



Request for Proposals
for
FITNESS EQUIPMENT FOR THE
FRUITA COMMUNITY CENTER



City of Fruita Parks and Recreation
325 East Aspen, STE 155, Fruita, Colorado
Telephone 970-858-0360 / Fax 970-858-0210
<http://www.fruita.org>



The City of Fruita is requesting proposals for the installation and maintenance of fitness equipment at the Fruita Community Center. The facility will be located at 324 North Coulson Street in Fruita, Colorado.

Project Background

The Fruita Community Center will be a 51,689 square foot building scheduled to open January, 2011. The facility will include an indoor pool, senior center, meeting rooms, gymnasium, track, recreation staff offices, fitness area, and a 6600 square foot library. The fitness area is roughly 2500 square feet. The center is designed to accommodate families as well as drop-in registrations of all ages. The City of Fruita Parks and Recreation Department will operate the facility. Sink Combs Dethlefs is the building architect.

Project Goal

The primary goal of the fitness area is to provide a wide range of equipment that will appeal to users including teens, adults, seniors, and participants with special needs. Weight training programs will be offered along with personal training services. Fitness wellness programs including spinning, yoga, core strength, and aerobics etc. will also be offered. Rehabilitation services may also be offered.

Scope of Services

The included floor plan indicates the location and dimensions of the fitness area. (See attached PDF) The desired equipment includes, at a minimum, Free Weights, Cardio Vascular, Selectorized, and Plate Loaded Equipment. Other equipment may also be included as recommended by the vendor.

The vendor shall be responsible for all work required for delivery and installation of the equipment. Training shall be provided for all equipment. Vendors shall propose annual maintenance costs as a separate item.

Proposal Requirements

Please be advised that the initial evaluation of any proposal will be based upon the content of the bidder's proposal in accordance with the evaluation criteria listed below. Organized, succinct, and straightforward submissions are appreciated. The following items should be addressed in your proposal.

Equipment Proposal

1. List of any/all equipment showing unit price and total price including discounts.
2. Include power/AV requirements and recommendations for CV equipment.
3. Recommend design layout of equipment in fitness area. (See attached PDF)
4. Current brochures and catalogues of all equipment specified in the proposal.
5. Narrative of criteria for equipment selection.

Delivery and Installation

6. Proposals shall address the anticipated lead-time for delivery of requested products
7. Schedule for installation services
8. Plan for training



Company Information

9. Identify the firm's name and location. (Include branch locations)
10. Provide a brief description of your company.
11. Please provide information regarding your firm's experience during the last 3 years with projects of similar nature and scope. Include project name, location, budget, and description of your firm's role.
12. Provide a list of local (Colorado) locations where equipment specified is being used. Include name, address, and contact name and phone number.
13. Submit a list of all subcontractors you propose to utilize for this project. Include those proposed for installing and servicing the equipment included in your proposal. Include information regarding their key personnel who will be assigned to this project and past projects on which you have partnered.

Service and Warranty

14. Submit information on service options. Include training options for the City of Fruita Staff and/or service plans offered by your company or a third party. Include all costs associated with these options.
15. Offerors shall list the standard warranties applicable to each product or component of the product, which is included in the bid price. Extended warranty options and applicable costs should also be included in the proposal.
16. Include information on company liability insurance.

The City of Fruita reserves the right to accept or reject any or all proposals or portions thereof. The City of Fruita makes no guarantee of any minimum or maximum amount of products/services to be procured; and, reserves the right to award any agreement based upon the source selection criteria identified in this document, rather than the lowest bid. The City of Fruita reserves the right to make no award under this RFP, and the right to cancel this request or any portion thereof.

Submittals

Proposals must be received by February 19, 2010 at the Fruita Recreation Department, 325 East Aspen STE 155, Fruita, CO 81521 by 12:00 Noon (MST). The City of Fruita will use a selection committee consisting of City Staff to review the proposals. All questions regarding this RFP shall be submitted to Rob Cook via email at rcook@fruita.org at least 7 calendar days before the proposal due date. All questions and responses shall be distributed to all offerors through an addendum to the RFP. Please submit 4 copies of your proposal to:

Rob Cook
Fruita Parks and Recreation
325 East Aspen Street STE 155
Fruita, CO 81521



Evaluation Process

Evaluation and Short List Selection

The selection committee will initially review and select proposals based on the following criteria. Items are listed below in order of importance:

- Price
- Equipment – including quality, ease of use, functionality, performance, durability, aesthetics, style, and safety
- Delivery and Installation
- Company information, experience, references
- Service and warranty

The committee shall rank the proposals based on the information provided in the initial submittal and any follow-up information requested by the evaluation committee. A short list of no more than four firms will be created.

Interviews / presentations from selected firms

Two or more firms on the shortlist may be invited for a personal interview to make presentations to the selection committee. Such presentations provide an opportunity for the offeror to clarify their proposal and ensure that a thorough, mutual understanding exists.

Selection and/or request of Best and Final Offers

One or more firms will be selected or revisions to the scope will be made and best and final offers will be requested of one or more offerors

The City of Fruita reserves the right to award to the firm(s) that demonstrates the best value with all factors above being considered including price and technical.

Estimated Timeline

Proposal Submittals Due	February 19, 2010 12:00 Noon (MST)
Notification of Interview	On or before March 31, 2010
Presentations / interviews	On or before April 2, 2010 Time TBD
Award	On or before April 30, 2010