

**BEACH CITIES HEALTH DISTRICT
REQUEST FOR PROPOSAL (RFP)**

Issue Date: February 7, 2019

Proposal Due Date: March 8, 2019 by 5pm

Proposals Directed To: Beach Cities Health District

Proposal Contacts: Cindy Foster, General Manager

Number of Proposal Copies: 2 with attachments

In compliance with this Request for Proposals and to all conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. By signature hereto, the proponent certifies that all representations and certifications contained in its proposal are complete and accurate as required.

Name and Address of Firm:

Name:

Signature:

Title:

Date:

Phone #:

Federal Emp. ID#

Fax #:

**BEACH CITIES HEALTH DISTRICT/CENTER FOR HEALTH AND FITNESS
REQUEST FOR PROPOSAL (RFP)
Fitness Equipment
(Cardiovascular and Strength)**

**REPLACEMENT OF EXISTING
FITNESS EQUIPMENT LOCATED AT
CENTER FOR HEALTH AND FITNESS
514 N. PROSPECT AVENUE, 2ND Floor
REDONDO BEACH, CA 90277**

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I. PURPOSE OF REQUEST

The Beach Cities Health District is requesting proposals for fitness equipment (Cardiovascular and Strength) as part of the Center for Health and Fitness remodeling project. The District's needs are outlined in the following Request for Proposal ("RFP").

Vendors responding to this RFP are expected to provide Beach Cities Health District (hereafter referred to as BCHD) with information and evidence which will enable the evaluation of the information in expectation of awarding a contract in a

manner which best serves BCHD. BCHD has the right to use any and all ideas presented in any response to this RFP. BCHD reserves the right to award a contract based solely on what it considers to provide the greatest long-term benefit to BCHD and the best quality of service to the community and customers.

II. KEY DATES

The following represents the Districts proposed timetable.

Issue RFP:	Thursday, February 7, 2019
Deadline for Submittal of Proposals:	Friday, March 8, 2019 by 5pm
Preliminary Selection of Firm:	Friday, March 15, 2019
Notify Firm Chosen:	Friday, March 22, 2019
Equipment Delivery to Fitness Area and set up:	Wednesday, July 3, 2019
Completion Date:	Friday, July 5, 2019

III. INSTRUCTIONS TO RESPONDING VENDORS

A. All proposals should be delivered to:
Cindy Foster, General Manager
Beach Cities Health District – Center for Health and Fitness
514 N. Prospect Ave. 2nd Floor
Redondo Beach CA 90277

For questions about this RFP, please contact Cindy Foster, General Manager, (310) 546-7708 x103.

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: **“Fitness Equipment (Cardiovascular and Strength)”**.

C. All proposals must be received by **Friday, March 8, 2019 by 5pm Pacific Daylight Time**, at which time they will be opened. Two (2) copies of the RFP must be presented. No faxed or telephone proposals will be accepted.

D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the District is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the District is desirable whenever practicable.

E. The District will evaluate the proposals and notify the preliminary selected firm by **Friday, March 15, 2019**.

F. All proposals must include the following information:

- Specific company and individual(s) experience relative to the proposed project.
- Names of individuals that are planned to be working on the Project and their areas of expertise or responsibility.
- Provide equipment specifications, warranty, preventative maintenance and
- Equipment servicing information.
- Provide sample equipment layouts that the District might consider suggesting equipment locations.
- A proposed budget based on the attached scope of service and specifications.
- Proposed itemized unit costs breakdown per piece.
- Provide bid on specified manufacturers or suitable equivalents.
- Suggest cost saving options.
- Provide staff training on equipment care and use.
- References.

IV. SELECTION CRITERIA

Factor Weight Given:

1. Responsiveness of the written proposal to the purpose and scope of service. Fitness Equipment Quality/Quantity, Creative Solutions, Maintenance. Warranty (40 points) 40%
2. Price. Cost to Value (35 points) 35%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work. Turnaround, Service Record, References (25 points) 25%

Total Criteria Weight 100%; Each proposal will be independently evaluated on factors 1 through 3.

V. TRANSMITTAL

The prospective Vendor's proposal shall include a brief letter of transmittal signed by an individual or individuals authorized to bind the prospective Vendor contractually.

VI. QUALIFICATIONS AND EXPERIENCE

The Vendor shall provide information on their business, applicable certificates of recognition, and other pertinent information that demonstrates their qualifications to perform the contract. Information on education, training, certification, awards, etc... for individual employees of the Vendor or Subcontractor may be supplied. The firm should have a minimum of 5 years professional installation and leasing of the specified types of fitness equipment.

