

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 18-117N - Weight Room Equipment Inspection, Maintenance, and Repair

This request is to approve the recommendation to award Invitation to Bid (ITB) 18-117N for two (2) years and four (4) months, starting January 1, 2018 through May 31, 2020, with a renewal option for two (2) additional one (1) year periods.

This ITB 18-117N will facilitate the scheduled maintenance and repair of weight room equipment at various locations throughout the District. Equipment included consists of treadmills, bikes, ellipticals/steppers and weight machines. Major repairs and upholstery of the machines, when required, will be included.

The solicitation ran from October 12, 2017 through November 9, 2017. There were five hundred, and sixty-eight (568) vendors notified, seven (7) vendors downloaded the ITB, and one (1) proposal was received before bid opening. As stated in the ITB, bid shall be awarded by GROUP to one (1) primary and one (1) alternate bidder with the lowest price that is responsive, responsible and meets all specifications, terms, and conditions of the bid.

Centurion Partners Health and Fitness d/b/a FitnessSmith is being recommended for award.

Financial Impact

The total spending authority requested is \$150,000, an estimate, based on historical expenditure for this service.