



REQUEST FOR QUOTATION

FOR THE PROVISION OF Supply & Installation of Fitness Equipment  
(Hope & Area Recreation Centre)

RFQ TITLE: Fitness Equipment Replacement

RFQ NUMBER: RFQ-23019

DATE ISSUED: Oct. 16, 2023

CLOSING DATE: 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. PEC/Rear DELT Combo
2. Leg Press

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

1. PEC/Rear DELT Combo (Lifecycle Replacement):
  - Minimum Stack Weight: 220 LBS
  - Adjustable Seat Height for user comfort
  - Comfortable and Durable Seat and Back/Chest Pad
  - Minimum of 2 Grip Positions for versatility
  - Easy-to-use and Durable Adjustment Mechanism for switching between PEC and Rear DELT
  - Compact Footprint Desired: Ideally W: 58 IN, L: 46 IN to maximize limited space in the weight room.
2. Leg Press (Lifecycle Replacement)
  - Desired Footprint: W: 54 IN, L: 74 IN to fit within the weight room space.
  - Large, Non-Slip Foot Platform with Space for Calf Training
  - Comfortable Seating with Easy Adjustment for Different User Sizes and Ranges of Motion
  - Minimum Weight Stack Requirement: 400 LBS

## **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, fax or email before Nov. 17, 2023, 1 PM to:

Fraser Valley Regional District  
Attn: Charlotte Whaley  
1 - 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:

5. Price Evaluation:
  - Weight: 30%
  - A detailed breakdown of the pricing required, including unit price, taxes, fees, delivery/installation charges, and discounts.
6. Equipment Suitability:
  - Weight: 25%
  - Details on elliptical trainer specifications, compatibility with our facility, and alignment with specific needs.
7. Equipment Features:
  - Weight: 30%
  - Comprehensive information on display, resistance levels, connectivity options, and user-enhancing features.
8. 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@fvrd.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 the 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

 Fraser Valley Regional District	RFQ NUMBER: _____
	RFQ TITLE: _____

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	Unit Price	Total Amount
1.	PEC/Rear DELT Combo	1		
2.	Leg Press	1		
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, F.O.B. 1005 6<sup>th</sup> Avenue, Hope, British Columbia.

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: