



# Sunshine Coast Regional District

# Request for Proposal

**Number: 2461304**

**for**

## **Fitness Equipment Preventative Maintenance**

**Issue Date:**

**April 4, 2024**

**Closing Date of**

**May 6, 2024 at 3:00 PM local time**

**OPTIONAL SITE MEETING:** an optional site meeting will be held on April 18, 2024 at 1:00 pm local time starting at 700 Park Road, Gibsons BC. Proponents will be required to provide their own transportation between the sites. Proponents need to RSVP by noon on April 17, 2024 to [purchasing@scrd.ca](mailto:purchasing@scrd.ca); if no RSVPs are received the site meeting may be cancelled.

**CONTACT:** All enquiries related to this Request for Proposal, including any requests for information and clarification, are to be submitted by April 19, 2024 and directed, in writing, to [purchasing@scrd.ca](mailto:purchasing@scrd.ca), who will respond if time permits with a Q&A on BC Bid by April 26. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

**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 <https://www.bcbid.gov.bc.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 the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC V7Z 0A8**

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

### **CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:**

The enclosed proposal is submitted in response to the referenced Request for Proposal, 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 Proposal;
- 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.

**PROONENT NAME (please print):** \_\_\_\_\_

**NAME OF AUTHORIZED REPRESENTATIVE (please print):** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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## 1. GENERAL TERMS & CONDITIONS

### 1.1 DEFINITIONS

Throughout this Request for Proposal, 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 <https://www.bcbid.gov.bc.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"**, **"Regional District"**, **"Organization"**, **"we"**, **"us"**, and **"our"** mean 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 SUBMISSION OF PROPOSAL

- Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- For electronic submissions (BC Bid or email), the following applies:
  - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;

- (ii) The Regional District limits the maximum size of any single email message to 20MB or less.
- (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");
- (iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;
- (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.
- For BC Bid e-submissions 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.
- For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
- The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
- The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.

- While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:

- (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
- (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

#### **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 V7Z 0A8

[purchasing@scrd.ca](mailto: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.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

#### **1.6 WITHDRAWAL OR REVISIONS**

Proposals or revisions 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 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](mailto: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 CONTRACT**

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in [www.scrd.ca/bid](http://www.scrd.ca/bid) and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

#### **1.10 SUSTAINABLE PROCUREMENT**

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

#### **1.11 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 accounts 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.

#### **1.12 PRICING, CURRENCY AND TAXES**

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

#### **1.13 IRREVOCABLE OFFER**

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

#### **1.14 TIME IS OF THE ESSENCE**

Time shall be of the essence in this contract.

#### **1.15 ASSIGNMENT**

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

#### **1.16 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* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to [http://www.cio.gov.bc.ca/cio/priv\\_leg/index.page](http://www.cio.gov.bc.ca/cio/priv_leg/index.page).

#### **1.17 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 and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

#### **1.18 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 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.

#### **1.19 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.

#### **1.20 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.

#### **1.21 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.

#### **1.22 MANDATORY REQUIREMENTS**

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

### **1.23 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) Error & Omissions Insurance – not less than \$2,000,000 per occurrence
- (d) 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.

### **1.24 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.

### **1.25 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.

### **1.26 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.

### **1.27 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.

### **1.28 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.

### **1.29 REPRISAL CLAUSE**

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

### **1.30 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.

### **1.31 CONFIDENTIAL INFORMATION OF PROPONENT**

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

### **1.32 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.

### **1.33 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 Regional District is seeking proposals from a qualified Contractor to perform preventative maintenance and repairs on fitness equipment at various Regional District Recreation Facilities. The work includes but is not limited to regular scheduled preventative maintenance, reporting, and repairs as required.

The Regional District desires a schedule that permits work to be completed during the regular business hours of the facilities while minimizing impact on facility users and staff.

## 3. SITUATION / OVERVIEW

### 3.1 Facilities Hours of Operations & Locations

The Contractor will perform the maintenance and repair services during the facilities regular operating hours and will govern him/herself in a professional manner, be respectful and accommodating to Regional District staff and members of the general public at all times. The following regular operating hours are subject to change at the sole discretion of the Regional District.

- Gibsons and Area Community Center (GACC), located at 700 Park Road, Gibsons BC.