The Vendor shall designate a project team comprised of experienced professional and technical staff to competently and efficiently perform the work with either their own personnel, Subcontractors, or commitment to hire additional staff. The proposal shall identify the project team composition, project leadership (i.e. principle, project manager), reporting responsibilities, and address how Subcontractors will fit into the management structure. As a minimum, the principle in charge and project manager shall be designated. Other key personnel may also be designated.

VII. REQUIRED DISCLOSURES

In addition to all other requests listed in Section III of this RFP, Vendors responding to this RFP will provide the following disclosure:

A disclosure of the Vendor's name and address and, as applicable, the name and address of any company or venture that owns or has majority stake in the vendor and the names of key officers and directors of the Vendor. A disclosure providing information regarding any major contract that has been terminated for any reason within the last year by division of vendor /company responding to this RFP.

VIII. INSURANCE REQUIREMENTS

Please attach copies of all proof of insurance as described below that qualifies you to provide the professional service required for completion of the project.

Contractor shall provide and maintain insurance coverage of adequate levels in compliance with the following:

- Comprehensive Public/General Liability
- Worker's Compensation
- Bodily injury & Property Damage
- Comprehensive Automobile Liability
- Property Damage Liability
- Contractual Liability (Hold Harmless Coverage) – **Beach Cities Health District** to be named as additional insured

IX. TERMS AND CONDITIONS

- A. The District reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The District reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The District reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the Beach Cities Health District, the services described in the attached specifications, or until one or more of the proposals have been approved by the District administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the District shall be in a form supplied or approved by the District, and shall reflect the specifications in this RFP. The District reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the District.
- F. The District shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

X. SCOPE OF SERVICES

The scope of work entails ordering, shipping, and setting up fitness equipment (cardiovascular and strength). Total project cost must include California State Sales Tax of 8.25%. The building design includes 17,000 square foot fitness area (cardiovascular and strength). The final number of units is to be determined and will depend on price and space available. Please provide specified manufacturer or suggest suitable equivalents.

CARDIOVASCULAR EQUIPMENT:

- 4 Recumbent Cycles
- 4 Upright Cycles
- 2 Stair Steppers
- 5 Recumbent Steppers
- 2 Indoor Rowers
- 2 Upper Body Ergometers
- 10 Treadmills

- 6 Total Body Arc Trainers
- 3 Lower Body Arc Trainers
- 3 Upright Cycles
- 21 Indoor Spin Cycles

STRENGTH EQUIPMENT:

- 1 Ab Machine
- 1 Dual Cable Cross
- 1 Multi-Hip

Proposals should include:

- a. Cost of equipment (Cardiovascular and Strength)
- b. Delivery of materials to Fitness Area
- c. Installation or set up
- d. Staff training (if needed)
- e. Bidder must indicate an expiration date for the bid. Any expiration date shall not be less than (180) days from the bid due date indicated herein.

XI. COMPENSATION

- A. Please present detailed information on the firm's proposed fee schedule for the specifications proposed and for any variation for non-routine services.
- B. Payment by the District for the scope will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the District and approved by the appropriate District representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Please provide leasing options in lengths of 36, 48 & 60 months.



Health District

**Beach Cities Health District/Center for Health and Fitness
Notice Inviting Bids
Fitness Equipment
(Cardiovascular and Strength)**

Notice is hereby given that the Beach Cities Health District/Center for Health and Fitness will receive sealed bids at our office located at 514 North Prospect Avenue, 2nd Floor, Redondo Beach, CA 90277 until 5:00 pm on Friday, March 8, 2019.

All bids must be submitted in writing at the above address. All bids must be sealed and must be plainly marked in the lower left-hand corner "Fitness Equipment (Cardiovascular and Strength)" and shall be provided to the Center for Health and Fitness. The contractor awarded this project shall possess a valid State of California Business License as applicable and as required by the RFP.

The District reserves the right to reject or accept any or all bids and to waive any informality or irregularity in any bid received and to be the sole judge of the merits of the respective bids received. The award, if made, will be made to the lowest responsible bidder.

Scope of Work and Specifications may be obtained at the office of the Beach Cities Health District at 514 N. Prospect Avenue, 2nd Floor, Redondo Beach, CA 90277 or requested via email to cindy.foster@bchd.org

Non-mandatory, pre-bid meetings and/or job walks may be arranged upon request as time permits during the weeks of February 18, February 25 and March 4 by contacting cindy.foster@bchd.org

All questions regarding this bid must be submitted in writing to cindy.foster@bchd.org All questions shall be clearly marked Fitness Equipment (Cardiovascular and Strength).

Cindy Foster
General Manager
Center for Health and Fitness
Beach Cities Health District