

ELECTRIC POWERED CART PURCHASING GUIDELINES

Purpose

The Procurement and Contracts office is implementing electric powered cart purchase procedures, to address the following occurrences:

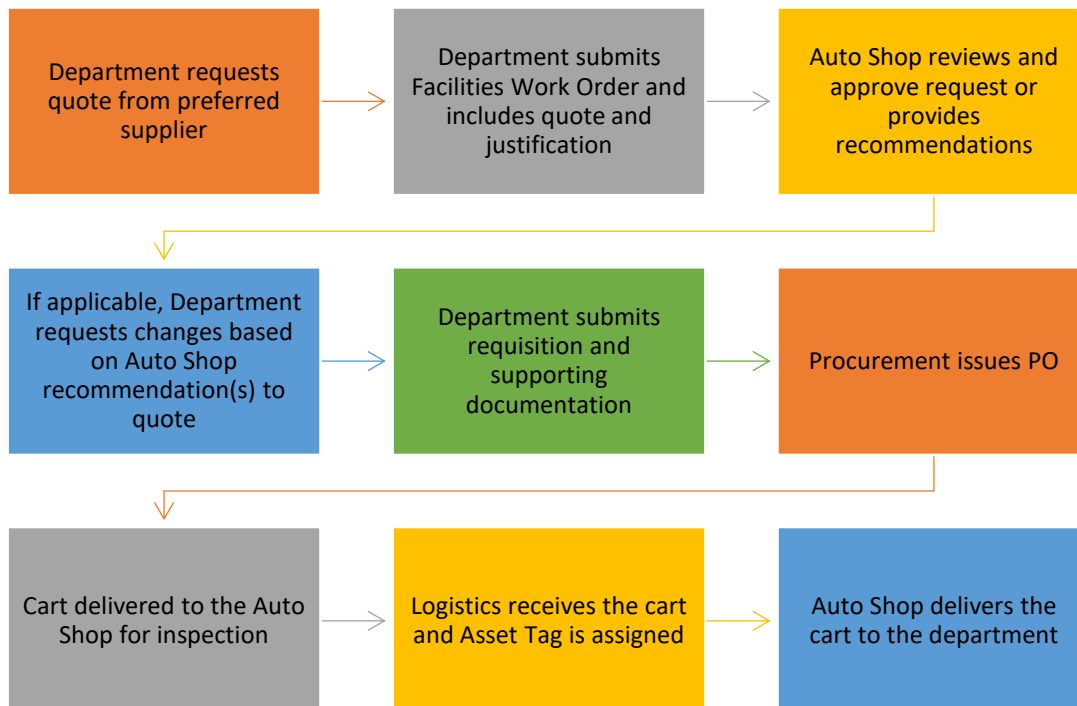
1. Cart Purchases that are not suitable for their intended use, which results in costly repairs and maintenance.
2. Cart Purchases from unqualified manufacturers and retailers which leads to issues with quality, adequate warranties, and limited parts and/or service options.
3. Limited charging infrastructure
4. Limited campus interior parking
5. Fleet Management monitoring and Internal controls.
6. Provide the campus with competitive contracts and cart selection process.

This policy applies to all CSUDH employees who purchase powered carts for official business use.

Prohibited Practices

1. The purchase of gas-powered carts is strictly prohibited.
2. The university does not register electric powered carts with the Department of Motor Vehicles (DMV). Therefore, electric powered carts are prohibited from being driven on public roads and must always remain on university grounds.

Powered Card Purchasing Process Flow



Ordering and Acceptance Procedures

To procure an electric powered cart, departments must comply with the following process:

1. Requestor obtains a quote from one of the preferred cart vendors listed below.

NOTE: Requestor shall instruct the vendor to provide pricing in accordance with the specifications listed below, and include the following information on the quote:

- a. Reference Contract Number (if applicable)
- b. Provide itemized and list of required and optional items for the proposed purchase.
- c. Provide a color profile picture of the powered cart intended for purchase.
- d. Provide powered cart warranty information.
- e. Quote **must not** include DMV registration fees. Reminder! Carts are not street legal.

