



Request for Proposal

RFP# 20-013

For

Athletic Flooring, Weight & Fitness Equipment & Golf/Multi-Sport Simulator for
Ben Lomond High School Athletic Center

Ogden City School District

1950 Monroe Blvd

Ogden, UT 84401

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Ogden City School District is requesting proposals for the purchase, installation, and maintenance of fitness equipment, athletic flooring, and a golf simulator system at the Ben Lomond High School Athletic Center. The facility is a new athletic center and will be located at 1080 9th St, Ogden, Utah.

Project Background

Ben Lomond High School Athletic Center is a 104,000 square foot 3-story building scheduled to open in the Fall of 2020. The facility will include gymnasiums, track, weight and fitness areas, golf/multi-sport simulator, athletic and PE locker rooms, and coach and staff office spaces.

- The weight room will be located on the second floor and is roughly 2,500 square feet.
- The multiple fitness areas will be located on the second floor and total 2,900 square feet.
- The golf simulator will be located on the first floor and is roughly 475 square feet.

The athletic center is designed to accommodate high school students and athletes. Ogden City School District will operate the facility. VCBO Architecture is the Architect of record, and Hughes General Contractors is the construction manager.

Project Goal

The primary goal of the weight room is to provide a wide range of equipment that will support high school level athletic and PE functions. The primary goal of the fitness areas is to provide a wide range of equipment that will appeal to high school level athletics and PE functions. The primary goal of the golf simulator is to provide an indoor golf training experience.

Scope of Services

The included floor plans indicate the location and dimensions of the weight, fitness, and golf simulator areas including an initial but not required equipment layout. (See attached PDFs) The desired equipment includes, at a minimum:

Weight Equipment:

- Flooring
- Branding - provide options for consideration, with pricing, if not included in base price.
- Power Lift Platforms - integrated into flooring for a flush surface.
- Power Lift Stations
- Abduction / Back Extension Machines
- Inverted Leg Press
- Combination Leg Curl / Leg Extensions
- Free weights and racks

Fitness Equipment:

- Upright Bikes
- Recumbent Bikes
- Ellipticals
- Multi-Function Machines
- Medicine Ball & Resistance Systems
- Treadmills
- Stepmills
- Lateral Trainer

Golf/Multi-Sport Simulator:

- Golf/Multi-Sport Simulator
- Putting Green

Other equipment may also be included as recommended by the vendor.

The vendor shall be responsible for all work required for delivery and installation of the equipment. Training shall be provided for all equipment. Vendors shall propose annual maintenance costs as a separate item.

Proposal Requirements

Please be advised that the initial evaluation of any proposal will be based upon the content of the bidder's proposal in accordance with the evaluation criteria listed below. Organized, succinct, and straightforward submissions are appreciated. The following items should be addressed in your proposal.

A bidder may submit a proposal for part or all of the scopes of work outlined in this RFP. For example, a stand alone golf simulator proposal, without athletic flooring or athletic & weight equipment included is acceptable. A partial proposal for the golf simulator, or the athletic & weight equipment, or athletic flooring will not be considered as a responsive offer and will be rejected.

SCOPE 1: Weight Room Flooring Proposal - See attached cut-sheets for basis of design

1. List of any/all flooring types showing unit price and total price including discounts.
2. Proposed floor pattern design and layout. (See attached PDF)
3. Ben Lomond Scots branding integrated into flooring design and layout. Provide cost conscious options and pricing for consideration.
4. Flooring product brochures and data sheets.
5. Flooring details, transition details, and assembly requirements.

SCOPE 2: Weight & Fitness Equipment Proposal

1. List of any/all equipment showing unit price and total price including discounts.
2. Include power/AV requirements and recommendations for equipment.
3. Proposed design layout of equipment in fitness areas. (See attached PDF)
4. Ben Lomond Scots branding integrated into equipment design. Provide cost conscious options and pricing for consideration.

5. Current brochures and catalogues of all equipment specified in the proposal.
6. Narrative of criteria for equipment selection.

SCOPE 3: Golf Simulator Equipment Proposal

1. List of any/all equipment showing unit price and total price including discounts.
2. Include power/AV requirements and recommendations.
3. Proposed design layout of equipment in golf simulator. (See attached PDF)
4. Current brochures and catalogues of all equipment specified in the proposal.
5. Narrative of criteria for equipment selection.

Delivery and Installation

1. Proposals shall address the anticipated lead-time for delivery of requested products.
2. Schedule for installation services.
3. Plan for training.

