

SALEM STATE UNIVERSITY

INVITATION TO BID
THIS IS NOT AN
ORDER

1. The university is an agency of the Commonwealth of Massachusetts and is exempt from any State tax or Federal excise tax
2. Unless otherwise stated, the unit price shall be the net price. Separate unit and total prices must be shown if applicable.
3. Unless otherwise stated, all quoted prices shall be FOB university address inside delivery.
4. Responses must be received on or before **Wednesday, November 30th, 2018 by 3:00 p.m. in the Purchasing Department, Salem State University, Administration Building, 2nd Floor, 352 Lafayette Street, Salem, MA 01970-5353, at which time there will be a public opening. FAX to 978-542-6164 or scanned copies will be accepted at ewilson@salemstate.edu**
5. Submit one (1) original if mailing, Electronic submissions preferred, Fax submissions accepted
6. Salem State University reserves the right to waive informalities and to reject any and all bids; or to accept the bid deemed best for the Commonwealth
7. For additional information:
**Kelly Janos, Associate Director of Campus Recreation
Salem State University, 225 Canal Street, Salem, MA 01970
Phone: 978-542-4445 Email: kjanos@salemstate.edu**
8. Responses must be submitted to:
**Evelyn Wilson, C.P.M., Director of Purchasing
Salem State University, 352 Lafayette Street, Administration Building, 2nd Floor, Salem MA 01970
Phone: 978-542-7321 Email: ewilson@salemstate.edu**
9. Reference: **RFP 2019-04 Lease of Exercise Equipment**

SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
See Attached Specifications		

EQUAL OPPORTUNITY

The contractor agrees not to discriminate against any employee or applicant for employment because of race, sex, color, religious creed, national origin, and/or ancestry. The contractor agrees to post in conspicuous places notices to be provided by the Massachusetts Commission Against Discrimination with respect to the Fair Employment Practice laws of the Commonwealth which are herein made of this contract reference.

Vendor Information

 COMPANY

 ADDRESS

 CITY STATE ZIP

 TELEPHONE

 AUTHORIZED SIGNATURE

 NAME TITLE

 FEDERAL EMPLOYER'S ID CODE 9DIGITS

**SALEM STATE UNIVERSITY
GASSETT FITNESS CENTER
EXERCISE EQUIPMENT REQUEST FOR PROPOSALS**

Salem State University invites you to submit proposals for outfitting the Gasset Fitness Center with fifteen (15) treadmills, six (6) ellipticals, four (4) StepMills or alternate, two (2) lateral ellipticals or alternate, four (4) Espresso bikes or alternate, ten (10) spin bikes and two (2) Max Trainers or alternate. **We are seeking a 3 year lease-to-own option on all equipment.**

Scope:

Proposals for the exercise equipment replacement in the Gasset Fitness Center at Salem State University should include:

1. Completely outfit the proposed space including delivery and installation (inclusive of freight charges) with the above mentioned equipment categories. Quantity, model and dimensions of equipment should be specified.
2. Provide Trade-In value for equipment being replaced (see Exercise Equipment Trade-In section below)
3. Provide Warranty Information for all equipment included in proposal including parts and labor coverage and annual preventive maintenance visits
4. Address AV options. Currently installed units utilize Cardio Theater and this need/compatibility should be addressed.
5. Provide staff training and equipment manuals for all equipment included in proposal
 - Pricing is required to include training for Gasset Fitness Center personnel. Training must include daily maintenance, long-term maintenance and available diagnostic evaluations.

Submitted proposals including pricing, responses to the above scope and owner requirements are due by November 30, 2018. Please submit proposals as per the cover page guidelines.

Exercise Equipment Trade-In

As part of this proposal, interested vendors are asked to provide a trade-in value for Cybex 770T/CT Treadmills (20), Precor Ellipticals EFX835 (6), Espresso S3 Series Bikes (4), Octane Lateral X LX8000 Ellipticals (2) and StairMaster StepMill5 units (2). Photos are provided on pages 3-5. This equipment has been in use since November 4, 2013 when the Gasset Fitness Center first opened.

Exercise Equipment and AV Guidelines

We are looking to replace all equipment listed with comparable equipment. Interested vendors shall include applicable equipment in their proposals that will suit the needs of the Gassett Fitness Center. Please specify whether or not quoted units are compatible with Cardio Theater.

Timeframe for Proposal

Proposals are due from Bidders no later than Friday, November 30, 2018.

Timeframe, Delivery and Delivery Notification

Vendors should provide a timeframe from order placement to delivery. All goods and services must be provided on or before February 1, 2019. The University shall be provided with at least 48 hours of notice prior to delivery and installation. Delivery notification should be made to Kelly Janos – Associate Director of Campus Recreation via phone (978-542-4445) or e-mail (kjanos@salemstate.edu). Delivery must take place during normal business hours. Equipment should be brought inside to the designated location with all assembly completed.

Contract

Vendors must provide contract information for which they are providing a quote from. We are required to use State, Massachusetts Higher Education Consortium (MHEC) or Educational & Institutional Cooperative (E&I) contracts.

Warranty Information

Vendors must provide warranty options, inclusive of parts and labor coverage, and preventive maintenance/service options as part of their response.

Award of Proposal

The Gassett Fitness Center will select the Bidder(s) which they believe has/have most clearly met their requests based on cost, quality, service, suitability and warranty.

Cybex Model 770T



Precor Elliptical EFX835



Expresso S3 Series



Octane Lateral X



StairMaster Stepmill 5

