



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 16-01-17**

Supply, Delivery, Installation and Commission New  
**Fitness Equipment**

**Proposals will be received on or before 2:00 pm local time**

**Wednesday, May 18, 2016**  
(Closing date and time)

RFP documents are available for downloading from the City of Coquitlam website:  
[www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

**ADDENDA**

Proponents are required to check the City's website before the closing date and time for any updated information and addenda issued at: [www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

**ENQUIRIES**

Enquiries are to be submitted in writing sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) referencing the RFP number and name.

The City reserves the right to accept or reject any or all proposals and will not be responsible for any costs incurred by the proponents in preparing a response.

D. Trudeau  
Purchasing Manager

Issue Date: May 2, 2016

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**APPENDIX A – Fitness Equipment Replacement Plan**

**[PROPOSAL SUBMISSION FORM](#)**

## DEFINITIONS

**“Agreement” “Contract”** means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

**“City”** means City of Coquitlam.

**“Price”** means the amount that will be paid by the City to the Vendor for delivery and acceptance of goods.

**“Proponent”** means responder to this Request for Proposals.

**“Proposal”** means the submission by the Proponent.

**“Request for Proposals” “RFP”** shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals.

**“Shall” “Must” “Will” “Mandatory”** means a requirement that must be met.

**“Vendor”** means the successful Proponent awarded the contract for supply of goods and services.

## 1. INSTRUCTIONS TO PROPONENTS

### 1.1 Request

The City of Coquitlam (“City”) requests Proposals from experienced qualified Vendors to provide:

- Supply, deliver, install and commission new commercial grade Fitness Equipment at various City locations;
- Remove packaging materials of the new equipment;
- Trade-in, transport, recycle/reuse/resell surplus fitness equipment being replaced;
- On-site warranty repair service at no additional cost to the City for four (4) years;
- OEM Repair parts to comply with warranty and manufacturer specifications;
- Ongoing service and support;

### 1.2 Introduction

The City operates and manages 3 fitness facilities at the following locations:

- 1) PSLC - Poirier Sport & Leisure Complex, 633 Poirier Street
- 2) CCAC - City Centre Aquatic Centre, 1210 Pinetree Way
- 3) GPP - Glen Pine Pavilion, 1200 Glen Pine Court

These facilities provide a number of programs and services to the public including instructional fitness classes, personal training, and open gym use. Over the course of the last few years, these fitness facilities have experienced tremendous growth which has resulted in the increase usage of fitness equipment that includes a variety of cardio fitness machines and strength training equipment.

As a result, the City has developed a three (3) year fitness equipment replacement program to ensure the long term delivery of fitness services to the City.

**Refer to Appendix A – Fitness Equipment Replacement Plan**

The City requires supply, delivery, installation, commission and warranty of:

**2016 Commercial Grade Fitness Equipment Replacement Plan:**

	<b>2016 Fitness Equipment</b>	<b>Poirier Sport &amp; Leisure Complex</b>	<b>City Centre Aquatic Complex</b>	<b>Glen Pine Pavilion</b>	<b>Total</b>
1	Stepper	0	1	0	<b>1</b>
2	Rower	1	1	0	<b>2</b>
3	Cross-Over Pulley	0	1	0	<b>1</b>
4	Selectorize – Leg Press	0	1	0	<b>1</b>
5	Selectorize- Leg Extension	0	1	0	<b>1</b>
6	Selectorize – Leg Curl	0	1	0	<b>1</b>
7	Selectorize – Chest Press	0	1	0	<b>1</b>
8	Selectorize – Pec Fly/Rev	0	1	0	<b>1</b>
9	Selectorize – Shoulder Press	0	1	0	<b>1</b>
10	Selectorize – Seated Row/ Lat Pull	0	1	0	<b>1</b>
11	Adjustable Bench	0	5	0	<b>5</b>
12	Decline bench	0	1	0	<b>1</b>
13	Olympic Bench Press (Incline)	0	1	0	<b>1</b>
14	Squat Rack	1	1	0	<b>2</b>
15	Spin Bikes	0	16 (PCC)	0	<b>16</b>

**2017 Proposed Replacement Plan:**

	<b>2017 Fitness Equipment</b>	<b>Poirier Sport &amp; Leisure Complex</b>	<b>City Centre Aquatic Complex</b>	<b>Glen Pine Pavilion</b>	<b>Total</b>
1	Cross Trainer- AMT	0	1	0	<b>1</b>
2	Cross Trainer- ARC	0	3	0	<b>3</b>
3	Stepper	0	2	0	<b>2</b>
4	NuStep	0	0	1	<b>1</b>
5	Urethane Dumbbells	0	5-85lbs	0	<b>0</b>
6	Dumbbell Racks (2 Tier)	0	3	0	<b>3</b>

**2018 Proposed Replacement Plan:**

	<b>2018 Fitness Equipment</b>	<b>Poirier Sport &amp; Leisure Complex</b>	<b>City Centre Aquatic Complex</b>	<b>Glen Pine Pavilion</b>	<b>Total</b>
1	Functional trainers (Dual)	3	0	0	<b>3</b>
2	Barbell Plates or Bumper Plates	0	2.5-45lbs 10-45lbs	0	
3	Dumbbell Racks (2 Tier)	0	3	0	<b>3</b>
4	Olympic Bench Press (Flat)	0	1	0	<b>1</b>
5	Recumbent Bikes (*may need early replacement)	3	0	0	<b>3</b>

**Quantities stated are subject to annual budget approval and are not a guarantee or commitment at this time. Actual order quantity in future years may vary.**

1.3 Timelines

The City is seeking to deploy the new **Fitness Equipment** over the course of a 3 year period starting June 2016.

**Delivery of the 2016 Fitness Equipment is required August 24<sup>th</sup>, 2016** to replace equipment during the maintenance shut down at CCAC.

**Quantities stated are subject to annual budget approval and are not a guarantee or commitment at this time.**

1.4 Standard Model and Preferred Dealer

This RFP will be used to establish a City **Fleet Standard Model and a Preferred Dealer** for supply of **Fitness Equipment** for the next three (3) years.

At the City’s sole discretion, may extend for additional terms at which time a quote would be requested from the Preferred Dealer. The City reserves the right to accept the quote, negotiate terms, or issue a new RFP.

The City may award all or part of the fitness equipment described in this document to a single Vendor or may split the award with multiple Vendors.

1.5 Prices

All prices shall be firm for the first 3 year term, quoted in Canadian Funds and must include; removal and decommissioning of existing equipment and include; delivery, supply, installation, commissioning and warranty of the new equipment

Prices are to include landed costs and freight prepaid FOB: to various locations at the City of Coquitlam.

Vendor agrees that the City would be offered all discounts and, manufacturer price incentives and sale pricing that becomes available during the term of the contract.

1.6 Term

The initial term of the contract shall be three (3) years with option to extend for additional terms subject to mutual agreement of delivery and service.

1.7 Closing Date & Time

**Proposals will be received on or before 2:00 pm (local time)**

**Wednesday, May 18, 2016**  
(Closing date and time)

Proposals will not be opened in public.

1.8 Instructions for Proposal Submission

Proposal submissions are to be consolidated into one (1) .pdf file and uploaded electronically through QFile, the City's file transfer service accessed at [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

**1. In the Subject field enter:** RFP name and number

**2. Add the .pdf file and Send**

(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.)

Proposal submitted shall be deemed to be successfully received when displayed as new email at the City's email address. The City will not be responsible for any delay or for any Proposals not received for any reason, including technological delays or issues by either party's network or email program and the City will not be liable for any damages associated with Proposals not received.



The City reserves the right to accept proposals received after the Closing date and time but is under no obligation to evaluate.

Should assistance be required, phone 604-927-3060.

#### 1.9 Withdrawal of Proposals

Proposals may be withdrawn by written notice only sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) prior to time set as closing time for receiving Proposals

#### 1.10 Enquiries

Questions are to be submitted in writing 3 business days prior to the closing date and sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) quoting the RFP name and number.

The City at its sole discretion will determine which enquiries require response which will be provided to all interested parties by issue of written addenda and posted on the City's website before the closing date.

If a change or additional information is warranted, the City's response will be communicated to all Proponents by written Addenda that will be posted on the City's website prior to the Closing date.

#### 1.11 Addenda

**Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website address:**  
[www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City website, and deemed to have considered the information for inclusion in the Proposal submitted.

Should there be any discrepancy in the documentation provided, the City's original file copy shall prevail.

#### 1.12 Sustainable Benefits

Wherever possible, the City wishes to purchase goods and services which represent minimal impact to the environment, or that offer value to a sustainable objective.

1.13 Freedom of Information and Protection of Privacy Act

Proponents are advised that submissions are subject to the Freedom of Information and Protection of Privacy Act and the contents of proposals may be disclosed if required to do so, pursuant to the Act.

1.14 No Claim

Except as expressly and specifically permitted in this Request for Proposals, no Proponent shall have any claim for any compensation of any kind whatsoever, relating to this RFP, including accepting a non-compliant bid, and by submitting a proposal, each Proponent shall be deemed to have agreed that it has no claim.

1.15 No Contract

No contractual, tort, or other legal obligations are created or imposed on the City, or any other individual, officer or employee of the City with respect to the RFP documentation or by submission or consideration by the City of any Proposal.

1.16 Non-Solicitation

Proponents and their agents will not contact any member of the City Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

1.17 Conflict of Interest

Proponents shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees.

1.18 Liability for Errors

While the City has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive.

### 1.19 Piggy Back

The Vendor agrees to allow other local public agencies with similar needs within British Columbia to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Vendor for the purchase of the products and services described in this RFP based on the terms, conditions, prices, and percentages offered by the Vendor to the City of Coquitlam with possibly minor changes negotiated.

This is intended to be means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Vendor.

### 1.20 Evaluation Criteria

The criteria for evaluation of the Proposals are listed in no particular order or precedence and may include but are not limited to, the following:

#### Corporate Experience and Resources

- Established business and demonstrated performance providing goods and services of similar size, scope and complexity to municipal and commercial clients
- Service representative in metro Vancouver area

#### Technical

- Equipment Quality and functionality
- Rebate, refunds, recycle, repurpose and disposal of surplus equipment
- Customer service, support, training and on-site warranty repair
- Delivery assurance and lead times

#### Financial

- Price
- Sustainable benefits
- Value added benefits

#### **And, upon selection of one or more lead proponent(s):**

- Demonstrations of equipment may be requested
- Interviews may be conducted
- References may be contacted

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

Proposals will be reviewed and evaluated by an Evaluation committee comprised of City staff.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal.

The City may request demonstrations of equipment offered and would contact lead proponent(s) at that time.

The evaluation will be confidential and no totals, scores or prices will be provided to any Proponent.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

#### 1.21 Negotiation

The City reserves the right, prior to contract award, to negotiate changes to the scope of the services or to the contract documents (including pricing) with the proponent or any one or more proponents, proposing the “best value” without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the services or to the contract documents; and the City may enter into a changed or different contract with the proponent(s) proposing the “best value”, without liability to proponents who are not awarded the contract.

#### 1.22 Irrevocability & Acceptance of Proposals

The City requests that proposals remain open for acceptance for a period of not less than ninety (90) days from the closing date and time.

The City reserves the right to accept or reject any or all proposals or cancel the RFP at any time. The lowest price proposal may not necessarily be accepted. All proposals will be evaluated to determine best overall value to the City.

The City will be under no obligation to proceed further with any submitted proposal and should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the City.

Should a Proposal be accepted, a City purchase order (PO) will be issued for the provision of these goods and services that will incorporate all related documents and correspondence.

## 2. AWARD OF CONTRACT

### 2.1 Notification of Award

The City will notify the successful Proponent (“Vendor”) in writing of its decision to award the contract.

The City’s Standard Terms and Conditions will apply to this Contract:  
[City Standard Terms and Conditions of Purchase](#)

### 2.2 Indemnity

The Vendor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgements of every nature and description brought or recovered against him and/or the City, by reason of any act or omission of the Vendor, its agents, Sub-contractors or employees in the execution of the work.

### 2.3 Insurance

The Contractor shall carry Commercial General Liability (CGL) Insurance satisfactory to the City in the amount of TWO MILLION DOLLARS (\$2,000,000.) inclusive per occurrence.

The Contractor shall submit, upon award by the City of Coquitlam, a Certificate of Insurance certifying that the required insurance policies are in force and that:

- a) **The City of Coquitlam** be named as “additional insured”;
- b) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City’s written approval of the cancellation, transfer, assignment or alteration.
- c) Such certificate is to be provided as [Certificate of Insurance - Contractor Form](#)

Automobile Liability insurance, in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.) is required on all licensed vehicles owned or used by the Contractor.

### 2.4 WorkSafe BC

Upon removal of existing equipment, the Vendor shall recycle and dispose of surplus equipment in accordance with applicable codes and regulatory bodies.

## 2.5 Business License

The Contractor and any sub-contractors shall maintain a valid City of Coquitlam Business License. For information, contact the City's License Department - Tel: 604-927-3085.

[City of Coquitlam Business License](#)

## 2.6 Disposal

Upon removal of existing equipment, the Vendor shall recycle and dispose of surplus equipment in accordance with applicable codes and regulatory bodies.

## 2.7 Substitutions

The substitution of product and/or materials will not be accepted unless it conforms to the City specifications and is equal or better in performance, durability, availability and value. A substitution must be authorized in writing by the City before it is provided.

## 2.8 Advertisement

The Vendor will not advertise its relationship with the City without prior written authorization from the City.

## 2.9 Warranty

The Vendor shall guarantee that equipment and products supplied are free of all defects and deficiencies for a minimum period of **four (4) years**, from the date of delivery. Replacement parts and labour shall be at no cost to the City of Coquitlam.

## 2.10 CSA Approved

Equipment and products shall be equal to or higher than national standard codes and where applicable be CSA approved.

## 2.11 Sub Letting

The Vendor will not, without the written consent of the City of Coquitlam, assign, sublet or transfer any subsequent contract or any part thereof.

### 2.12 Invoices and Payment

The Vendor will submit invoices for goods, services and deliverables that have been provided to the City.

Payment will be made to the Vendor for goods, services and deliverables upon receipt, acceptance and approval by the City.

- a) Invoices are to be sent in .pdf format sent to email: [apinvoices@coquitlam.ca](mailto:apinvoices@coquitlam.ca)
- b) All invoices shall include the Purchase Order number as provided by the City.
- c) The Vendor shall be paid net 30 days from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Vendor and the City.
- d) Invoices shall show taxes separately.

### 2.13 Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, cancel the order, in whole or in part, and purchase goods from any other Vendor, if the successful Vendor:

- **Fails to make delivery of the goods at the agreed upon delivery date; Time is of the essence;**
- Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City;
- Fails to meet the City's standard of expected and agreed level of service and performance of the products;
- Be adjudged bankrupt or makes general assignment for the benefit of creditors.

The City reserves the right to cancel any order or contract if not fulfilled within a reasonable time and in accordance with the terms and conditions specified.

Time shall be of the essence.

2.14 Cancellation

The City reserves the right to cancel any order or contract if not fulfilled within a reasonable time and in accordance with the terms and conditions specified.

Time shall be of the essence.

The contract may be cancelled by either party, without cause or penalty upon thirty (30) days written notice.

2.15 Law

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.



City of Coquitlam RFP 16-01-17 Fitness Equipment  
**Appendix A - Fitness Equipment Replacement Plan - Three (3) Year**

<b>2016 Replacement Program</b>					
Location	Type	Equipment	Description	Service Life	Year In Service
City Centre Aquatic Centre	Cardio	56736	Step / lower body trainer - Step 16	8	2008
City Centre Aquatic Centre	Cardio	56724	Rower - Rower 15	17	2000
City Centre Aquatic Centre	Strength	56748	Squat Cage	20	2004
City Centre Aquatic Centre	Strength	56742	Functional Trainers (Dual)	12	2004
City Centre Aquatic Centre	Strength	56743	Functional Trainers (Cross-Over)	12	2004
City Centre Aquatic Centre	Strength	56759	Selectorize Circuit - Leg Ext.	20	2004
City Centre Aquatic Centre	Strength	56760	Selectorize Circuit - Leg Curl	20	2004
City Centre Aquatic Centre	Strength	56761	Selectorize Circuit - Lat Pull Down	20	2004
City Centre Aquatic Centre	Strength	56762	Selectorize Circuit - Pec Fly/Rev	20	2004
City Centre Aquatic Centre	Strength	56763	Selectorize Circuit - Chest Press	20	2004
City Centre Aquatic Centre	Strength	56764	Selectorize Circuit - Apex Leg Press	20	2004
City Centre Aquatic Centre	Strength	56765	Selectorize Circuit - Apex Row/Lat	20	2004
City Centre Aquatic Centre	Strength	56766	Selectorize Circuit - Shoulder Press	20	2004
City Centre Aquatic Centre	Strength	56767	Selectorize Circuit	20	2004
City Centre Aquatic Centre	Strength	56768	Selectorize Circuit	20	2004
City Centre Aquatic Centre	Strength	56744	Multi station	12	2004
City Centre Aquatic Centre	Strength	56745	Multi station	12	2004
City Centre Aquatic Centre	Strength	56746	Multi station	12	2004
City Centre Aquatic Centre	Strength	56769	Benches (flat)	20	2004
City Centre Aquatic Centre	Strength	56770	Benches (flat)	20	2004
City Centre Aquatic Centre	Strength	56771	Benches (flat / adjust)	20	2004
City Centre Aquatic Centre	Strength	56772	Benches (flat / adjust)	20	2004
City Centre Aquatic Centre	Strength	56773	Benches (flat / adjust)	20	2004
City Centre Aquatic Centre	Strength	56774	Benches (flat / adjust)	20	2004
City Centre Aquatic Centre	Strength	56775	Benches (flat / adjust)	20	2004
City Centre Aquatic Centre	Strength	56776	Benches (flat / adjust)	20	2004
City Centre Aquatic Centre	Strength	56777	Benches (flat / adjust)	20	2004
City Centre Aquatic Centre	Strength	56778	Benches (Decline)	20	2004
City Centre Aquatic Centre	Strength	56779	Olympic bench press (Incline)	20	2004
Poirier Sports and Leisure Complex	Cardio	56661	Rower		2008

