery Date – Successful Bidder shall make arrangements with the City of Clayton for delivery but must guarantee delivery no later than November 15, 2018 or specify the latest guaranteed delivery date in the bid.
5. Installation Date – Successful Bidder shall make arrangements with the City of Clayton for installation but must guarantee installation and user ready simulators no later than December 01, 2018 or specify a different guaranteed installation date.
6. Proposals must include all costs of simulators, assembly, delivery and with all options installed by Bidder, including training.

The remaining pages of this document must be submitted as your proposal.

**BIDDER'S PROPOSAL**

**GOLF SIMULATORS**

Submitted

by: \_\_\_\_\_

Having read the specifications and examined the plans included herein:

**TWO (2) GOLF SIMULATORS  
City of Clayton, Ohio**

for the performance of said project in Clayton, Ohio, and having also taken into account all addenda issued, the undersigned hereby propose to furnish all materials and to perform all labor, as specified and described in the said Specifications and as shown in the Plans for the said work, for the following sums:

**A. CONTRACT PREPARATION INFORMATION**

The bid shall be broken down as follows and the grand total shall be the sum of all items.

**TWO (2) GOLF SIMULATORS** in accordance with attached specifications.

\$ \_\_\_\_\_  
Price per Simulator

\$ \_\_\_\_\_  
Total Bid

\$ \_\_\_\_\_  
Optional Packages (per simulator)

**Delivery date:** \_\_\_\_\_

**Make/Model of Simulators:** \_\_\_\_\_

**Are there any deviations to the standard specifications provided herein? (Note: If your bid proposes 'an approved equal', you must submit a deviation sheet.)**

YES \_\_\_\_\_ NO \_\_\_\_\_. Any deviations to the specifications must be listed on a separate page and submitted with the bid.

**NOTES:**

Delivery dates, options and deviations may be a consideration in the award of this contract.

For any information needed, not contained herein, contact Richard Rose, City Manager, at (937) 836-3500 ext. 118 or Elaine Wittman, Assistant to the City Manager at (937) 836-3500 ext. 113.

**Bidders shall complete the information below and sign the bid. Failure to sign the bid may result in rejection of the bid.**

**Bid submitted by:** \_\_\_\_\_  
printed name

\_\_\_\_\_  
signature

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Federal Tax ID number:** \_\_\_\_\_

**Contact if other than individual submitting proposal:** \_\_\_\_\_  
printed name

**CERTIFICATE OF NON-COLLUSION**

**GOLF SIMULATORS**

**CITY OF CLAYTON  
STATE OF OHIO**

**A F F I D A V I T**

The undersigned of lawful age, being first duly sworn, deposes and says:

That the condition precedent to the award of the City of Clayton project as above captioned,

I \_\_\_\_\_  
(owner) (partner) (officer or delegate)

of \_\_\_\_\_  
(firm)

do solemnly swear that neither I, nor to the best of my knowledge any member or members of my firm or company have either directly or indirectly restrained free and competitive bidding on this project by entering into any agreement, participating in any collusion, or otherwise taking any action unauthorized by City of Clayton.

\_\_\_\_\_  
Contractor

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

My Commission Expires: \_\_\_\_\_

**CERTIFICATE OF NON-DISCRIMINATION**

**GOLF SIMLATORS**

**CITY OF CLAYTON  
STATE OF OHIO**

**A F F I D A V I T**

The undersigned of lawful age, being first duly sworn, deposes and says:

That the condition precedent to the award of the City of Clayton project as above captioned,

I \_\_\_\_\_  
(owner) (partner) (officer or delegate)

Of \_\_\_\_\_  
(firm)

do solemnly swear that neither I, nor to the best of my knowledge any member or members of my firm or company will not discriminate against any employee or applicant for employment because of race, religion, color, sex, ancestry, age handicap or national origin. I will take affirmative action to assure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex, ancestry, age, handicap or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; and selection for training, including apprenticeship. I agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the CITY setting forth the provisions of this non-discrimination clause.

I will, in all solicitations or advertisements for employees placed by or on behalf of myself, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, ancestry, age, handicap or national origin.

I will send to each labor union or representative of workers with which I have a collective bargaining agreement or other contract of understanding a notice to be provided by the CITY advertising the labor union or workers representative of my commitments under paragraph 3.4 and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

In the event of my noncompliance with the non-discrimination clauses of this contract or with any of such rules, regulations or orders, this contract may be terminated in whole or in part as set forth in the clause entitled Termination for Default.

\_\_\_\_\_  
Contractor

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
My Commission Expires

**DELINQUENT PERSONAL PROPERTY TAXES**

The successful bidder will be required to complete and sign this document.

TO: Director of Finance, City of Clayton, Ohio

I submitted a proposal to the City of Clayton on \_\_\_\_\_, 20\_\_\_\_, and having been awarded the contract described as "GOLF SIMULATORS" submit statement to comply with the requirement of Section 5719.042, Ohio Revised Code.

NOTE: If paragraph No. 1 below is applicable, the bidder should sign in the space provided at the end of the paragraph, and then cross out paragraph No. 2.

If paragraph No. 2 below is applicable, the bidder should insert the requested information, and then cross out paragraph No. 1.

No. 1. At the time I submitted by bid I was not charged with any delinquent personal property taxes on the general tax list of Montgomery County, Ohio.

\_\_\_\_\_  
Contractor

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

No. 2. At the time I submitted my proposal I was charged with delinquent personal property taxes, penalties and interest as follows:

\$ \_\_\_\_\_ Delinquent Taxes

\$ \_\_\_\_\_ Penalties

\$ \_\_\_\_\_ Interest

\_\_\_\_\_  
Contractor

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

State of Ohio     )  
County of Montgomery) SS.

\_\_\_\_\_, being first duly sworn, says that the statements made above are true and he/she verily believes.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
My Commission Expires

**AFFIDAVIT OF ELIGIBILITY OF CONTRACT WITH THE  
CITY OF CLAYTON, MONTGOMERY COUNTY, OHIO**

The undersigned, as an individual or as a representative for \_\_\_\_\_,  
(Name of Entity)

being first duly sworn, deposed and states as follows:

1. I make this affidavit, with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, to certify my eligibility to contract with the City of Clayton and further state that I have the authority to make the following representation on behalf of myself or the business entity aforementioned.
2. I certify that none of the following has individually made within the previous two calendar years and that, if my company is awarded a public contract for the purchase of goods or services costing more than \$10,000, none of the following individually shall make, beginning on the date the contract is awarded and extending until one year following the conclusion of that contract, as an individual, one or more contributions totaling in excess of \$1,000 within the two previous calendar years to council members of the City of Clayton or their individual campaign committees:
  - a. Myself
  - b. Any partner or shareholder of my company
  - c. My spouse or a spouse of any partner or of any shareholder of my company
  - d. Any child seven years of age through seventeen years of age of any person identified in divisions (a) through (c) of this section (only applicable to contributions made on or after January 1, 2007).
3. Pursuant to the provisions of House Bill 694 as passed by the 126<sup>th</sup> General Assembly, I further certify that none of the following have collectively made since January 1, 2007, and that, if my company is awarded a public contract for the purchase of goods or services costing more than \$10,000, none of the following collectively shall make beginning on the date the contract is awarded and extending until one year following the conclusion of that contract, one or more contributions totaling in excess of \$2,000 to council members of the City of Clayton or their individual campaign committees:
  - a. Myself
  - b. Any partner or shareholder of my company
  - c. My spouse or a spouse of any partner or of any shareholder of my company
  - d. Any child seven years of age through seventeen years of age of any person identified in divisions (a) through (c) of this section
  - e. Any political action committee affiliated with my company.
4. I recognize that any contract awarded to me in violation of the aforementioned, in accordance with Ohio Revised Code 3517.13 may be rescinded and that I may be fined an amount equal to the three times any amount contributed in violation of Ohio Revised Code 3517.13.
5. I further recognize that, pursuant to Ohio Revised Code 3517.992(R)(3), knowingly making a false statement on this certification is a fifth degree felony.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME AND TITLE

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**MAJOR COMPONENT ADDENDUM**

**GOLF SIMULATORS  
CITY OF CLAYTON, OHIO**

Component	Specifications	Estimated Life Span	Replacement Cost
Computer			
Projector			
Camera/Tracking Means			
Screen			
Enclosure			
Hitting Mat			
<i>List other items below:</i>			

**OPTIONAL ITEMS/PACKAGES QUOTE**

**GOLF SIMULATORS  
CITY OF CLAYTON, OHIO**

Optional Item	Additional Information	Quote
Enclosure(s)		
Additional Courses		
Multi-Sport Package		
<i>List additional items below:</i>		