Company Information

1. Identify the firm's name and location. (Include branch locations)
2. Provide a brief description of your company.
3. Please provide information regarding your firm's experience during the last 3 years with projects of similar nature and scope. Include project name, location, budget, and description of your firm's role.
4. Provide a list of locations where equipment specified is being used. Include name, address, a contact name and phone number.
5. Submit a list of all subcontractors you propose to utilize for this project. Include those proposed for installing and servicing the equipment included in your proposal. Include information regarding their key personnel who will be assigned to this project and past projects on which you have partnered.
6. Licensure - Offerors, and their employees, representatives, agents, consultants, subcontractors, and sub-consultants, shall comply with all of the federal, and local licensing and certification, laws, codes, rules and guidelines, applicable in the State of Utah.
7. Termination or Debarment Certifications - The offerors must submit a certification that neither it nor its principals are presently or within the past ten (10) years have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency. The firm must also certify that neither the firm nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the firm cannot certify these two statements, the firm shall submit a written explanation of the circumstances for review by Ogden City School District.
8. Indemnification - The selected firm shall defend, indemnify, hold harmless, and protect Ogden City School District, and its employees, representatives, agents, and volunteers, from and against any and all liability, loss, damage, expense, cost (including without

limitation to costs and fees of litigation and attorneys' fees) of every nature arising out of or in connection with the firm's, or any of its employees, representatives, agents, consultants, subcontractors, or sub-consultants performance of the professional services to be provided hereunder or failure to comply with any of its obligations contained in the Agreement, except as to such loss or damage which was caused by the sole negligence or willful misconduct of Ogden City School District.

Service and Warranty

1. Submit information on service options. Include training options for the Ben Lomond High School Staff and/or service plans offered by your company or a third party. Include all costs associated with these options.
2. Offerors shall list the standard warranties applicable to each product or component of the product, which is included in the bid price. Extended warranty options and applicable costs should also be included in the proposal.
3. Include information on company liability insurance.

Confidentiality

Ogden City School District, as a state governmental entity, is subject to the requirements of the Government Records and Access Management Act (GRAMA). Utah Code Ann. § 63G-2-309 provides that the Ogden City School District may classify information in your proposal as "protected" if you provide the Ogden City School District with a written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality, and the request meets the parameters set forth in 63G-2.

Please provide the Ogden City School District with a determination of what, if any, information in the proposal warrants business confidentiality and a concise statement of reasons supporting the claim of business confidentiality for that information. A claim of business confidentiality for information contained within your proposal may be based upon:

- (1) "trade secrets," which are statutorily defined as "information, including a formula, pattern, compilation, program, device, method, technique, or process, that: (a) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (b) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy;" or
- (2) commercial information if the disclosure of the information could reasonably be expected to result in unfair competitive injury to your company and your company has a greater interest in prohibiting access than the public in obtaining access.

Ogden City School District reserves the right to accept or reject any or all proposals or portions thereof. Ogden City School District makes no guarantee of any minimum or maximum amount of products/services to be procured; and, reserves the right to award any agreement based upon the source selection criteria identified in this document, rather than the lowest bid. Ogden City School

District reserves the right to make no award under this RFP, and the right to cancel this request or any portion thereof.

Submittals

Proposals must be received by January 14, 2020 at the Ogden City School District office, Building 1, Room 210, 1950 Monroe Blvd, Ogden, UT 84401 by 2:00 PM MST. Ogden City School District will use a selection committee consisting of District staff, architect, general contractor, and Ben Lomond High School faculty to review the proposals. All questions regarding this RFP must be submitted to Ken Crawford via SciQuest

(<http://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>) before January 7, 2020 by noon. Please submit four copies of your proposal and 1 electronic copy on a flash drive. Outside of proposal must be labeled RFP 20-013.

Evaluation Process

Evaluation and Possible Shortlist Selection

The selection committee will review the proposals based on the following criteria. Items are listed below in order of importance:

- Price for each system listed (50% of total score). Please provide three separate prices, one for the athletic flooring, another for the fitness & weight equipment, and a final price for the golf simulator.
- Equipment & flooring (20% of total score) – including quality, ease of use, functionality, performance, durability, aesthetics, style and safety.
- Ability to deliver and install all equipment on schedule (15% of total score)
- Company information, experience, references (10% of total score)
- Service and warranty (5% of total score)

NOTE: A bidder may submit a proposal for part or all of the scopes of work outlined in this RFP. For example, a stand alone golf simulator proposal, without athletic flooring or athletic & weight equipment included is acceptable. A partial proposal for the golf simulator, or the athletic & weight equipment, or athletic flooring will not be considered as a responsive offer and will be rejected.

The committee shall rank the proposals based on the information provided in the initial submittal and any follow-up information requested by the evaluation committee. A firm may be selected from the proposals as submitted, or if deemed necessary, a short list of up to three firms will be created for follow-up interviews and presentations.

Interviews/presentation from selected firms

Shortlisted firms may be invited for a personal interview to make presentations to the selection committee. Such presentations provide an opportunity for the offeror to clarify their proposal and ensure that a thorough, mutual understanding exists.

Selection and/or request of Best and Final Offers

Following shortlist interviews, one or more firms will be selected or revisions to the scope will be made and best and final offers will be requested from these offerors.

Ogden City School District reserves the right to award to the firm(s) that demonstrates the best value with all factors above being considered including price and technical.

Estimated Timeline

Questions Due	January 7, 2020 (by noon)
Proposal Submittals Due	January 14, 2020
Notification of Interview	If necessary - January 21, 2020
Presentations/Interviews	If necessary - January 21, 2020
Award	January 21, 2020
Flooring Installation	Start - June 4, 2020
Athletic & Weight Equipment Installation	Start - July 1, 2020
Golf/Multi-Sport Simulator Installation	Start - June 22, 2020