



Sunshine Coast Regional District

Request for Proposal

Number: 18 352

for

Fitness Equipment Replacement and Service Contract

Issue Date:

November 15, 2018

Closing Date of

December 13, 2018 at 3:00 PM local time

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below, and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at www.bcbid.ca). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

OR

Hard Copy Submission: Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of its proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District
1975 Field Road
Sechelt, BC
V0N 3A1**

Regardless of submission method, proposals must be received before Closing Time to be considered.

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

TABLE OF CONTENTS

	Page
1. GENERAL TERMS & CONDITIONS	3
2 INTRODUCTION	7
2.1 Purpose	7
3 SITUATION/OVERVIEW	7
3.1 Background.....	7
3.2 Project Objectives	8
3.3 Scope	8
Category 1: Fitness Equipment Replacement and trade in used Equipment :	8
Category 2: Fitness Equipment Maintenance and Repair Services	9
4 CONTRACT	11
4.1 General Contract Terms and Conditions	11
4.2 Service Requirements.....	11
4.3 Capabilities	11
5 PRICE	11
6 PROPOSAL FORMAT	12
7 EVALUATION	12
7.1 Mandatory Criteria	13
7.2 Weighted Criteria	13
7.3 Price Evaluation.....	13
8 SUBMISSION SCHEDULES	14
8.1 SCHEDULE A- FEE PROPOSAL Attachment (19 pages)	14
8.2 SCHEDULE B- LIST OF CONTRACTS OF A SIMILAR NATURE	15
8.3 SCHEDULE C- NON ACCEPTANCE OF TERMS & CONDITIONS	16
8.4 SCHEDULE D- LIST OF SUBCONTRACTORS	17
 9 ATTACHEMENTS	
Pricing Schedule for Categories One and Two – Schedule A	
Sample Agreement – Schedule F	
Equipment list for Servicing – Schedule G	
Photos of Trade in Equipment – Schedule H	

1. GENERAL TERMS & CONDITIONS

1.1 DEFINITIONS

Throughout this Request for Proposals, the following definitions apply:

“**Addenda**” means all additional information regarding this RFP, including amendments to the RFP;

“**BC Bid**” means the BC Bid website located at www.bcbid.ca;

“**Closing Location**” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

“**Closing Time**” means the closing time and date for this RFP as set out on the cover page of this RFP;

“**Contract**” means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

“**Contractor**” means the successful Proponent to the RFP who enters into a Contract with the Regional District;

“**Must**”, or “**mandatory**” means a requirement that must be met in order for a proposal to receive consideration;

“**Proponent**” means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

“**Proposal**” means a written response to the RFP that is submitted by a Proponent;

“**Request for Proposals**” or “**RFP**” means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and

“**Should**”, “**may**” or “**weighted**” means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

“**SCRD or Regional District**” means Sunshine Coast Regional District.

1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

1.3 ORAL OR ELECTRONIC PROPOSAL

Oral, email or faxed Proposals will not be accepted. It is the Proponents sole responsibility to ensure that the Proposal and the number of copies are received on time,

in the form requested and at the proper location. Proposals received after the closing time will be returned, unopened.

For electronic submissions (BC Bid), the following applies:

- (a) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
- (b) Only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.

1.4 SIGNATURE REQUIRED

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V0N 3A1

purchasing@scrd.ca

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District. Questions regarding this Proposal must be received by 3:00 p.m. five business days prior to the closing date.

1.6 WITHDRAWAL OR REVISIONS

Proposals may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by facsimile, electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

1.7 CONDUCT OF THE CONTRACT

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to Purchasing@scrd.ca. No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District

1.8 CONFLICT OF INTEREST/NO LOBBYING

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- (b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

1.9 INDEMNITY

The Proponent must indemnify and save harmless the Regional District, its employees, Board Members and agents from any loss, claim (including any claim of infringement of third-party intellectual property rights), damage award, action, cause of action, cost or expense that the Regional District or any of the Regional District's employees, Board Members or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, to the extent the loss is directly or indirectly caused or contributed to by:

- (a) any act or omission by the Proponent or by any of the Proponent's agents, employees, officers, directors or Subcontractors in connection with this agreement; or
- (b) any representation or warranty of the Proponent being or becoming untrue or incorrect.

1.10 SUSTAINABLE PROCUREMENT

The Regional District adheres to its sustainable policy and considers Proposals not only on the total cost of services, but Proposals that addresses the environment and social factors.

1.11 ENVIRONMENTAL RESPONSIBILITY

The Regional District is committed to preserving the environment. Proponents shall provide environmentally sensitive products or services wherever possible. Where there is a requirement that the Proponent supplies

materials, and where such materials may cause adverse effects, the Proponent shall indicate the nature of the hazard in its submissions. The Proponent agrees to advise the Regional District of any known alternatives or substitutes for such materials that would mitigate the effects of any adverse condition of the environment.

1.12 INVOICING AND PAYMENT

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the account payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

1.13 PRICING, CURRENCY AND TAXES

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

1.14 IRREVOCABLE OFFER

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

1.15 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract.

1.16 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

1.17 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act. For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

1.18 AWARD OF CONTRACT

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does

not commit the Regional District in any way to award a contract.

1.19 COST OF PROPOSAL

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out of submitting a Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

1.20 PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

1.21 OPENING OF PROPOSALS

Proposal will be opened:

- in public, at the Closing Location, immediately after the Closing Date and Closing Time, and the proposals will be opened and read; or
- in private, and total bid prices will not be made public until after the Contract is signed with the successful Proponent.

The Contract will not be awarded at the time of opening.

1.22 EVALUATIONS

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

1.23 ACCEPTANCE OF TERMS

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

1.24 MANDATORY REQUIREMENTS

Proposals not clearly demonstrating that they meet the following requirements will receive no further consideration during the evaluation process.

1.25 INSURANCE & WCB

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the Workers' Compensation Act of British Columbia and must be in good standing during the term of any contract entered into from this process.

1.26 COLLUSION

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

1.27 CONFLICT OF INTEREST

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

1.28 LIABILITY FOR ERRORS

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

1.29 TRADE AGREEMENTS

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- (a) Canadian Free Trade Agreement; and
- (b) New West Partnership Trade Agreement.

1.30 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.

1.31 FORCE MAJEURE (ACT OF GOD)

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

1.32 CONFIDENTIALITY

Responses submitted in confidence shall be so honoured. The Regional District will not release to the public any specific information regarding any submitted responses except as may be required under law. To request documentation confidentiality, Bidders are requested to submit a covering letter, with their

submission, detailing the specifics of their request. Confidentiality cannot be fully guaranteed as all submissions are subject to the Freedom of Information and Protection of Privacy Act. Bidders will treat all information received through this RFP process and subsequent contract award, as confidential. The Bidder agrees that any information, knowledge (including but not necessarily limited to business practices, techniques, relationships, agreements, etc.), data, research, and any other information, knowledge, materials or products disclosed to the Bidder by the Regional District or otherwise produced, developed or known by the Bidder in providing this service (collectively the "Confidential Information") will not publish or disclose to any third party not either during or after the Agreement except as otherwise authorised by the Regional District. This section shall survive the termination of this Agreement.

1.33 DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

1.34 DEBRIEFING

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

2 INTRODUCTION

2.1 Purpose

The Sunshine Coast Regional District (Regional District) is seeking proposals from qualified and experienced proponents to supply, deliver and install new replacement fitness equipment and remove for trade in the existing equipment for three recreation facilities throughout the Sunshine Coast. In addition, the Regional District intends to contract for services to maintain the new equipment and the current remaining equipment.

Qualified is defined as:

- Fitness equipment supplier that is authorized to sell the brand they are quoting on.
- Maintenance and repair service person that is trained to the manufacturer's standard to work on equipment through the warranty and beyond.

Experienced is defined as:

- Fitness equipment supplier with at least 2 years of experience performing such work.
- Maintenance and repair service person with at least 2 years of experience performing such work.

