

**CITY OF FEDERAL WAY  
REQUEST FOR PROPOSAL  
FITNESS EQUIPMENT SERVICE**

**I. PURPOSE OF REQUEST.**

The City of Federal Way (“City”) is requesting proposals for the purpose of fitness equipment service. The City’s needs are outlined in the following Request for Proposal (“RFP”).

**II. TIME SCHEDULE.**

The City will follow the following timetable, which should result in a selection of a firm by December 29, 2017.

Issue RFP	December 08, 2017
Deadline for Submittal of Proposals	December 22, 2017
Notify Firm Chosen	December 29, 2017

**III. INSTRUCTIONS TO PROPOSERS.**

A. All proposals should be sent to the Federal Way Community Center or emailed to the address below:

Hannah Thayer, Athletics/Fitness Coordinator  
Federal Way Community Center  
876 S 333<sup>rd</sup> St.  
Federal Way, WA 98003-6325  
(253) 835-6937  
hannah.thayer@cityoffederalway.com

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: “Fitness Equipment Service Proposal”

C. All proposals must be received by 12:00 PM, December 22, 2017, at which time they will be opened. Three (3) copies of the proposal 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 City is desirable whenever practicable. Use of both sides of paper sheets for any

submittals to the City is desirable whenever practicable.

E. The Athletics/Fitness Coordinator, Hannah Thayer or representative will notify the firm selected by December 29, 2017.

F. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the proposed project.
- References.

**IV. SELECTION CRITERIA.**

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	30%
2. Price.	30%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	40%
<u>Total Criteria Weight</u>	100%

Each proposal will be independently evaluated on factors one through three.

**V. TERMS AND CONDITIONS.**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City 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 City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City 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 City Attorney's office.
- F. The City, as a recipient of federal funding, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
- H. The successful bidder will be required to provide a Certificate of Liability Insurance that lists City as additional Insured. This certificate must list the General Liability, Automobile Liability, Workers Compensation and Employers' Liability.

**VI. SCOPE OF SERVICES**

- A. This full service maintenance agreement request includes providing parts, labor, and service to all fitness equipment located at the Federal Way Community Center, 876 S. 333rd St, Federal Way, WA 98003
- B. Contractor must respond within 24 hours to service requests sent via email and be on site to diagnose problems within 3 business days
- C. Contractor must provide quotes/estimates before rendering service and provide typed or legibly written invoices once service has been completed
- D. Contractor must be familiar with and be able to provide comprehensive routine

service on the following types of equipment:

- i. Paramount
- ii. Precor
- iii. Cybex
- iv. TRUEstretch
- v. Concept 2
- vi. Jacobs Ladder
- vii. StairMaster
- viii. Wheelers Paramill
- ix. Hoist Fitness
- x. SciFit
- xi. LeMond spin bikes

E. The contract shall be for a period of six (6) years beginning January 1, 2018. Prices quoted shall be firm for the initial six (6) year period of the contract, and shall include all transportation and travel costs to and from the job site.

#### **VII. 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, inclusive of Washington state sales tax and any other applicable governmental charges.

B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City 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. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

#### **VIII. PUBLICATION.**

Name of Publication:

Dates:

City of Federal Way website

December 8-22, 2017

The RFP will also be emailed to local vendors.



**Fitness Equipment Service - Proposal Sheet**  
876 S 333<sup>rd</sup> St. Federal Way, WA 98003-6325

Company name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROJECT SUMMARY:** Provide comprehensive routine service on all fitness equipment located at the Federal Way Community Center.

**PROPOSALS:** Please submit the following rates which will be the basis for invoicing fitness equipment services work. Rates should account for a 6 year contract period.

**SERVICE RATES:**

Hourly bid rate:

Projects up to 8 hrs./day \_\_\_\_\_ \$hr.      OT rate over 8hrs \_\_\_\_\_ \$hr.

Saturday hourly rate \_\_\_\_\_ \$hr.      Sunday hourly rate \_\_\_\_\_ \$hr.

Parts charged at \_\_\_\_\_ % mark up above wholesale cost.

Comments:

**SELECTION CRITERIA:**

Responsiveness to quote- 30%, Ability and history to complete this type contract – 40%, Price – 30%  
All quotes must be received no later than **12:00 PM December 22, 2017**. Questions may be referred to Hannah Thayer at (253)835-6937. **Please email quotes to:** hannah.thayer@cityoffederalway.com or deliver a sealed envelope to the Federal Way Community Center; 876 S 333<sup>rd</sup> St.; clearly labeled: **“Fitness Equipment Service Proposal”**