2. Department submits a [Facilities Work Request Form](#). Work Order shall include the following information:

- a. Upload the quote with the wok order.
- b. Provide the purpose and justification All cart purchases shall be justified in writing and the justification at minimum shall include the following information:
 - Provide a Statement of need and purpose of the proposed cart.
 - Provide a list of existing carts belonging to or accessible to the requesting department and/or unit.
 - Indicate if the request is for a new or replacement cart.
 - Statement of how the proposed purchase supports CSU's policy to encourage and promote the use of alternative transportation and/or alternative fuels to reduce GHG emissions related to university associated transportation, including commuter and business travel and an evaluation of lower-carbon transportation alternatives evaluated.
 - Location where the powered cart will be stored/charged.
 - Names of the employees who will operate the powered cart.

If the department is unsure of what specifications are required, please email the Auto Shop at rivasquez@csudh.edu to obtain recommendations. The email should include at minimum the following:

- Type of powered cart desired – passenger, goods transport, hybrid, etc.
- Additional specifications such as covered vs. uncovered, windshield vs. no windshield, doors vs. no doors, etc.

NOTE: All powered carts must at a minimum include seatbelts, a windshield, headlights and taillights, brake lights, turn signals, a horn, a backup beeper, a manufacturer's designed and installed governor to control maximum speed, a minimum of two mirrors (one fixed on the exterior of the driver side and one interior mirror, and pedal lock (unless specifically approved by the Auto Shop).



NEED HELP WITH CART SPECIFICATIONS OR NEEDS? Requestor may contact the Auto Shop at rivasquez@csudh.edu or visit one of the preferred vendors sites listed below to build a cart online or see available options. You may also call the vendor for questions on availability of in stock options.

3. Auto Shop reviews the work order request and will reach out to the requestor with any additional questions or information requests.
4. If applicable, the Auto Shop will provide recommended changes to the quote submittal. In the event the quote required changes, the department shall request changes on the quote directly from the vendor.
5. Department [submits a requisition](#) in PeopleSoft (CFS) and attaches written approval from Auto Shop and quote.
6. Procurement reviews the requisition and supporting documentation, and upon approval will issue a Purchase Order. A copy of the Purchase Order will be sent to the vendor and the requestor.
7. Cart is delivered to the Auto Shop. (*Procurement staff notifies Auto Shop of the upcoming delivery*).
8. Auto Shop inspects the cart, creates an identification label, provides acceptance approval, and notifies Logistics of the new cart's arrival.
9. Logistics Services receives the cart and notifies Asset Management for asset tagging.
10. Auto shop delivers the cart to the requestor.

Preferred Cart Vendor List

- **Cart Mart**
Omnia Contract #EV2671-01
Contract Valid through 12/31/2026
237 S. Bent Ave
San Marcos, CA 92078
800-660-4421
<https://www.cartmart.com/>
- **Club Car**
Omnia Contract #EV2671-01
Contract Valid through 12/31/2026
<https://www.clubcar.com/en-us/omnia-partners>
- **E-Z GO**
Omnia Contract #R210201
Contract Valid through 9/30/24
<https://ezgo.txtsv.com/resources/government-sales>

Dealers for Club Car and also E-Z GO
Omnia Contract #R210201
- **Yamaha Golf Cars of California**
- **Lou's Golf Carts**
1215 West Katella Avenue
Orange, California 92867
[562-392-6242](tel:562-392-6242)
[Visit Website](#)
- **Electric Car Sales and Service**
3850 Cherry Ave
Long Beach, CA 90807
561-436-6241
<https://www.electriccarsalesandservice.com/>
- **Pape Material Handling**
Mike Gazmen
(562)320-3292
mgazmen@papemh.com
<https://www.papemh.com/>