



REGIONAL DISTRICT of Fraser-Fort George

**FITNESS EQUIPMENT FOR THE
CANOE VALLEY RECREATION CENTRE**

Request for Proposals CS 05-08



Regional District of Fraser-Fort George
155 George Street, Prince George BC V2L 1P8
Telephone 250-960-4400 / Toll Free 1-800-667-1959 / Fax 250-562-8676
<http://www.rdffg.bc.ca>

TABLE OF CONTENTS

1.	INVITATION AND INSTRUCTIONS	1
2.	ACKNOWLEDGEMENT LETTER	2
3.	INTRODUCTION AND BACKGROUND.....	2
4.	PURPOSE.....	2
5.	GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS	2
5.1	Errors, Omissions, Clarifications	2
5.2	Proposal Contents.....	3
6.	PROPOSAL EVALUATION AND SELECTION PROCESS.....	3
6.1	Proposal Evaluation	3
6.2	Evaluation Criteria.....	3
6.3	Selected Respondent Negotiations.....	3
6.4	Termination of Negotiations and/or Request for Proposal Process	4
6.5	References.....	4
7.	CONTRACT AND PROJECT SCHEDULE.....	4
7.1	Award of Contract	4
7.2	Form of Contract	4
8.	SCOPE OF WORK	4
9.	REPAIR, PARTS AND OPERATOR MANUALS	5
10.	WARRANTIES AND INSURANCE.....	5
10.1	Warranties.....	5
10.2	Insurance	5
11.	DELIVERY AND PAYMENT	5
11.1	Delivery Timetable	5
11.2	Contract Price	6
11.3	Holdback on Delivery	6
 <u>ATTACHMENTS:</u>		
	APPENDIX A	7
	APPENDIX B.....	8
	APPENDIX C.....	9
	ACKNOWLEDGMENT LETTER.....	10

1. INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George invites proposals for the supply, delivery, and installation of new fitness equipment, including an operational training manual and/or DVD, for the Canoe Valley Recreation Centre in Valemont, BC.

Three complete copies of your Proposal must be submitted in a sealed package labeled “**RFP CS 05-08 Fitness Equipment for Canoe Valley Recreation Centre**” to Ms. Diane Hiscock, General Manager of Financial Services by 2:00 p.m. local time, January 5, 2009. The Respondent’s name and return address must be clearly marked on the outside of your Proposal submission package. Late Proposals will not be accepted and will be returned unopened, to the Respondent. **Facsimile Proposals will not be accepted.**

Proposals must be sent to:

Diane Hiscock
General Manager of Financial Services
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8

Please direct all questions relating to this Proposal to:

Diane Mudle, Structural & Civil Design Technician
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Phone - 250-960-4400, Fax - 250-960-4400
Email - dmudle@rdffg.bc.ca

The Regional District reserves the right to waive informalities in the Proposal, reject any or all Proposals or accept the Proposal deemed most favorable in the interests of the Regional District. The respondents will be competent and capable of performing the work. The respondent may be required to provide evidence of previous experience and financial responsibility before the contract is awarded.

The Regional District will not be responsible for any costs incurred by the Respondents which result from the preparation or submission of documents pertaining to this proposal call. The accuracy and completeness of the proposal is the Respondent’s responsibility. Should errors be discovered, they will be corrected by the respondent at his expense.

RFP documents may be obtained on or after December 3, 2008.

- a) In a PDF (public document format) file format from the Regional District's website www.rdffg.bc.ca , or
- b) in hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC between 8:00 a.m. to 5:00 p.m. Monday through Friday excluding statutory holidays.

2. ACKNOWLEDGEMENT LETTER

Upon receipt of these documents, a potential Respondent will sign one copy of the Acknowledgement Letter and mail or fax the signed Acknowledgement Letter to the attention of Diane Mudle, Structural & Civil Design Technician, Regional District of Fraser-Fort George.

A Respondent who signs and returns the Acknowledgement Letter is not obligated to submit a Proposal.

Any Respondent who does not submit the Acknowledgement Letter will not be sent any amendments or addenda and may be disqualified.

3. INTRODUCTION AND BACKGROUND

The Regional District of Fraser-Fort George ("Regional District") is a local government with the main office located in the city of Prince George, in the central interior of British Columbia, Canada.

The Regional District owns, operates and maintains the Canoe Valley Recreation Centre, located at 100 Elm Street in the Village of Valemount, approximately 282 km east of Prince George along Highway 16 and South on Highway 5 at Tete Jaune Cache. See **Appendix C** for project location map.

4. PURPOSE

The purpose of this Request for Proposals (RFP) is for the supply, delivery, and installation of institutional type fitness equipment, including provision of operational training manual and/or DVD. The primary purpose for this fitness equipment is to install it in a recently constructed 40'-0" by 20'-0" fitness room at the Canoe Valley Recreation Centre. The primary users of this equipment will be the local and surrounding area residents of the Village of Valemount. Estimated budget for the Fitness Equipment is less than Sixty Thousand (\$60,000) dollars including taxes.

5. GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

5.1 Errors, Omissions, Clarifications

All questions and requests for clarification relating to the Request for Proposal process and/or identification of any errors or omissions in the documents, shall be made in writing and may be mailed or hand-delivered to the Regional District Office, or sent by facsimile to 250-562-8676 or by email to dmudle@rdffg.bc.ca, Attention Diane Mudle, Structural & Civil Design Technician .

All written enquiries, including the response from the Regional District, will be distributed to all potential respondents who have completed and returned the Acknowledgement Letter.

5.2 Proposal Contents

All Respondents shall provide all detailed information as requested in the proposal. Failure to be fully responsive in accordance with the Proposal requirement for all detailed information may result in rejection of a proposal, without further consideration by the Regional District.

The proposal shall include:

- a list of all equipment available, including warranties factory/extended or otherwise,
- photos, features, and specifications for each piece of equipment,
- all prices, terms and conditions,
- freight, shipping, and installation policies and terms, and
- operational training materials.

6. **PROPOSAL EVALUATION AND SELECTION PROCESS**

6.1 Proposal Evaluation

All Proposals will be initially evaluated by the Regional District to assess the qualifications and capabilities of Respondent(s) to meet the minimum standards specified in the RFP.

The proposals will be evaluated on established criteria which will include supplier's qualifications and experience, quality of product, warranty and maintenance package, proposal price, supply, delivery/install date. The proposal submission should be clear, concise and complete.

Throughout the evaluation process, the Regional District, at its sole discretion, may request additional written clarification and/or supplemental information from selected Respondents, as part of the initial evaluation process.

6.2 Evaluation Criteria

The awarding of the contract will be based on the following criteria:

Suppliers' qualifications and references	10 points
Quality of product	20 points
Warranty and maintenance package	20 points
Proposal price	40 points
Supply, Delivery and Install Date	<u>10 points</u>
	100 Points

The Regional District shall be the sole judge of a Proposal and its decision shall be final.

6.3 Selected Respondent Negotiations

The Regional District reserves the right to enter into contract negotiations with a selected Respondent based only on the evaluation of the written submissions and/or an evaluation of the combination of the written submissions and detailed discussions.

6.4 Termination of Negotiations and/or Request for Proposal Process

The Regional District reserves the right to terminate contract negotiations with any Respondent and to enter into contract negotiations with any other Respondent(s) if, in the opinion of the Regional District at any time, the contract negotiations with the initially selected Respondent will not be satisfactorily concluded in the best interests of the Regional District.

The Regional District may, at its sole discretion, reject any or all Proposals at any time throughout the Proposal evaluation, Respondent selection or contract negotiation process.

6.5 References

All Proposals shall include a minimum of three customers within the past two years for whom the Respondent has provided a fitness equipment package that is similar in scope and function to the proposed Canoe Valley Recreation Centre fitness equipment criteria.

Please provide contact information and a brief description of the user's application of the fitness equipment.

7. CONTRACT AND PROJECT SCHEDULE

7.1 Award of Contract

The Award of Contract is expected to be made not later than January 26, 2009. All Respondents will be advised in writing of the results of the Request for Proposal.

7.2 Form of Contract

The contract decision to supply, deliver and install the fitness equipment will be in the form of a letter of acceptance, purchase order, or other format as agreed upon by the Regional District and the successful Respondent.