City of Coquitlam RFP 16-01-17 Fitness Equipment  
**Appendix A - Fitness Equipment Replacement Plan - Three (3) Year**

<b>2017 Proposed Replacement Program</b>					
Location	Type	Equipment	Description	Service Life	Year In Service
City Centre Aquatic Centre	Cardio	56727	Cross Trainer - AMT - AMT # 6B	5	2010
City Centre Aquatic Centre	Cardio	56735	Step / lower body trainer - Step 18	7	2011
City Centre Aquatic Centre	Cardio	56734	Step / lower body trainer - Step 17	5	2010
City Centre Aquatic Centre	Strength	56750	Dumbbell Racks	20	2004
City Centre Aquatic Centre	Strength	56751	Dumbbell Racks	20	2004
City Centre Aquatic Centre	Strength	56752	Dumbbell Racks	20	2004
Glen Pine Pavillion	Cardio	56785	Step / lower body trainer	9	2007
Glen Pine Pavillion	Cardio	56787	Upright Bike - Recumbent #9	9	2007
City Centre Aquatic Centre	Strength	56749	Dumbbells Urethane	15	
Poirier Sports and Leisure Complex	Cardio	56663	Cross Trainer - X-Trainer 11 (ARC)	9	2008
Poirier Sports and Leisure Complex	Cardio	56664	Cross Trainer - X-Trainer 12 (ARC)	9	2008
Poirier Sports and Leisure Complex	Cardio	56665	Cross Trainer - X-Trainer 13 (ARC)	9	2008

<b>2018 Proposed Replacement Program</b>					
Location	Type	Equipment	Description	Service Life	Year In Service
City Centre Aquatic Centre	Cardio	56733	Elliptical - # 9	7	2011
City Centre Aquatic Centre	Strength	56754	Barbell Plate Racks	20	2004
City Centre Aquatic Centre	Strength	56755	Barbell Plate Racks (Barbells 20-100)	20	2004
City Centre Aquatic Centre	Strength	56756	Barbell Plate Racks	20	2004
City Centre Aquatic Centre	Strength	56757	Barbell Plate Racks	20	2004
City Centre Aquatic Centre	Strength	56780	Olympic bench press	15	2004
City Centre Aquatic Centre	Strength	56753	Barbell Plates (Olympic)	15	2020
Poirier Sports and Leisure Complex	Strength	56688	Functional Trainers - Dual Cable	10	2008
Poirier Sports and Leisure Complex	Strength	56689	Functional Trainers - Dual Cable	10	2008
Poirier Sports and Leisure Complex	Strength	56690	Functional Trainers - Dual Cable	10	2008



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**Instructions for Proposal Submission**

**Proposal submissions are to be consolidated into one (1) .pdf file and uploaded electronically through QFile, the City's file transfer service accessed at [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)**

- 1. In the Subject field enter: RFP name and number**
- 2. Add the .pdf file and Send**  
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.)

Should assistance be required, phone 604-927-3060 or fax 604-927-3035.

**PROPOSAL SUBMISSION FORM**

**Complete and return this Proposal Submission Form and Include  
Manufacturer Specification Sheets for Equipment Proposed**

**Submitted by:** \_\_\_\_\_  
(Company name)

**1. Price**

All prices quoted must be firm for the first 3 year term and include removal and decommissioning of existing equipment and include delivery, supply and installation of the new commercial grade fitness equipment, freight prepaid FOB: City of Coquitlam, various locations which would be specified at time of placing the order.

**Refer to Appendix A – Fitness Equipment Replacement Plan**

Appendix A identifies the City's existing fleet of fitness equipment that is anticipated for replacement beginning in 2016.

Fitness equipment offered in the tables below should be of equal or better commercial grade than equipment identified in the Inventory List.

The City shall be offered all discounts, manufacturer price incentives and sale pricing that become available during the term of the contract.

**2016 Commercial Grade Fitness Equipment Replacement Plan:**

	<b>2016 Fitness Equipment</b>	<b>Poirier Sport &amp; Leisure Complex</b>	<b>City Centre Aquatic Complex</b>	<b>Glen Pine Pavilion</b>	<b>Total</b>	<b>Unit Price per Model</b>	<b>Total Price (exclude PST &amp; GST)</b>	<b>Trade-in Value of Existing Equipment</b>
1	Stepper	0	1	0	<b>1</b>	\$	\$	\$
2	Rower	1	1	0	<b>2</b>			
3	Cross-Over Pulley	0	1	0	<b>1</b>			
4	Selectorize – Leg Press	0	1	0	<b>1</b>			
5	Selectorize- Leg Extension	0	1	0	<b>1</b>			
6	Selectorize – Leg Curl	0	1	0	<b>1</b>			
7	Selectorize – Chest Press	0	1	0	<b>1</b>			
8	Selectorize – Pec Fly/Rev	0	1	0	<b>1</b>			
9	Selectorize – Shoulder Press	0	1	0	<b>1</b>			
10	Selectorize – Seated Row/ Lat Pull	0	1	0	<b>1</b>			
11	Adjustable Bench	0	5	0	<b>5</b>			
12	Decline bench	0	1	0	<b>1</b>			
13	Olympic Bench Press (Incline)	0	1	0	<b>1</b>			
14	Squat Rack	1	1	0	<b>2</b>			
15	Spin Bikes	0	16 (PCC)	0	<b>16</b>			
	<b>TOTAL</b>							\$

**2017 Proposed Replacement Plan:**

	<b>2017 Fitness Equipment</b>	<b>Poirier Sport &amp; Leisure Complex</b>	<b>City Centre Aquatic Complex</b>	<b>Glen Pine Pavilion</b>	<b>Total</b>	<b>Unit Price per Model</b>	<b>Total Price (exclude PST &amp; GST)</b>	<b>Trade-in Value of Existing Equipment</b>
1	Cross Trainer- AMT	0	1	0	1	\$	\$	\$
2	Cross Trainer- ARC	0	3	0	3			
3	Stepper	0	2	0	2			
4	NuStep	0	0	1	1			
5	Urethane Dumbbells	0	5-85lbs	0	0			
6	Dumbbell Racks (2 Tier)	0	3	0	3			
	<b>TOTAL</b>							\$

**2018 Proposed Replacement Plan:**

	<b>2018 Fitness Equipment</b>	<b>Poirier Sport &amp; Leisure Complex</b>	<b>City Centre Aquatic Complex</b>	<b>Glen Pine Pavilion</b>	<b>Total</b>	<b>Unit Price per Model</b>	<b>Total Price (exclude PST &amp; GST)</b>	<b>Trade-in Value of Existing Equipment</b>
1	Functional trainers (Dual)	3	0	0	3	\$	\$	\$
2	Barbell Plates or Bumper Plates	0	2.5-45lbs 10-45lbs	0				
3	Dumbbell Racks (2 Tier)	0	3	0	3			
4	Olympic Bench Press (Flat)	0	1	0	1			
5	Recumbent Bikes (*may need early replacement)	3	0	0	3			
	<b>TOTAL</b>							\$

**2. Specifications**

Proponents shall submit with their proposal Manufacturer specification sheets for each type of commercial grade fitness equipment proposed.

**3. Delivery Schedule**

**Delivery of the 2016 Fitness Equipment is required August 24<sup>th</sup>, 2016** to replace equipment during the maintenance shut down at CCAC.