Monday – Friday	6:00am – 8:30pm
Saturday – Sunday	9:00am – 5:00pm
Statutory Holidays	Closed
- Sechelt Aquatic Center (SAC) located at 5500 Shorncliffe Ave, Sechelt BC.,

Monday – Friday	6:00am – 9:00pm
Saturday	9:00am – 6:00pm
Sunday	10:00am – 4:30pm
Statutory Holidays	Closed
- Pender Harbor Aquatic & Fitness Centre (PHAFC) located at 13639 Sunshine Coast HWY, Madeira Park BC.

Monday	7:30am – 1:00pm
Tuesday - Thursday	7:30am – 1:00pm / 5:00pm – 8:20pm
Friday	7:30am – 1:00pm
Saturday	Closed
Sunday	10:00am – 4:00pm
Statutory Holidays	Closed

### 3.2 Background

The Regional District operates and maintains three (3) fitness studios located within the lower Sunshine Coast recreation facilities. Details of the fitness studios are as follows:

- The GACC was constructed in 2007 and includes a 2226 sq ft fitness studio with equipment from various manufactures. Equipment is between five (5) to 18 years old.

- The SAC was constructed in 2007 and includes a 1236 sq ft fitness studio and a 2223 sq ft gym with equipment from various manufactures. Equipment is between five (5) to 16 years old.
- The PHAFC was constructed in 1987 with a major renovation in 2010 and includes a 1313 sq ft fitness studio with equipment from various manufactures. Equipment is between 2 to 26 years old.

### **3.3 Project Objectives**

The objective of the preventative maintenance program is to:

- Maintain equipment per manufactures recommendations.
- Reduce equipment downtime through regular scheduled preventative maintenance.
- Ensure equipment repairs are carried out in a timely manner.
- Communicate estimated repair times to Regional District Staff.
- Guide equipment capital replacement schedules through annual condition assessments.
- Enhance patron experience through regular inspections and maintenance.

### **3.4 Scope**

#### **3.4.1 Preventative Maintenance Plan**

The Contractor will provide the Regional District with a preventative maintenance plan will at a minimum follow manufacturer recommended maintenance schedules and industry standards. Preventative maintenance of the equipment will be performed on a more frequent basis if required based on equipment usage patterns. Equipment to be included in the preventative maintenance plan is shown in Appendix 1, the lists is subject to change based on equipment lifecycle replacements. The Regional District may add or remove equipment as required.

Upon acceptance by the Regional District the proposed service schedule should be strictly adhered to, any changes, alterations or deviations from the proposed schedule need to be communicated by e-mail to the designated Regional District contacts a minimum of 24 hours prior to the scheduled service visit except where extenuating circumstances make this unreasonably achievable.

#### **3.4.1 Preventative Maintenance**

The Contractor will be required to complete the minimum preventative maintenance activities is outlined below:

##### **3.4.2 All Equipment:**

- Test for smooth and quiet operations.
- Test heart rate monitors, earphone jacks, and Bluetooth connectivity.
- Inspect and tighten bolts as required.
- Fully test features of connected consoles.
- Identify and communicate needed repairs.

### **3.4.3 Treadmills**

- Inspect running deck and test amperage draw.
- Inspect and clean deck shocks.
- Tighten and align running belt.
- Remove cover on motor compartment; vacuum out dust and dirt.
- Check tension on drive belt and adjust as required.
- Check tension and tracking of walking belt and adjust as required.
- Inspect and lubricate walking deck.
- Inspect power cord and connections.
- Run treadmill through programs to check overall performance.

### **3.4.4 Ascent Trainers and Ellipticals**

- Lubricate elevation motor screw.
- Clean under foot pedal cushions.
- Lubricate bearings.
- Remove covers and lubricate as required.
- Run equipment through programs to check overall performance.

### **3.4.5 Stationary Bikes**

- Test belts and resistance.
- Tighten pedals/cranks.
- Brush away any debris build up on the drive belt, as required.
- Check the belt for tension and wear.
- Check condition of alternators.
- Remove cover and lubricate bearings and tighten drive belt.

### **3.4.6 Rowing Machines**

- Test unit to ensure that the seat carriage is operating smoothly.
- Rollers and track are clean and in smooth operating condition.
- Inspect chain and handle mounting point, oil chain.
- Ensure that clutch bearing is in proper operating condition.
- Ensure that foot pads and foot straps are not worn.

### **3.4.7 Spin Bikes**

- Brush away any debris build up in the drive belt, as required.
- Check the drive belt for tension and wear.
- Scrub the excess grime from brake pads.
- Check resistance.
- Check saddle levelness and tighten clamp bolt.
- Check and tighten the screws on the water bottle cage.
- Check that toe straps are properly installed and not too frayed for use.
- Tighten crank arms and pedals.
- Check that the T-handles or pop pins are screwed down tight.
- Inspect entire unit for rust.

### **3.4.8 Strength/Resistance Equipment**

- Lubricate guide rods.
- Clean and lubricate Tyrod bearings.
- Clean and lubricate seat adjustment handles.
- Clean and lubricate all grease nipples.
- Inspect upholstery.
- Inspect all pulleys.
- Inspect weight stack for broken or cracked weight plates.
- Inspect selector pins.
- Inspect all cables and cable ends for signs of wear.
- Make sure all cable tension is correct and adjust as required.

### **3.4.9 Benches, Racks, and Dumbbells**

- Ensure that seat pads and back pads are tight.
- Lubricate adjustment surface on benches and ensure that pull pin is tight and functioning properly.
- Inspect all upholstery and padding for signs of excessive wear.

### **3.4.10 Repairs**

The Contractor will be required to conduct minor repairs during the regularly scheduled preventative maintenance service visits and should be incorporated in the preventative maintenance plan. Minor repairs are defined as adjustments, replacement of small consumable parts such as toe straps, pedals, handles, pin retainers etc. The Contractor will need to provide the Regional District with a recommended inventory of small parts and high wear items for each location, the Contractor will need to provide the initial list within 30 days of the commencement of the contract as well as review the recommended inventory list annually. The Regional District will be responsible for ordering and maintaining the inventory of small parts.

The Contractor will be responsible for completing all repairs in a timely manner; all reasonable efforts should be made to reduce the downtime of equipment requiring repairs. Any delays to the original estimated equipment repair timeline need to be communicated to the designated Regional District contacts by e-mail within two business days of the discovery of the delay, this notification will include the reason for the delay and revised estimated equipment repair timeline.

For any major repairs identified during preventative inspections, one (1) of the following process will be followed.

#### **Option 1:**

The Contractor will:

- Submit an e-mail report to the designated Regional District contact with the following details:
  - Equipment identification.
  - Description of deficiency.
  - Recommended repairs.
  - Estimated repair cost.

- Obtain approval for work prior to initiating repairs that are not included in the preventative maintenance plan.
- Parts will be ordered using one of the methods below:
  - Regional District Orders Parts

The Contractor will:

- Prepare a parts order list for Regional District staff to order direct from the parts supplier.
- Notify the Regional District of the estimated repair timeline once parts arrive.
- Verify the parts order upon arrival and immediately notify the Regional District of any discrepancies.
- Upon completion of the repair, submit an e-mail report to the designated Regional District contact detailing the results of the repair and status of the equipment.

The Regional District will:

- Approve all major repair work.
- Place orders for the requested parts.
- Provide the Contractor with the supplier's estimated lead time for the parts.
- Notify the Contractor upon arrival of the parts.

## Option 2

The Contractor will:

- Submit an e-mail report to the designated Regional District contact with the following details:
  - Equipment identification.
  - Description of deficiency.
  - Recommended repairs.
  - Estimated repair cost.
- Obtain approval for work prior to initiating repairs that are not included in the preventative maintenance plan.
- Parts will be ordered using one of the methods below:
  - Contractor Orders Parts

The Contractor will:

- Prepare a parts order list and request a cost estimate from the parts supplier.
- Submit the parts order cost estimate to the Regional District for approval prior to ordering the parts.
- Notify the Regional District of the estimated lead time for parts and repair timeline once parts arrive.
- Verify the parts order upon arrival and immediately notify the Regional District of any discrepancies.
- Upon completion of the repair, submit an e-mail report to the designated Regional District contacts detailing the results of the repair and status of the equipment.

The Regional District will:

- Approve all major repair work.

#### **3.4.11 Additional Work**

The Regional District may add or remove equipment as and when required and the Contractor may be requested to perform additional repair services beyond the routine maintenance and repairs at the sole discretion of the Regional District.

If new equipment is purchased the Contractor will be invited to the manufacturers basic operational training if provided.

## **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 at: Information about our General Service Terms and Conditions can be found at [www.scrd.ca/bid](http://www.scrd.ca/bid).

### **4.2 Term**

The term of the contract will be for a 3-year period, with the option to renew up to two (2) additional years at the sole discretion of the Regional District

### **4.3 Service Requirements**

The Contractor's responsibilities will include the following:

- Working closely with the Regional District staff throughout the term of the contract.
- Providing all the deliverables as outlined above.
- Conforming to all applicable codes, guidelines regulations and all laws as required by the authorities having jurisdiction.
- Employing skilled and qualified people to complete the work.
- Be aware of and comply with all by-laws or regulations regarding noise for each respective jurisdiction.

### **4.4 Administrative Duties:**

The Contractor will need to:

- Sign into the fitness equipment maintenance contractor's logbook located at the reception desk of each facility when arriving and again when leaving.
- Review pending work orders in the logbook upon arrival for the visit.

#### **4.5 Invoicing**

The Contractor will be required to identify and separately bill out the equipment at each facility, alternatively the Contractor can submit separate invoices for each facility.

#### **4.6 Reporting:**

The Contractor will supply the Regional District with a service report for each service visit which includes but is not limited to:

- Date of service.
- Location of service.
- List of equipment serviced.
- List of additional repairs completed.
- List of small parts removed from the facility inventory.
- Progress update on previously noted repairs that are pending completion.
- Observations and recommendations.

The Contractor will need to

- submit all service reports will be submitted by e-mail to the designated Regional District contact.
- Submit the service reports within two (2) business days after the completion of the service visit.
- Submit equipment assessment reports annually for each location, The condition assessment reports will include observed condition and estimated remaining service life of the equipment. The condition assessment reports will be submitted no later than May 31st of each year.

## 5. 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.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District’s expectations.

Please address each of the following items in your proposal in the order presented. **Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.**

### 5.1 Capabilities

#### 5.1.1 Relevant Experience

The Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of 3 years within the past 5 years providing services of a similar scope and complexity. Similar scope and complexity is defined as

- Commercial fitness equipment maintenance and repairs.

#### 5.1.2 Qualifications

Proponents should provide complete information on the qualifications of key personnel to be involved in the work as it relates to the scope and complexity described. This should include any relevant manufacturer-specific equipment training or certifications.

#### 5.1.3 References

Proponents need 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.

### 5.2 Sustainable Social Procurement

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- Contribute to a stronger local economy by:
  - promoting a Living Wage
  - Using fair employment practices;
  - Increase training and apprenticeship opportunities;
- Local expertise knowledge by:
  - Being locally owned;
  - Utilization of local subcontractors;
- Environmental Cost of Ownership;
- Energy efficient products;
- Minimal or environmental friendly use of packing materials; and
- Reducing hazardous materials (toxics and ozone depleting substances).

### **5.3 Approach**

Proponents should describe its methodology, approach and outline the process to complete the services. The approach should include at a minimum:

- Proposed scope of preventative maintenance activities to meet manufactures recommended maintenance schedules and industry standards.
- Confirm the process for major repairs.
- Preferred method of ordering parts based on the provided options; this will remain consistent for the duration of the contract.

Proponents should include features of their services that give them a competitive advantage.

### **5.4 Schedule**

Proponents need to submit their proposed schedule to deliver the preventative maintenance services. The proposed schedule needs to include at a minimum the frequency and duration of service visits. The following schedule should be considered as the minimum requirement.

- GACC - Every two weeks (bi-weekly).
- SAC - Every two weeks (bi-weekly).
- PHAFC - 4 times annually (quarterly).

### **5.5 Price**

Proponents need to submit a fee proposal in accordance with the pricing included in the response form; the proposal should include a breakdown of the fix prices including time, travel, hourly billable rates and material costs.

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.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the "Proponent Response".
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) 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.

### 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.

<b>Mandatory Criteria</b>
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 Confirmation of Proponent's Intent to be Bound that is signed by an authorized representative of the Proponent, this is also required for email submissions 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

## 7.2 Weighted Criteria

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

<b>Weighted Criteria</b>	<b>Weight (%)</b>
Capabilities	30
Approach	30
Sustainable Social Procurement	10
Price	30
<b>TOTAL</b>	<b>100</b>

## 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.

## Appendix 1 Equipment List

**GACC:**

Description	Quantity	Brand	Purchased	Age
Rower (Regular)	1	Concept2	2012	12
Rower (High)	1	Concept2	2012	12
Treadmill	1	LifeFitness	2012	12
Treadmill	2	Matrix	2019	5
Adapted Trainer	2	TheraVital	2013	11
Recumbent Bike	1	Matrix	2019	5
Recumbent Bike		Star-Trac	2006	18
Upright Bike	1	Matrix	2019	5
Elliptical	2	Matrix	2019	5
Spin Bike (weight room)	3	Matrix	2019	5
Ascent Trainer	1	Matrix	2019	5
Hydraulic Equipment set	9	TechnoGym	2008	16
Leg Press	1	TechnoGym	2008	16
Chest Press	1	TechnoGym	2008	16
Low Row (Upper Back)	1	TechnoGym	2008	16
CVertical Traction	1	TechnoGym	2008	16
Lat Pulldown (cable cross over)	1	Matrix (cable cross)	2019	5
Seated Row	1	Matrix (cable cross)	2019	5
Triceps Pressdown	1	Matrix (cable cross)	2019	5
Adjustable Pulley	2	Matrix (cable cross)	2019	5
Smith Machine/Half Cage Combo	1	Hammer Strength	2019	5
Incline Bench	1	TechnoGym	2008	16
Incline Bench	1	TechnoGym	2008	16
Multi-Adjustable Bench (Low Profile)	1	Matrix	2019	5
Decline/Adjust Bench	1	Matrix	2019	5
Bench Press & Plate Rack	1	TechnoGym	2008	16
Spin Bike (class)	13	Matrix	2019	5

**SAC:**

Description	Quantity	Brand	Purchased	Age
Paddle Ergometer	1	Kayak Pro	2015	9
Rower (Regular)	1	Concept2	2012	12
Rower (High)	1	Concept2	2012	12
Treadmill	4	Matrix	2019	5
Total Body Exerciser/Hand Ergometer	1	SciFit	2019	5
Recumbent Bike	2	Matrix	2019	5
Upright Bike	1	Matrix	2019	5
Upright Bike	1	Matrix	2019	5
Ascent Elliptical	1	Matrix	2019	5
Elliptical	2	Matrix	2019	5
Spin Bike	4	Matrix	2019	5
Ascent Trainer	1	Matrix	2019	5
Ab Machine	1	TechnoGym	2008	16
Leg Press	1	TechnoGym	2008	16
Shoulder Press	1	TechnoGym	2008	16
Leg Extension	1	TechnoGym	2008	16
Lat Pulldown	1	Matrix (Cable Cross)	2019	5
Chest Press	1	TechnoGym	2008	16
Leg Curl	1	TechnoGym	2008	16
Adjustable Pulley	2	Matrix (Cable Cross)	2019	5
Seated Row	1	Matrix (Cable Cross)	2019	5
Lower Back	1	TechnoGym	2008	16
Vertical Traction	1	TechnoGym	2008	16
Triceps Pressdown	1	Matrix (Cable Cross)	2019	5
Smith Machine/Half Cage Combo	1	Hammer Strength	2019	5
Back Extension Bench	1	TechnoGym	2008	16
Crunch Bench	1	TechnoGym	2008	16
Flat Bench	1	TechnoGym	2008	16
Incline Bench	1	TechnoGym	2008	16
Multi-Adjustable Bench (Low Profile)	1	Matrix	2019	5
Bench Press & Plate Rack	1	TechnoGym	2008	16
Upper Back	1	Matrix	2008	16
Spin Bike	12	Kaiser	2012	12

**PHAFC:**

Treadmill	1	LifeFitness	2013	11
Cross Trainer	1	LifeFitness	2013	11
Upright Bike	1	LifeFitness	2013	11
Cable Motion Dual Adjustable Pulley	1	LifeFitness	2013	11
Leg Extension	1	LifeFitness	2014	10
Dual Chest Rvs Fly	1	Hammer Strength	2015	9
Integrity Upright Bike	1	LifeFitness	2015	9
Upper Body Ergometer Pro 1000	1	Sci Fit	2016	8
Elite Power Rack	1	Hammer Strength	2019	4
Treadmill	1	LifeFitness	2019	4
Rower	1	LifeFitness	2022	2
Recumbent Bike	1	LifeFitness	2022	2
Elliptical	1	Matrix	2021	3
Leg Press	1	Hammer Strength	2017	7
Chest Press	1	Hammer Strength	2017	7
Stretch Bench	1		2011	13
Rower	1	Concept2	2014	10
Flat Bench	1	Atlantis Strength	1998	26
Adjustable Bench	1	Cybex	2009	15
Adjustable Decline Bench	1	LifeFitness	2019	5