8. SCOPE OF WORK

The respondent shall supply, deliver and install specified fitness equipment within six weeks following award of the contract. The following shall be considered when evaluating and selecting fitness equipment for the Canoe Valley Recreation Centre:

- a. fitness equipment is to be installed in a 40'-0" X 20'0" room (see appendix B)
- b. all equipment to be of an institutional/commercial standard of quality, durable, easy to use, and suited to a variety of users ranging in age, ability and experience
- c. operational training, manuals, and/or DVDs to be provided to the Canoe Valley Recreation Centre staff
- d. new batteries for all readout displays to be included

- e. A good cross section of equipment is required, with an emphasis on cardiovascular and a selection that fits well in a 20' x 40' room.

Minimum requirement for equipment is:

- 1 stepper
- 2 treadmills, and
- an assortment of free weights.

Please include a list of suggested equipment with a layout plan in your proposal.

Delivery and installation of the equipment to be coordinated with the Canoe Valley Recreation Centre Facility Manager, Rob Ellement at 1-250-569-3360.

Respondent to ensure that their employees and/or contractors have sufficient knowledge, skill and experience to properly and safely perform the work.

Quoted price is to include all costs associated with the supply, shipping/delivery, installation, and operational training materials for the Canoe Valley Recreation Centre staff.

9. REPAIR, PARTS AND OPERATOR MANUALS

Repair, parts, and operator's manuals and /or DVD shall be provided for each product. All manuals shall accompany the product when delivered to the Canoe Valley Recreation Centre, Valemount, B.C.

10. WARRANTIES AND INSURANCE

10.1 Warranties

Respondents shall list the standard warranties applicable to each product or component of the product, which is included in the bid price. Any additional or extended warranties available, together with any special provisions and applicable costs, are to be detailed on **Appendix A – Schedule of Prices**.

10.2 Insurance

Respondents will be expected to satisfy the Regional District that sufficient insurance is provided to protect the Regional District's direct investment in the event the product is damaged or destroyed prior to delivery and installation.

Respondents will be expected to have comprehensive general liability insurance in the amount of Two (2) million dollars. The Respondent will be required to comply with the *Workers' Compensation Act*.

11. DELIVERY AND PAYMENT

11.1 Delivery Timetable

Respondents must indicate the anticipated schedule for delivery and installation of the product to the Canoe Valley Recreation Centre, 100 Elm Street, Valemount B.C. Respondents shall coordinate installation with Rob Ellement, Recreation Facilities Manager (1-250-569-3360).

11.2 Contract Price

The Schedule of Prices, **Appendix A**, must be completed and submitted with the Proposal. All prices for the product shall be stated in Canadian dollars. Extended warranty options are to be listed separately from the contract price. Any applicable Federal or Provincial taxes or levies must be included in the Request for Proposal response, but should be listed separately from the contract price.

11.3 Holdback on Delivery

In the event it is determined that the product does not meet the specifications outlined in the Request for Proposal documents, the Regional District may at the time of the delivery, hold back sufficient funds to ensure compliance. The amount of the holdback, if any, and the provisions for the release of funds shall be subject to discussion between the Regional District and the supplier.

Appendices and Attachments

The following appendixes are attached:

- Appendix A - Schedule of prices RFP CS 05-08 Fitness Equipment for the Canoe Valley Recreation Centre.
- Appendix B - Room layout and section drawings.
- Appendix C - Project location map.
- Acknowledgment Letter

APPENDIX A

SCHEDULE OF PRICES

RFP CS 05-08 Fitness Equipment for the Canoe Valley Recreation Centre

Lump Sum Price (includes Supply, Shipping/Delivery,
Installation, Warranties and Operational Training
Manual and/or DVDs) \$ _____

GST Payable \$ _____

PST Payable \$ _____

Total Price \$ _____

Extended Warranty Options if Applicable

_____ Years \$ _____

_____ Years \$ _____

_____ Years \$ _____

Goods & Services Tax Registration Number: _____

Estimated Delivery and Installation Date _____

Name of Respondent

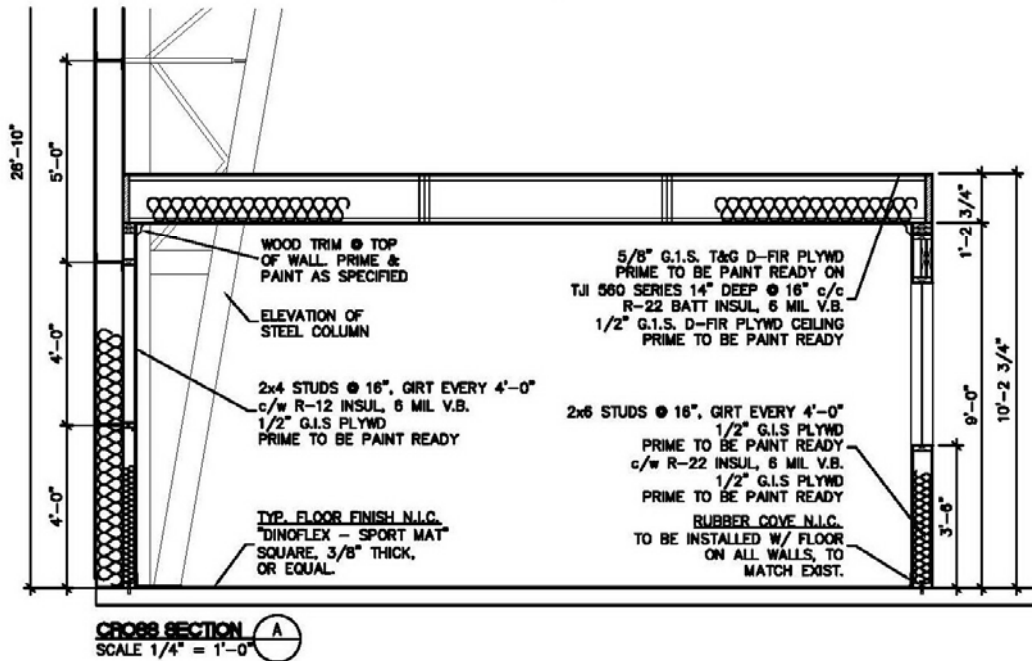
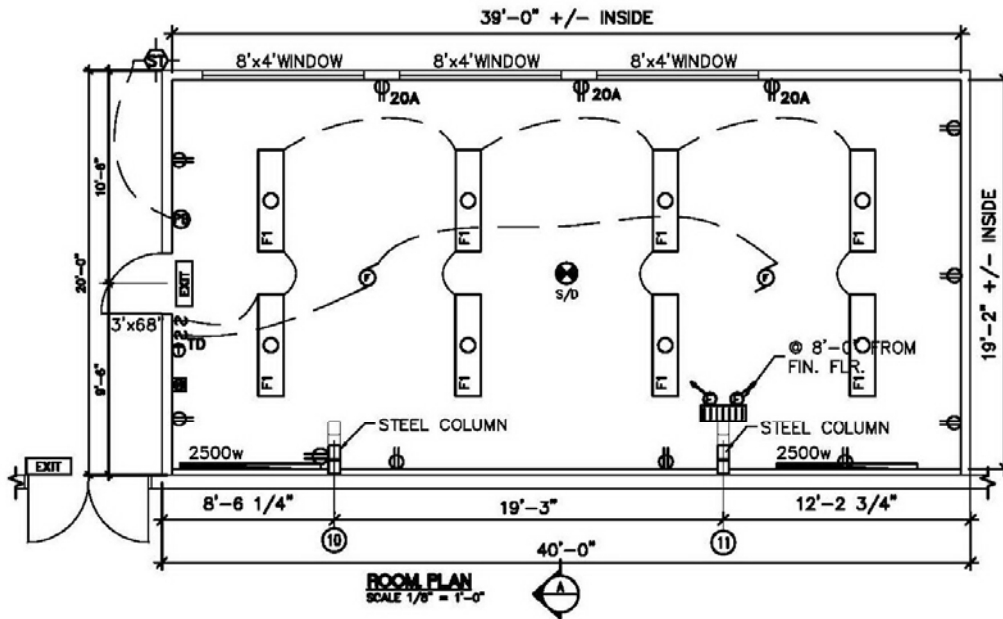
Signature of Respondent

Address

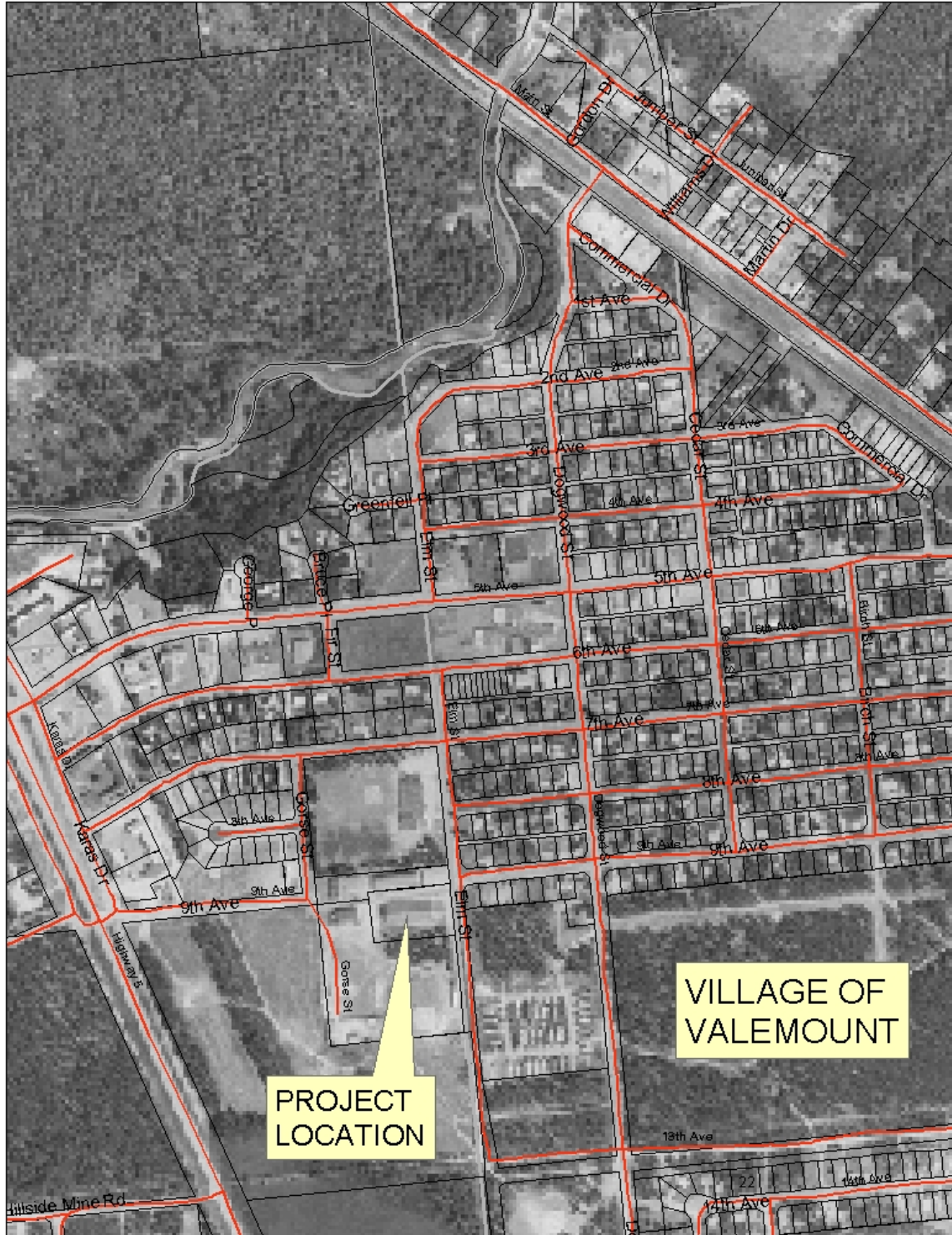
City, Province, Postal Code

Contact Telephone Number

APPENDIX B



APPENDIX C



ACKNOWLEDGEMENT LETTER

The undersigned has received RFP CS 05-08 Fitness Equipment for the Canoe Valley Recreation Centre.

Signature

Company

Name (please print)

Address

Title

City

Phone Number

Fax Number

Date

We presently intend to _____ provide/_____ not provide a Request for Proposal.

Return immediately to:

Diane Mudle, Structural & Civil Design Technician
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Phone: 250-960-4400
Fax Number: 250-562-8676
Email: dmudle@rdffg.bc.ca