**Proponents are to confirm the delivery requirement of August 24, 2016 will be met:**

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**4. Demonstration of Fitness Equipment**

The City may request a demonstration of the equipment being proposed either in the form of a floor demo model or visit to a showcase facility or other reasonable means of demonstration.

Demonstration must be available at no cost to the City. The City will not be liable for any loss or damage that may occur to the equipment during the evaluation and testing process.

<b>Demonstration Location(s):</b>	<b>Address</b>	<b>Method of Demonstration</b> (State: site visit, floor model or other)

**5. Warranty**

The City requires FOUR (4) year minimum, parts and labour warranty. Proposal must include full description of warranty for the Fitness Equipment.

Provide a summary of the manufacturer warranty information for new equipment purchases. (Attach warranty information by Manufacturer)

**6. Remove and Disposal of Existing Equipment**

Confirm your company will remove the existing equipment being replaced with new equipment.

Provide information on your method of removal, recycling, reuse, and/or disposal.

**7. Equipment Delivery and Packaging**

Proponents are to coordinate delivery of the equipment with City staff in consideration of patrons and public and assist to minimize service disruption. Delivery may be required at times to avoid peak usage hours.

All shipping containers and packaging are to be removed from the facility and disposed off-site in compliance with codes and regulations.

Proponents are to confirm they agree and describe the methodology to meet City requirements.



**8. Sustainable Benefits**

**Distributor/Manufacturer** – Provide information on corporate initiatives, programs and product choices that could be considered environmental, financial/economic, social/ethically sustainable value and would be of benefit to the City.

**Equipment** – Describe all environmental “Green” certifications, innovations in manufacturing, and any other benefits that contribute to overall Best Value of the Equipment proposed:

*Provide any available information regarding the origin of the equipment and if recycled material was used in the manufacturing.*

**9. Service**

Describe the service and support strategies that are available for the Fitness Equipment being proposed.

<b>1</b>	REPAIR - List of Manufacturer approved fitness equipment repair service providers and their locations.	
<b>2</b>	TRAINING - Describe the on-site training included in the price and provided to City staff upon commissioning of the new equipment.	
<b>3</b>	ADDITIONAL TRAINING - Identify if opportunities exist to have City staff trained on routine maintenance of fitness equipment. If so, identify any costs involved.	
<b>4</b>	PARTS - Location and estimated delivery times on replacement parts and service.	
<b>5</b>	VALUE ADDED - What is your competitive advantage, and what other additional services or innovations does the Vendor provide that would assist or be of benefit to the City.	
<b>6</b>	WARRANTY - Explain your warranty remedy and replacement program. Confirm remedial service is provided on-site.  What would warrant replacement and would the City receive the latest model as a complete equipment replacement if there was a failure?	
<b>7</b>	Manufacturer's Website address for product information:	

**10. Experience And References**

Vendors shall be competent and capable of delivery, supply installation and commissioning of the new equipment and performing the services requested. Contracts indicated below should be of a similar size and scope with other public entities.

Proponents agree that by providing information below, the City has permission to contact references provided.

<b>Supply Contract Description</b>	
<b>Effective Start Date</b>	
<b>Approximate Value</b>	
<b>Customer/Municipality Name</b>	
<b>Reference Contact</b>	
<b>Telephone / Email</b>	

<b>Supply Contract Description</b>	
<b>Effective Date</b>	
<b>Approximate Value</b>	
<b>Customer/Municipality Name</b>	
<b>Reference Contact</b>	
<b>Telephone / Email</b>	

**11. KEY CONTACTS**

Vendors shall provide contact information for key account representatives that would be assigned to the City.

	Name, Title and Position	Email address and Phone Number
1.		
2.		
3.		

**12. ACCEPTANCE**

The City requests that proposals remain open for acceptance for a period of not less than ninety (90) days from the closing date.

We confirm that this proposal is open for acceptance by the City for a period of \_\_\_\_\_ days.

**13. ADDENDA**

We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued

**14. AUTHORIZATION**

We hereby submit our Proposal for the supplies and services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, applicable to this RFP:

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>GST Registration No.:</b>	
<b>Project Contact:</b> Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
<b>Contact Email:</b>	
<b>Name &amp; Title of Authorized Signatory:</b> (please print)	
	<b>Signature:</b>
<b>Date:</b>	

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP, electronic signatures will be accepted.