

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 **Friday, September 7th 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 and kjanos@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, Gassett Fitness Center Manager, Campus Recreation
Salem State University, 352 Lafayette Street, ENT-820, 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 2019-01 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 eight (8) treadmills and two (2) StepMills, or similar products.

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 with the following equipment categories. Quantity, model and dimensions of equipment should be specified.
 - a. Options to replace (8) Cybex 770T treadmills
 - b. Options to replace (2) StairMaster StepMill5 units
2. Provide Trade-In value for equipment being replaced
3. Provide Warranty Information for all equipment included in proposal
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 September 7, 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 all Cybex 770T Treadmills (8) and StairMaster StepMill5 units (2) as listed in section 1a. Photos are provided on pages 2 and 3. This equipment has been in use since November 3, 2013 when the Gasset Fitness Center first opened.

Exercise Equipment and AV Guidelines

We are looking to replace all equipment listed in section 1a with comparable equipment. Interested vendors shall include applicable equipment in their proposals that will suit the needs of the Gasset Fitness Center.

Timeframe for Proposal

Proposals are due from Bidders no later than Friday, September 7, 2018.

Timeframe, Delivery and Delivery Notification

Vendors should provide a time frame from order placement to delivery. All goods and services must be provided on or before November 2, 2018. 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 extended warranties, and preventive maintenance/service options as part of their response.

Award of Proposal

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

Cybex Model 770T



StairMaster Stepmill 5