3 SITUATION/OVERVIEW

3.1 Background

The Regional District plays a variety of roles – planner, protector, provider and community builder in collaboration with volunteers, service providers, community groups, and partners to provide a system of quality and accessible parks, trails, beach access, facilities, and recreation services in a manner that is integrated, thoughtfully planned, responsive, well maintained and fiscally responsible to benefit the health and vitality of all individuals, families, communities and the region as a whole.

The Regional District is involved in the physical, social, creative, intellectual, and emotional health of the community. The Regional District accomplishes this by providing, facilitating, or supporting a variety of recreation opportunities and spaces, effectively communicating these opportunities, motivating people to participate, removing barriers to participation, and encouraging families to recreate together.

The Regional District provides three weight room facilities to the Sunshine Coast community:

- Gibsons & Area Community Centre (GACC) located at 700 Park Road, Gibsons BC. (2662 sq ft weight room)
- Sechelt Aquatic Centre (SAC) located at 5500 Shorncliffe Avenue, Sechelt BC. (2369 sq ft weight room)
- Pender Harbour Aquatic & Fitness Centre (PHAFC) located at 13639 Sunshine Coast Hwy, Madeira Park, BC. (1348 sq ft weight room)

Equipment in all three centres has been tended to on a preventative maintenance schedule and repaired as needed. Some of the fitness equipment is at the end of its commercial service life and is being replaced.

The three facilities are well used by the community with annual drop in admissions of 148,224 at SAC, 85,702 at GACC, and 11,662 at the PHAFC in 2017. These are drop in admissions are for the entire facility, not weight room specific admission statistics.

3.2 Project Objectives

The Sunshine Coast Regional District (Regional District) project objectives consists of:

1. remove old fitness equipment for trade-in,
2. supply, deliver and install new fitness equipment for the Sechelt Aquatic Centre (SAC) and the Gibsons & Area Community Centre (GACC) and Pender Harbour Aquatic and Fitness Centre (PHAFC) weight rooms
3. provide preventative maintenance service on all equipment (new and old) at the three locations.
4. provide repair service on all equipment (new and old) outside of the equipment's warranty.

3.3 Scope

This request for proposal is broken into two categories:

1. **Fitness equipment replacement: which includes removal, supply, delivery and installation of new equipment.**
2. **Fitness equipment preventative maintenance and repair service: which includes preventative maintenance and repairs on all fitness equipment (new and old) outside of the equipment's warranty for the Regional District's Recreation Division.**

Proponents are welcomed to submit a quote for either of the categories, or for both categories. The Regional District reserves the right to award a contract for both categories to a single successful proponent, or to award a contract to two successful proponents based on their specialization and the best value to the Regional District, in the Regional District sole discretion.

Category 1: Fitness Equipment Replacement and trade in used Equipment which includes:

- a) Removal of old fitness equipment for trade in;
- b) Supply, delivery and installation of new fitness equipment.

3.3.1 Deliverables

The Regional District is seeking a supplier that can remove the equipment due for replacement, and supply, deliver and install commercial grade fitness equipment identified in the pricing table in Schedule A. Included in the pricing table is the list of fitness equipment required to be replaced. This equipment is available for viewing and assessment by the bidder for trade-in value at an optional site meeting. The trade-in value, where applicable is applied to the cost of the fitness equipment purchased. The Regional District reserves the right to accept or reject any or all trade-in offers. The Regional District reserves the right to accept or reject any of the proposal offers.

The removal of the old fitness equipment must be arranged in coordination with the delivery of the new fitness equipment for each facility location. It is expected that the removal, delivery and install would be planned in collaboration with regional district staff to occur within the same time frame per facility location to limit the impact to weight room users. All pallets, empty boxes and packaging must be taken away by the successful proponent.

3.3.2 Regional District's Responsibilities

Closure of each weight room as required, for fitness equipment replacement.

3.3.3 Timeline:

Delivery and installation of equipment at all facilities will occur on or before February 28th 2018

3.3.4 Submission Requirements

- Suppliers are required to complete Schedule A pricing table in Canadian funds for the products being assessed for trade-in value or being quoted on.

- Suppliers must also include equipment brand, model number, foot print, power and technology requirements for each piece of equipment.
- Suppliers are required to provide details on any assumptions regarding price.
- Suppliers must clearly explain any warranty or guarantee offer for each piece of equipment, minimum one year parts and labor on new equipment.
- Suppliers must include any freight or shipping costs and taxes.
- Suppliers must include a schedule showing removal of all trade in equipment and delivery dates of all new equipment quoted on.
- Suppliers must include the top 5 most commonly replaced parts and cost for the new cardio equipment being quoted on.
- All new equipment will be tested and adjusted to specifications and fully operational as part of the installation
- The installation will include all staff training required on the operation and adjustments for the new equipment

Category 2: Fitness Equipment Maintenance and Repair Services which includes
Providing preventative maintenance and repair service on new equipment and remaining equipment

The Regional District is seeking a supplier to provide preventative maintenance and repairs on all fitness equipment (new and old) outside of warranty work at the three recreation facilities.

- Gibsons & Area Community Centre located at 700 Park Road, Gibsons BC. (2662 sq ft weight room)
- Sechelt Aquatic Centre located at 5500 Shorncliffe Avenue, Sechelt BC. (2369 sq ft weight room)
- Pender Harbour Aquatic & Fitness Centre located at 13639 Sunshine Coast Hwy, Madeira Park, BC. (1348 sq ft weight room)

3.4.1 Deliverables:

Preventative Maintenance

Schedule G is a list of the current fitness equipment located at each facility. New equipment may be purchased at any time and is included in the scope of this work. The successful supplier can perform the maintenance and repair services during the facilities operating hours. As such, the successful supplier and its technicians must govern him/herself in a professional manner, be respectful and accommodating to Regional District staff and members of the general public at all times.

Bi-Weekly work Schedule:

- Up to 4 hours of Preventative Maintenance work bi-weekly (up to an annual total of 104 hours) will be conducted at the Gibsons and Area Community Centre.
- Up to 4 hours of Preventative Maintenance work bi-weekly (up to an annual total of 104 hours) will be conducted at the Sechelt Aquatic Centre.
- Up to 4 hours 3 times annually (up to an annual total of 12 hours) Preventative Maintenance work will be completed at the Pender Harbor Aquatic and Fitness Centre.

Bi weekly preventative work shall follow good practice and manufacturer recommendations:

- Clean, lube and wax all cardio and weight machines including spin bikes.
- Check and tighten all loose hardware
- Check and Lube all adjuster hardware
- Check and maintain or replace worn cables

- Other duties recommended by the manufacturer.
- Inspect equipment for function and appearance, make recommendations on repairs to Regional District facility operations staff.
- The technician must clean up and leave the area in good condition
- Communicate repairs required that fall outside of the preventative maintenance and costs with Regional District facility services staff prior to work being completed.

3.4.2 Administrative Duties

- Sign into the fitness maintenance contractors log book located at the reception of each facility when arriving and again when leaving.
- Review the pending work orders in the log book upon arrival for the visit.
- Upon completion of the visit, communicate the following in the log book:
 - a summary of work completed,
 - update or respond to any issues still in progress,
 - report on any new repairs required

3.4.3 Regional Districts Responsibilities

- Communicate and approve work to be completed outside the preventative maintenance and equipment warranty work.
- Suppliers must provide the qualifications and training they hold.

3.4.4 Timeline

- The term of the contract shall commence March 1, 2019 for 3 years period ending April 30, 2022 with an option to extend and additional two year period subject to contractors' performance.

3.4.5 Submission

- Suppliers are required to complete Schedule A pricing table in Canadian funds for the services being quoted on.
- Suppliers are required to provide details on any assumptions regarding price.
- Suppliers must indicate the qualifications and training they hold.
- Provide sample reporting documentation for maintenance services
- List references of similar contracts.

4 CONTRACT

4.1 General Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found in Schedule F sample contract.

4.2 Service Requirements

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

4.3 Capabilities

4.3.1 Relevant Experience

- Fitness equipment supplier with at least 2 years of experience performing such work.
- Maintenance and repair service person with at least 2 years of experience performing such work.

4.3.2 References

Proponents are to provide a minimum of 3 references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

5 PRICE

Proponents need to submit a fee proposal that sets out the separate costs of each item described in category one with an all-inclusive cost including delivery and removal costs. Service and Maintenance costs are to be fixed prices including time, travel, hourly billable rates and material markup costs. Schedule A must be completed and submitted with the Proposal.

Prices quoted will be deemed to be:

- in Canadian dollars;
- inclusive of duty, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

6 PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- Signed cover page (see section 7.1 Mandatory Criteria).
- Table of contents including page numbers.
- A short (one or two page) summary of the key features of the proposal.
- The body of the proposal, including pricing, i.e. the “Proponent Response”.
- Appendices, appropriately tabbed and referenced.
- Identification of Proponent (legal name)
- Identification of Proponent contact (if different from the authorized representative) and contact information.

7 EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District’s intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

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 clarification or additional information in evaluating a Proposal.

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

7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the cover page that is signed by an authorized representative of the Proponent or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP
Schedule C of this document must be signed and submitted.
Suppliers must provide the qualifications and training they hold.

7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight (%)
Qualifications & Experience	25
Methodology & Objectives	30
Added value	5
Price	40
TOTAL	100

7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal* total points available for price

8 SUBMISSION SCHEDULES

8.1 SCHEDULE A- FEE PROPOSAL Attachment (19 pages)

Price to include all materials, labour and supervision for the work described in the scope of work and related tasks.

The Proponent may submit pricing for all, none or part of the services required.

The Regional District reserves the right to award one or more separate contracts for the services described above.

The price herein shall be the total price for all the work done.

The Regional District reserves the right to accept or reject any or all trade-in offers.

8.2 SCHEDULE B- LIST OF CONTRACTS OF A SIMILAR NATURE

(Please photocopy if you require additional space)

The Proponent shall fill in details below of the most recent contracts they have undertaken with work of a nature similar to this proposed contract. It is the intention of the Regional District to use the information given below to assess the experience of the Proponent in the appropriate fields of work. The Regional District may contact the reference given below before awarding the contract.

LOCATION:
CONTRACT NAME:
CONTRACT VALUE:
DESCRIPTION OF WORK:

CLIENT:
TELEPHONE NUMBER:
CONTACT NAME:

YEAR:

LOCATION:
CONTRACT NAME:
CONTRACT VALUE:
DESCRIPTION OF WORK:

CLIENT:
TELEPHONE NUMBER:
CONTACT NAME:

YEAR:

LOCATION:
CONTRACT NAME:
CONTRACT VALUE:
DESCRIPTION OF WORK:

CLIENT:
TELEPHONE NUMBER:
CONTACT NAME:

YEAR:

LOCATION:
CONTRACT NAME:
CONTRACT VALUE:
DESCRIPTION OF WORK:

CLIENT:
TELEPHONE NUMBER:
CONTACT NAME:

YEAR:

8.3 SCHEDULE C- NON ACCEPTANCE OF TERMS & CONDITIONS

(Please photocopy if you require additional space)

PLEASE STATE:

CONDITION: _____

EXPLANATION OF NON-ACCEPTANCE:

CONDITION: _____

EXPLANATION OF NON-ACCEPTANCE:

CONDITION: _____

EXPLANATION OF NON-ACCEPTANCE:

CONDITION: _____

EXPLANATION OF NON- ACCEPTANCE

Proponents are advised that all variations from stated conditions will be reviewed and may negatively impact the overall rating of your submission.

8.4 SCHEDULE D – LIST OF SUBCONTRACTORS

(Please photocopy if you require additional space)

The Proponent must provide a list of all subcontractors being utilized. This list is required to be updated if any changes occur during the term of the contract.

1) Company: _____

Subcontractor: _____

Contact Name: _____

Phone: _____

2) Company: _____

Subcontractor _____

Contact Name: _____

Phone: _____

3) Company: _____

Subcontractor _____

Contact Name: _____

Phone: _____