

**REQUEST FOR PROPOSALS
#23-0260**

FOR

FITNESS CENTER EQUIPMENT



**UNIVERSITY OF
CALIFORNIA
HASTINGS**

COLLEGE OF THE LAW

RFP Issue Date: May 30th 2013

RFP Due Date: June 17th 2013

Contact purchasing@uchastings.edu



UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

FITNESS CENTER EQUIPMENT

About UC Hastings

The College was founded in 1878 as the “law department” of the University of California. UC Hastings is the oldest public law school in California. Founded by Chief Justice Serranus Clinton UC Hastings, the College was established by the California Legislature with its own Board of Directors which has operated the College independently of the Board of Regents of the University of California since its founding. The Board of Regents possesses degree-granting authority, but all other aspects of the College are under the control of the UC Hastings Board of Directors. The College is the only stand-alone, public law school in the nation.

The mission of UC Hastings is to provide an academic program of the highest quality, based upon scholarship, teaching, and research, to a diverse student body and to assure that its graduates have a comprehensive understanding and appreciation of the law and are well trained for the multiplicity of roles that they will play in a society and profession that are subject to continually changing demands and needs.

UC Hastings’ reputation for academic excellence, its formal affiliation with the University of California (UC), and its location in San Francisco’s downtown civic center are major factors contributing to the overall strength of the Institution. This intrinsic quality is reflected in the large number of applications received for a very limited number of seats. Hence, UC Hastings’ enrollment management objectives are to matriculate select students of the highest academic credentials.

Purpose:

The University of California Hastings College of the Law is seeking proposals to purchase new exercise equipment for its fitness center located at 100 McAllister Street. The equipment will be purchased on a delivery and install basis.

Dates

RFP sent: May 30, 2013

Pre-proposal meeting: June 6th 2013

Questions due to UCH: June 12th 2013

RFP due: June 17th 2013

Background

- UC Hastings currently has 1200 students and 260 Faculty and Staff.
- 100 McAllister is a residence hall and the location of the fitness center.

Scope of Work

Proposals shall be for the furnishing, delivery and installation of the exercise and fitness equipment. Delivery, Installation of the new and removal of the old equipment (buy back basis) shall be included in the pricing and are sole responsibility of the "Vendor." Vendors shall propose annual maintenance cost as a separate item.

Proposal Requirements

- A. Give individual pricing for all fitness equipment that's listed in the attached quote form.
- B. Propose a separate buyback quote for old equipments that's being replaced.
- C. Proposals shall address the anticipated lead time for delivery of requested equipment.
- D. Schedule for Installation & removal of new and old equipment.
- E. Plan for training.

Company Information

- A. Identify the firm's name and location (include branch locations)
- B. Provide a brief description of your company
- C. 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.

Service and Warranty

- A. Submit information on service options.
- B. 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 cost should also be included in the proposal.
- C. Include information on company liability insurance.

Guidelines for Submittal

To appropriately evaluate each firm's capabilities, responses are to be given according to the following guidelines:

Each firm is to address their expertise in fulfilling the UC Hastings Scope of Work included in this RFP. The proposal shall clearly address all information requested in the attached exhibits. Specifically, your proposal needs to include the following:

1. Introduction:

Provide a general description the firm. Who are the personnel who will be assigned to this account? What is the level of your firm's expertise in the fitness equipment industry?

2. Scope and General Requirements acknowledgement and understanding:

Describe your firm's understanding of the Scope of Work and the General Requirements of this RFP.

Pre-proposal conference

There will be a pre-proposal conference on Thursday June 6th, 2013. RSVP to purchasing@uchastings.edu if you plan on attending. This meeting is mandatory, and your firm must be represented in order for the college to accept your response.

Due Date

Your completed proposal is due (via e-mail) by Monday, June 17, 2013 to UCH Purchasing at purchasing@uchastings.edu

Questions and clarifications concerning this Request for Qualifications should be sent in writing via e-mail to the attention of Purchasing at purchasing@uchastings.edu referencing the appropriate RFP section and page number. Written responses to all submitted questions will be provided to all potential suppliers at this initial information request stage only.

Confidentiality

All information concerning all parties referenced herein or their respective businesses and operations, which is directly or indirectly furnished or made available under or by virtue of the existence of this RFP and which is not generally available to the public shall be treated as confidential and proprietary. All parties shall take all reasonable precautions to assure that no such information is used, disclosed, duplicated, or distributed by them or any of their employees or agents for any purpose other than their performance hereunder.

Other Conditions:

Submission of a proposal in response to this RFP does not commit UC Hastings to pay any costs incurred in proposal preparation or submission, or to enter into a contract with any Consultant for any services. UC Hastings may reject any or all proposals at UC Hastings sole discretion. Failure to comply with all the terms and conditions of this RFP may result in its rejection.

Awarded firm will need to provide:

- signed UC Hastings agreement form
- W9 or Substitute W9
- Insurance Certificate
- Drug-free certification

UC Hastings Contact Information

The primary contacts for this process are:

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