



Pasco School District No. 1

1215 West Lewis Street • Pasco, WA 99301-5472

(509) 543-6741

REQUEST FOR PROPOSALS

The Pasco School District will accept proposals until 11.00 a.m. on Monday, March 25, 2024, for Cardio Equipment at Pasco High School.

GENERAL INFORMATION FOR PROPOSALS

RFP COORDINATOR

The RFP Coordinator is the sole point of contact for this procurement. All communication between the Consultant and the District shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding. Consultants are to only rely on written statements issued by the RFP Coordinator.

Marvin Moore
1215 W Lewis St
Pasco, Washington 99301
509-543-6093
mmoore@psd1.org

SUBMISSION OF PROPOSALS

Proposals shall be submitted in hard copy. A duly authorized agent must sign proposal forms in ink. Proposals shall be submitted to the RFP Coordinator prior to the date and time indicated on the cover page.

Mail or hand deliver to:

Pasco School District No. 1
Attention: Fiscal Services/Marvin Moore
1215 W Lewis Street
Pasco, Washington 99301

Clearly mark envelope:

HIGH SCHOOL CARDIO EQUIPMENT

SEALED BID - DO NOT OPEN

Proposers assume the risk for the method of delivery chosen. Proposals received after the time and date set for opening will be returned to the Consultant unopened.

Electronic and fax proposals will not be accepted.

REVISIONS TO THE RFP

Any bidder finding discrepancies in or omissions from the specifications shall submit a written request for interpretation or correction to the RFP Coordinator. The person submitting the request for clarification will be responsible for delivery of the request to the RFP Coordinator. Requests for clarification after receipt of proposals will not receive a response.

Revisions of any part of this solicitation will be made only by addendum published on the Procurement page of the District web site, <https://www.psd1.org/departments/finance/procurement>. The District reserves the right to change the schedule or issue amendments to the RFP at any time. The District also reserves the right to cancel or reissue the RFP.

WITHDRAWAL OF PROPOSALS

Any bidder may withdraw their proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals. No proposal may be withdrawn after the date and time set for accepting proposals thereof or before Contract Award, unless delayed beyond 90 days. No oral, telephone, fax or email modifications of any proposal submitted will be considered.

MOST FAVORABLE TERMS

The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal shall be submitted initially on the most favorable terms possible. There will be no best and final offer procedure. The District does reserve the right to contact a Bidder for clarification of the proposal during the evaluation process. In addition, if the Bidder is selected as the apparent successful contractor, the District reserves the right to enter into contract negotiations, which may include discussion regarding the terms of the proposal. Contract negotiations may result in incorporation of a portion of or the entire proposal. The Consultant is to be prepared to accept this RFP for incorporation into the contract. It is also understood that the proposal will become part of the official procurement file.

CONTRACT AWARD

The District reserves the right to reject any or all proposals, or any items thereof, and to waive informalities or irregularities. Award will be made to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to price, the following elements will be given consideration:

- The ability, capacity, and skill of the bidder to provide the materials as specified
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
- The quality of performance of previous contracts or services
- The previous and existing compliance by the bidder with laws relating to the contract or services
- Such other information as may be secured having a bearing on the decision to award the contract

CONTRACT

Procurement will be via standard district purchase order and its terms and conditions, as well as the RFP documents. Submission of a contractor's own terms and conditions will be considered non-responsive. The Bidder may submit exceptions as allowed in the Certifications and Assurances section of this solicitation. The District will review requested exceptions and accept or reject at its sole discretion.

PRICING

Bidder will quote unit price of Districts’ inlaid cost for each item, F.O.B. destination. Bids shall **not** include Local, State, or Federal taxes.

PRODUCT

Brand names used in the specifications are used to define a level of expectation only and not a preference for any particular product. All bids shall indicate the brands of the product to be supplied. Bidder shall clearly indicate any deviation from the specifications.

WARRANTY

Minimum warranty requirements as follows:

- Frame Seven Years
- Motors Five Years
- Console/Screens Three Years
- Parts Three Years
- Labor Two Years

Alternate A – Extended Warranty

- Frame Ten Years
- Motors Eight Years
- Console/Screens Six Years
- Parts Six Years
- Labor Four Years

EQUIPMENT

Color – Black
Console – LED

Option 1 For June 2024 installation at Pasco High School

	Price Each	Total Amount
ELLIPITICAL MACHINE Ten each PRECOR EFX 835	_____	_____
UPRIGHT BIKE Eleven Each PRECOR UBK 835	_____	_____
RECUMBENT BIKE Eleven Each PRECOR RBK 835	_____	_____
STAIR CLIMBER Two Each PRECOR SCL 835	_____	_____

Option 1 Alternate A

		Price Each	Total Amount
ELLIPITICAL MACHINE Ten each PRECOR EFX 835		_____	_____
UPRIGHT BIKE Eleven Each PRECOR UBK 835		_____	_____
RECUMBENT BIKE Eleven Each PRECOR RBK 835		_____	_____
STAIR CLIMBER Two Each PRECOR SCL 835		_____	_____

Option 2 For June 2025 installation at Harvest View High School

		Price Each	Total Amount
ELLIPITICAL MACHINE Ten each PRECOR EFX 835		_____	_____
UPRIGHT BIKE Twelve Each PRECOR UBK 835		_____	_____
RECUMBENT BIKE Twelve Each PRECOR RBK 835		_____	_____

Option 2 Alternate A

Estimated Delivery _____

		Price Each	Total Amount
ELLIPITICAL MACHINE Ten each PRECOR EFX 835		_____	_____
UPRIGHT BIKE Twelve Each PRECOR UBK 835		_____	_____
RECUMBENT BIKE Twelve Each PRECOR RBK 835		_____	_____

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award of the contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The attached proposal is a firm offer for a period of 90 days following receipt, and it may be accepted by the District without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 90-day period.
3. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
4. I/we are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by Federal department or agency.
5. In the performance of this Agreement, I/we shall not discriminate in employment practices because of the employee's or applicant's race, religion, national origin, ancestry, sex, sexual preference, age, or physical handicap.

ESTIMATED DELIVERY _____

Company Name: _____

By _____
Authorized Signature

Date

Printed Name

Title