



REQUEST FOR QUOTATION

FOR THE PROVISION OF

Supply & Installation of Cardio Equipment
(Hope & Area Recreation Centre)

RFQ TITLE: Cardio Equipment Replacement - Elliptical Trainers

RFQ NUMBER: RFQ-23018

DATE ISSUED: Oct. 16, 2023

CLOSING DATE/TIME: Nov. 17, 2023, 1 PM PST



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1.0 INTRODUCTION

The Fraser Valley Regional District ("**FVRD**") is requesting contractors with proven capacity, capabilities, and experience to supply and install;

1. Two Elliptical Trainers;
2. Staff Orientation

(the "Goods"/"Services") to provide a quotation on the form attached to Schedule A (the "Quotation") in response to the following specifications.

1. User-Friendly Functionality:
 - Preferred: Quotations for elliptical trainers with user-friendly functionality, accommodating movement patterns, and adaptable to different user ages and heights.
 - Consideration for individuals with mobility limitations.
2. Warranty Requirement:
 - Minimum warranty of no less than three (3) years on all equipment.
3. Installation and Setup:
 - Installation to be performed by the awarded vendor.
 - On-site delivery to the Hope & Area Recreation Centre.
 - Unwrapping, full assembly, setup, and programming of the equipment included in the proposed pricing.
4. On-Site Training:
 - The awarded vendor must provide on-site training to facility staff.
 - Training to cover basic functionality and equipment maintenance.
 - Training costs must be included in the pricing.

Equipment Specifications

1. Two (2) Elliptical Trainers (Lifecycle Replacement)

Overall Footprint is important in our cardio room, as we have limited space.

- Maximum user weight minimum: 350 LBS
- User-friendly console with a keypad and easy-to-read display.
- Any accessibility options listed – Brail touchpad
- Preset programs with variety for a range of user ability
- Personal Fans
- Contact HR monitor
- Self-generating with battery
- Cup and accessory holders
- Current Elliptical Trainers' Dimensions: W: ~28.5 in. L:~ 75 in. H: ~70 in.

Specifications for the quoted equipment must be attached to Schedule A in the submission.

2.0 SUBMISSION

One (1) completed copy of the Quotation marked the RFQ Title and RFQ Number should be delivered by hand, regular mail or courier, or email before Nov. 17, 2023, 1 pm:

Fraser Valley Regional District
Attn: Charlotte Whaley
45950 Cheam Avenue
Chilliwack, British Columbia, V2P 1N6
Email: cwhaley@fvrld.ca

Quotations received after the time specified above may not be considered.

The FVRD reserves the right to cancel this RFQ for any reason whatsoever without any liability to any party for any claims of any kind whatsoever.

All Quotations will remain confidential, subject to the statutory requirements for disclosure under the Freedom of Information and Protection of Privacy Act.

2.1 Evaluation and Selection Method

The evaluation of the RFQ will be conducted by a committee formed by the FVRD and may include, at the FVRD's sole discretion, employees, consultants and contractors. Proposals will be evaluated on the basis of the overall best value to the FVRD based on quality, service, past performance, price and any other criteria set out herein including, but not limited to:

1. Price Evaluation:
 - Weight: 30%

- A detailed breakdown of the pricing required, including unit price, taxes, fees, delivery/installation charges, and discounts.
- 2. Equipment Suitability:
 - Weight: 25%
 - Details on elliptical trainer specifications, compatibility with our facility, and alignment with specific needs.
- 3. Equipment Features:
 - Weight: 30%
 - Comprehensive information on display, resistance levels, connectivity options, and user-enhancing features.
- 4. Warranty and Support:
 - Weight: 15%
 - Warranty details, including duration and coverage, and availability of technical support and maintenance services.

3.0 INQUIRIES AND ADDENDA

All inquiries regarding this RFQ should be directed to:

Mike Freimark
Manager, Recreation Services
Telephone: 604-869-2304
Email: mfreimark@fvrdd.ca

Any inquiries that are received by the FVRD and that affect this RFQ will be issued as addenda to all contractors that received the original RFQ. By delivery of a Quotation, the Contractor is deemed to have received, accepted, and understood the entire RFQ including any addenda.

Any information regarding this RFQ obtained by a party from any source other than from the FVRD by way of addenda is not authorized and should not be relied upon.

4.0 NO CONTRACT

This RFQ is simply an invitation for quotations for the convenience of all parties and should not be construed as an intention by the FVRD to enter into contractual relations with any party submitting a Quotation. The FVRD will provide written notice of acceptance of a Quotation in the event that the FVRD seeks to [purchase the Goods/acquire the Services] and formalize a contract for that purpose. The FVRD may negotiate changes to any terms of a Quotation for the purposes of finalizing a contract.

5.0 LIMITATION OF LIABILITY

By submitting a Quotation, each contractor irrevocably agrees that the FVRD shall not be liable to any contractor Proponent or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs and expenses associated with the Contractor's preparation and submission of their Quotation, their participation in this RFQ, for loss of revenue, opportunity or anticipated profit, arising in connection with its Quotation, this RFQ, any subsequent processes or opportunity, any contract, or any matter whatsoever.

6.0 CONFLICT OF INTEREST


Contractors shall disclose any potential conflict of interest and existing business relationship they may have with the FVRD, its elected or appointed officials or employees.

7.0 NO LOBBYING

Contractors and their agents are not permitted to contact any member of the FVRD Board of Directors or staff with respect to this RFQ, except as expressly provided for herein. Contractors will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or elected official of the FVRD. The FVRD reserves the right to disqualify any contractor from participation in this RFQ that acts in contravention of this requirement.

Schedule A

QUOTATION

 <p>Fraser Valley Regional District</p>	<p>RFQ NUMBER: 21038</p> <hr/> <p>RFQ TITLE: Fitness Equipment Replacement</p>
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Legal Name: _____

Address: _____

Name and title of Representative: _____

Telephone: _____ Email: _____

Form of Business Organization

☐ Sole Proprietorship

☐ Partnership Date of Establishment _____

☐ Corporation Date of Incorporation _____ Business No. _____

I/We hereby offer to provide to the Fraser Valley Regional District the [Goods/Services] for the prices plus applicable taxes:

Item #	Item Name	Estimated Quantity	Warranty	Unit Price	Delivery Date		Total Amount
1.	Elliptical Trainers	2					
2.	Delivery, installation, and staff orientation						
CURRENCY: Canadian				Subtotal:			\$
				GST (5%)			\$
				PST (7%)			\$
				TOTAL:			\$

If this Quotation is for the provision of Goods, the price quote shall be inclusive of packing, crating, and freight, 1005-6th Avenue, Hope BC.

If this offer is accepted by the FVRD, then such offer and acceptance will create a contract as described in the RFQ, this Quotation, and other terms, if any, that are agreed to in writing by the parties.

I/We the undersigned authorized representatives of the Contractor, having received and carefully reviewed the RFQ, including without limitation the Specifications and General Terms and Conditions, submit this Quotation in response to the RFQ.

This Quotation is offered by the Contractor this ____ day of _____, 2023.

CONTRACTOR

I/We have authority to bind the Contractor

Legal Name of Contractor

Signature of Authorized Signatory

Name & Title/Position:

Signature of Authorized Signatory

Name & Title/Position: