

TOWN OF WHITECOURT, ALBERTA

REQUEST FOR PROPOSAL



Spin Bike Replacement

RFP No. 2025-30-01

Closes: Friday, February 21, 2025 @ 12:00 PM MST

INTRODUCTION AND BACKGROUND

The Town of Whitecourt Alberta, a community of 10,204 people located 180 km northwest of Edmonton, has identified the need for spin bike replacement in the Fitness Centre at the Allan & Jean Millar Centre recreation facility. The facility hosts fitness classes such as indoor cycle, boot camp, yoga and more. As a result of community growth and long-term planning, the Town of Whitecourt has a replacement plan for all capital assets.

SERVICES REQUIRED

The Spin Bike Replacement will include:

- a. Installation of 15 new spin bikes.
- b. Minimum spin bike requirements:
 - a. Commercial Model;
 - b. Able to support riders up to 350lbs;
 - c. Magnetic resistance system;
 - d. Adjustable seat and handles; and
 - e. Minimum of two years' warranty and service.

*Existing equipment will be removed by the Town of Whitecourt prior to install date.

ADDITIONAL INFORMATION

To assist with the project, the following information will be made available to the consulting team:

The total budget for this project is \$45,000 CAD.

KEY DATES

In order to assist Proponents, the following are key target dates and events with respect to this RFP process. Such dates are not guaranteed and may change based upon circumstances.

1. RFP issued: January 30, 2025
2. Inquiries received up to: February 20, 2025
3. Closing date for submissions of proposals: Friday, February 21, 2025 @ 12 PM MST
4. Evaluation/ Award: March 7, 2025
5. Project Completion: May 2025

CONSULTANT SELECTION PROCESS

1. Solicitation of firms through this "Request for Proposals" through the Alberta Purchasing Connection.

2. Review of Proposals by Town of Whitecourt.
3. Selection and negotiation of contract.

PROCUREMENT AND EVALUATION PROCESS

1. Past experience with similar projects.
2. Qualifications and experience of principle staff.
3. Proposed fee structure.
4. Proposed methodology and approximate timelines to complete the requested tasks.
5. References. Proponents are requested to provide references from three similar sized or types of projects completed within the previous five years.

Submitted proposals should address these factors.

REPORTING RESPONSIBILITY

1. The successful firm will report to the Town of Whitecourt.

Contact: Kelly Sadoway
Town of Whitecourt
Box 509, Whitecourt, AB T7S 1N6
Telephone: 780-778-3637 ext. 407
E-mail: kellysadoway@whitecourt.ca

2. Clarification of terms and conditions of the RFP document and the RFP process and all other inquiries shall be directed to Kelly Sadoway using the contact information above.

SUBMISSION OF PROPOSALS

2 (two) hard or 1 (one) emailed copies must be received at:

Town of Whitecourt
Community Services Department
Box 509
5004 – 52 Avenue
Whitecourt, AB T7S 1N6
kellysadoway@whitecourt.ca

Prior to Friday, February 21, 2025 @ 12 PM MST

- a) Electronic submission will be accepted; however, proponents are cautioned that the closing time is based on when the proposal is received by the Town and NOT when a proposal is submitted by the proponent. It is the sole responsibility of the proponent to be mindful of the length of time for the proposal to be transmitted due to file transfer size, transmission speed or other factors. The Town shall not be responsible for any failure to receive email submissions sent by the proponent, and proponents are encouraged to take steps to ensure their Proposal has been received in advance of the deadline.

Confirmation of receipt may be obtained by contacting Kelly Sadoway, Manager of Recreation, by phone at 780-778-3637 ext. 407.

- b) Mailed proposals should be submitted in a sealed envelope or package, marked with the Proponents name and the RFP title “Spin Bike Replacement”.
- c) Amendments to a Proposal may be submitted if delivered in writing prior to the Closing Time in a sealed envelope or package, marked with the Proponent’s name and the RFP title.
- d) Proposals already delivered to the Town may be withdrawn with written notice only, provided such notice is received prior to the Closing Time.
- e) Any and all costs associated with the preparation and submission of the Proposal, including any costs incurred by the Proponent after the Closing Time will be borne solely by the Proponent.

KNOWLEDGE OF REQUIREMENTS

The bidder shall carefully review the proposal documents and all referenced documents to ensure that all information required to properly respond has been submitted or made available and all the requirements that the bidder is required to price are in its proposal. Failure to examine any document, drawing, specification, or instruction will be at the bidder’s sole risk.

Bidders shall be responsible for knowledge of all items and conditions contained in their proposals and in this RFP, including the Town of Whitecourt issued clarifications, modifications, amendments, or addenda.

CLOSING INFORMATION

1. The Town of Whitecourt is not liable for any costs or expenses or to reimburse or compensate the Proponents in any manner whatsoever or under any circumstances including, without limitation, in the event of rejection of all proposals or cancellation of the project.
2. The Town of Whitecourt reserves the right to request that any or all proponents clarify and make revisions to their proposal. The Town may choose to meet with one, several, or all proponents to discuss aspects of their proposal. The Town of Whitecourt is not obligated to seek clarification from any proponent with regard to any aspect of its proposal.

3. The Town is not bound to accept any proposal. Further, the Town reserves the right to accept or reject any proposal in whole or in part, waive any irregularities in the proposal process, and to discuss different or additional items to those included in this RFP, at its sole discretion. The Town may invalidate this RFP and may issue a second RFP at its sole discretion.
4. The Town reserves the right not to consider award of any contract or purchase order to any party that is or has in the past 3 years been engaged in litigation or arbitration with the Town, or any party with an outstanding debt owed to the Town.

Thank you for your anticipated response.