

CITY OF NORTH LITTLE ROCK, ARKANSAS
COMMERCE DEPARTMENT
Mary Beth Bowman, Director
Amy Smith, Assistant Director for Procurement
Crystal Willis, Admin. Sect./Assistant Purchasing Agent



120 MAIN STREET, NORTH LITTLE ROCK, AR 72114
P.O. BOX 5757, NORTH LITTLE ROCK, AR 72119
501-975-8881 Phone
501-975-8885 Fax

REQUEST FOR PROPOSALS

RFP Number: 16-3410 Date Issued: October 1, 2016

Date & Time Bid Opening: Tuesday, October 18, 2016 at 10:30 a.m.

The City of North Little Rock is requesting Proposals for:

Fitness Equipment Lease for the NLR Community Center

Total amount for each year of the five year lease including all the specifications listed in the Bid:
\$ _____

Total amount for the total five year lease including all the specifications listed in the Bid:
\$ _____

Specifications attached.

For technical questions and/or comments, please contact Tina Worrell at 501-580-0832.

For bid procedural questions and/or comments, please contact the Commerce Department.

The City of North Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

If you are obtaining this bid from our website, please be reminded that addendums may occur. It is therefore advisable that you review our listings for attachments including any changes to the bid.

Note: FAILURE TO FILL OUT AND SIGN THE INVITATION TO BID SHEET WILL RESULT IN REJECTION OF THE BID.

EXECUTION OF BID

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this bid including conditions set forth and pertinent information requests.

Name of Firm: _____ Phone No.: _____

Arkansas Tax Permit No.: _____

Business Address: _____

Signature of Authorized Person: _____

Title: _____ Date: _____, 2016

UNSIGNED BID COVER SHEET WILL BE REJECTED.

Vendor must submit cut sheets for each piece of proposed workout equipment.

North Little Rock Community Center Fitness Equipment Lease

1. Full Commercial Treadmill - Quantity 6

Motor 5+HP

Readouts: Speed, Time, Incline, CAL/HR, Distance, Calories, Pace, METs, Heartrate, WT Loss Zone, Cardio Zone, Shows HR continuously High and low range

Preset Workouts: Manual, Random, Interval, Glute, Fat Burn, Fitness Test, Heart Rate Control, etc.

1" reversible deck

Running/walking surface size 60"x22" or larger

Max user weight 500+lbs

Features:

- Cardio Advisor HR low, current, high 100% of time
- Integrated Quick Start keys to find workouts faster
- Wireless and contact heart rate monitor built in
- Flex absorption system
- USB ports

FULL COMMERCIAL 24/7 USAGE

2. Total Body Elliptical with Stride Length Adjustment Full Commercial – Quantity 2

Preset Workout Programs: Manual, Random, Interval, Plateau, Variable Stride

Heart Rate Controls, etc.

Workout Feedback: Heartrate, Cardio, Weight Loss, Calories, Mets, etc.

Workout Adjustments: Time, Distance, Resistance, Strides/Min, Stride Length, Total Strides etc.

User weight 500+lb

Features:

- Variable stride length
- Contact & Wireless Heartrate
- Cardio Advisor HR low, current, high 100% of time
- Pedal cushioning system to provide comfort
- Hand controls for stride and resistance.
- Button controlled adjustable stride length
- USB ports

FULL COMMERCIAL 24/7 USAGE

3. Upright Bike Full Commercial – Quantity 2

Self-Powered

User weight limit 450+lbs

Workout feedback: Calories, Level, Time, Distance, RPM, METs, Speed, Watts etc.

Preset workout programs: Manual, Random, Interval, Plateau, Fat burn, Heart Rate Control etc.

Features:

- workout tracking function
- Cardio Advisor HR low, current, high 100% of time
- Adjustable Seat and pedals for complete comfort
- Contact & Wireless Heartrate
- USB ports
- Resistance button controlled and variable

FULL COMMERCIAL 24/7 USAGE

4. Recumbent Bike Full Commercial – Quantity 2

Self-Powered

User Weight: 450+lbs

Feedback: Heartrate, Cardio, Weight Loss Zone, Calories, Level, Time, Distance, RPM, METs, Speed, Watts etc.

Preset workout programs: Manual, Random, Interval, Plateau, Fat burn, Heart Rate Control HRC (WT Loss, Cardio, Custom HR) etc.

Features:

- USB ports
- Cardio Advisor HR low, current, high 100% of time
- Adjustable Mesh Seat Back (reclining)
- Contact & Wireless Heartrate
- Resistance button controlled and variable
- Oversized pedals with strap adjustment
- Step-through design allows easy access
- Easy seat adjustment handles
- Comfort designed seat to provide full comfort throughout the workout and is molded to provide complete support
- Resistance button controlled and variable

FULL COMMERCIAL 24/7 USAGE

5. Alternative Linear/Lateral Trainer Full Commercial – Quantity 2

Cross Trainer that COMBINES BOTH LINEAR AND LATERAL MOTIONS, adjustable stride width, variable foot position, and total body handles

User weight limit: 500+lb

Self-Powered

Workout feedback: Heartrate, Cardio, Weight Loss, Calories,

Level, Time, Distance, Steps/Min, METS, Total Steps, etc.

Preset Workout Programs: Quick Start, Manual, Random Interval,

Fat Burn, HRC etc.

Features:

- Continuous Heart Rate monitoring throughout
- Contact and wireless Heart Rate Sensors
- USB ports
- Continuous Cardio Monitoring
- Stride Length adjustment
- Resistance button controlled and variable
- Adjustable and moveable arm supports
- Foot adjustments

FULL COMMERCIAL 24/7 USAGE

6. Seated Abdominal Crunch Machine – Quantity 1

Comfort and ergonomic seat that delivers a full range of motion that address all abdominal area.

Upper and lower body action which engages more core muscles in one motion

Back support to keep body stable and to isolate abdominal muscles

Incremental weight adjustments.

Stack Weight: 250+ lbs.

Weight stack has separators to protect silence weight stack

Weight stack guide rods that provides smooth travel, resist rust, chipping, and pitting,

Kevlar belts or coated cables that will provide smooth, quiet movement.

Proper use instructions on the machine

12 gauge or thicker steel frame

Rip-resistant upholstery double stitched pad

Powder-coated frame

FULL COMMERCIAL 24/7 USAGE

7. Linear Bearing Hack Squat commercial – Quantity 1

Weight plate holders

Rip-resistant upholstery double stitched pad

Release Lever in location that creates easy and safe control of sled

Oversized footplate for additional exercises to be performed

12 gauge or thicker steel frame

Powder-coated frame

FULL COMMERCIAL 24/7 USAGE

8. Commercial Flat/incline/Decline Bench – Quantity 2

Handle and Wheels for easy Movement

Rip-resistant upholstery double stitched pad

Powder coated frame

Welded steel frame adjusts to flat, incline or decline positions

12+ gauge steel construction

Comfortable grip handle and wheels for easy relocation

Bench width 17+” Pad

FULL COMMERCIAL 24/7 USAGE

9. Olympic Flat Bench commercial – Quantity 1

Features:

Welded steel frame

Rip-resistant upholstery double stitched pad

Powder coated steel frame

10+ gauge steel construction

Bench width 17+” Pad

FULL COMMERCIAL 24/7 USAGE

10. Olympic Incline Bench commercial – Quantity 1

Welded steel frame

Rip-resistant upholstery double stitched pad

Powder coated steel frame

10+ gauge steel construction

Bench width 17+” Pad

FULL COMMERCIAL 24/7 USAGE

11. Chin Up/Dip Assisted Selector zed commercial – Quantity 1

Multiple grip configurations

Accommodates users of various sizes and abilities

Stack Weight: 220+ lb. (100 kg)

Rip-resistant upholstery double stitched pad

Solid steel weight stacks with Nylon spacers to protect weight plates and reduce noise

Powder coated steel frame

10+ gauge steel construction

FULL COMMERCIAL 24/7 USAGE

12. Adjustable Ab Crunch Bench commercial – Quantity 1

Handle and Wheels for easy Movement

Rip-resistant upholstery double stitched pad

Powder coated frame

Welded steel frame adjusts to flat, incline or decline positions

12+ gauge steel construction

Comfortable grip handle and wheels for easy relocation

Bench width 17+” Pad

FULL COMMERCIAL 24/7 USAGE

13.10 Pair Dumbbell Rack with saddles - 2 each

Designed for Urethane dumbbells

Holds 10+ pairs of dumbbells

Tiered designed for ease of access and compact to save space

Designed to store and protect dumbbells

Designed to protect against user injury

Rubber feet to protect floors

FULL COMMERCIAL 24/7 USAGE

14. Heavy Weight Olympic Power bar – Quantity 3

7ft Full commercial 24/7 use Bar

Olympic Needle Bearing Bar,

Knurling 28MM shaft with Dual lifting marks

225,000+ PSI Rated

FULL COMMERCIAL 24/7 USAGE

15. Steel Urethane Dumbbell set 5-100lbs in 5 Increments

Solid Steel Heads

Heads they do not remove or rotate

Encased in a durable hard long-life urethane

5-100lbs set

Knurled all high tensile strength handles

FULL COMMERCIAL 24/7 USAGE

16. Repair Time

If equipment is in need of repair or replacement, vendor must complete the repair or replacement within 30 days. Bid must state normal repair or replace timeframe.

17. Flooring Coordination

New equipment vendor will coordinate with the rubber flooring contractor to provide the movement of existing and new equipment so that new flooring can be installed in both the upstairs and downstairs workout areas.

18. Removal and Placement of Equipment

Removal and placement in NLR Parks and Recreation onsite designated area of equipment being replaced and assembly of all new Fitness equipment and placed upstairs and downstairs as instructed by City staff Including movement of existing multi-station from downstairs to upstairs.

19. Leasing Terms

Vendor must provide leasing terms for a period of 5 years with a \$1.00 buy-out at lease end for entire quote with fixed rate interest rate.

20. Total cost of Project

Equipment, shipping, assembly, delivery, installation, applicable taxes, removal of replaced equipment to designated area, and any other costs associated to new equipment lease must be included in bid proposal.

21. Preventative Maintenance Agreement

5 years of monthly service calls for the leased equipment. Cost included in bid.

- **GENERAL MAINTENANCE:** Technician will perform a safety inspection of weldments, seat supports, chains, pulleys, cables, treadmill decks, all hardware, and grips/handles. Technician will report any issues that are found with the equipment during the inspection and give center staff a timeframe as to when the repairs will be completed.

- **LUBRICATION:** Lubrication of all chains, sprockets, rollers, guide rods, seat adjustments, threaded rods, pivot points, and mounting bolts for tightens, etc.

- **ELECTRICAL COMPONENTS:** The technician will inspect all line cords, power supplies, batteries and devices for functionality. The technician also inspects all electrical connections, wires, as well as test electronics and calibration when necessary.

- **CLEANING:** Technician cleans the inside of equipment including the motor components, pedals, guides, and internal components of all styles of equipment.

- **PERFORMANCE TEST:** After the Preventative Maintenance has been completed, performances test to ensure that all functions are working properly.

- **RECORDS:** Complete history record of maintenance and repairs are always available including purchase date, repair dates and time from notification of repair to completion of repair.

- **CERTIFIED:** All service technicians are trained and certified to standards set forth by the new equipment manufacturer to ensure equipment warranty. Proof that all technicians performing installation, repairs, and all maintenance of equipment meet the manufacturer standards to provide any of the above services. This conformation will be provided to the city staff before any of the work is performed.

22. Extended Warranty for Equipment

All parts, pieces, labor and coverings need to be warrantied for the entire length of the lease. If existing warranty does not cover everything on the equipment, then the equipment vendor will need to provide an extended warranty to ensure that the equipment will not incur any additional cost for maintenance or repair during the full term of the lease.

Vendor must submit cut sheets for each piece of proposed workout equipment.

**TERMS AND STANDARD CONDITIONS
CITY OF NORTH LITTLE ROCK, ARKANSAS**

PLEASE READ CAREFULLY

1. When submitting an "Invitation to Bid," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition, bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Invitation to Bid."
2. Prices quoted are to be net process, and when an error is made in extending total prices, the City may accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.
3. Discounts offered will be taken when the City qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.
4. When bidding other than the brand and/or model specified in the "Invitation to Bid," the brand and/or model number must be stated by that item in the "Invitation to Bid," and descriptive literature be submitted with the bid.
5. The City reserves the right to reject any and all bids.
6. The Purchasing office reserves the right to award items, all or none, or by line item(s).
7. Quality, time and probability of performance may be factors in making an award.
8. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the Commerce Department.
9. Bidder must submit a completed signed copy of the front page of the "Invitation to Bid" and must submit any other information required in the "Invitation to Bid."
10. In the event a contract is entered into pursuant to the "Invitation to Bid," the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
11. Sales or use tax is not to be included in the bid price, but is to be added by the vendor to the invoice billing to the City. Although use tax is not to be included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
12. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated facility in North Little Rock. Charges may not be added after the bid is opened.
13. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between them at the discretion of the Commerce Department.
14. Specifications furnished with this Invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive an equal consideration.
15. Samples of items when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will become property of the City.
16. Bids will not be considered if they are: 1. Submitted after the bid's opening time. 2. Submitted electronically or faxed (unless authorized by Purchasing Agent).
17. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.
18. **CONSTRUCTION**
 - A. Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor. In no way will the City be responsible in case of accident.
 - B. When noted, a Certified check or bid bond in the amount of 5% of total bid shall accompany bid.
 - C. A Performance Bond equaling the total amount of any bid exceeding \$10,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Act 351 or 1953 as amended by Act 539 of 1979).
19. **LIQUIDATED DAMAGES** - Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.
20. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.
21. The bid number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.
22. Whenever a bid is sought seeking a source of supply for a specified period of time for materials and services, the quantities of usage shown are estimated ONLY. No guarantee or warranty is given or implied by the participants as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for the bidders information ONLY and will be used for tabulation and presentation of bid and the participant reserves the right to increase or decrease quantities as required.
23. The City of North Little Rock reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the City of North Little Rock may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price.
24. Additional information or bid forms may be obtained from:
COMMERCE DEPARTMENT, 120 Main Street, P.O. Box 5757, North Little Rock, Arkansas 72119 (501) 975-8881 www.nlr.ar.gov

Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, sealed bids must be submitted to the Commerce Department at 120 Main Street, North Little Rock, AR 72114 or PO Box 5757, North Little Rock, AR 72119