

**GLENVIEW PARK DISTRICT**

1930 PRAIRIE STREET  
GLENVIEW, ILLINOIS 60025  
(847) 657-3215

DATE: March 8, 2019

**SPECIFICATIONS FOR:**  
Spin Bikes and Software

**BIDS RECEIVED UNTIL:** March 27, 2019 2:00pm at Park Center  
2400 Chestnut Avenue  
Glenview, Illinois 60026

Make bids on proposal sheet attached hereto.

**GLENVIEW PARK DISTRICT**  
**COOK COUNTY, ILLINOIS**

**I. NOTICE OF BIDDING**

Notice is hereby given that sealed proposals will be received by the Board of Park Commissioners of the Glenview Park District, Glenview, Illinois for **Spin Bikes and Software** in accordance with instructions to bidders and specifications.

Proposals will be received until **2:00pm, Wednesday, March 27, 2019** at Park Center, 2400 Chestnut Avenue, Glenview, Illinois, 60026. All bids will be publicly read at 2:00pm at Park Center. Bids received after closing time will be returned unopened. Award to the successful bidder will be made within sixty (60) days.

Bidders are required to use the proposal form supplied with the specifications. All proposals must be enclosed in a sealed envelope and marked on the outside, **"Sealed Bid: Spin Bikes and Software"**.

Proposals should be addressed to:

Kathleen McInnis, Manager of Park Center Health and Fitness  
Glenview Park District  
Park Center  
2400 Chestnut Avenue  
Glenview, IL, 60026

The Board of Park Commissioners of the Glenview Park District, Cook County, Illinois, reserves the right to reject any or all bids, or any part thereof, and to accept the bids deemed to be in the best interests of the Glenview Park District.

By order of the Board of Park Commissioners of the Glenview Park District, Cook County, Illinois.

Dated this 8<sup>th</sup> day of March, 2019.

\_\_\_\_\_  
Michael McCarty  
Secretary/Executive Director

Publication Date: March 14, 2019

## II. BIDDING REQUIREMENTS AND INSTRUCTIONS

The following instructions relate to the proper form and method for submitting the Bid Proposal, the accompanying surety, the provisions for the letting of Contract and to such matters.

### A. Preparation of the Proposal

Each bidder shall submit his proposal on the special form, which is supplied by the park district and attached to these specifications. The proposal must be received by the date and hour set aside for the opening. All proposals must be signed, in ink, by the proper officer of the firm bidding.

Sealed bid proposals will be received by the Glenview Park District, 2400 Chestnut Avenue, Glenview, Illinois, 60026 on or before the date set forth in the notice of bidding.

All bidders must supply three references from organizations that have used their service within the prior three years. References must contain the name of the organization; name and title of the contact person, organization address and phone number, dates organizations used service and approximate contract amount.

### B. Acceptance of Bids

It is the intention to award the contract to the lowest responsible and qualified bidder for the base bid. The park district hereby reserves the right to accept portions of proposals on the basis of low bid for the various items on the proposal form.

The park district may consider such factors as bid price, delivery guarantee, experience and responsibility of bidder, methods of construction and similar factors in determining which bid it deems to be in its best interest and best meeting the requirements of the park district.

### C. Rejection of Proposals

The Park District hereby serves the right to reject any or all proposals, waive informalities or technicalities, or to accept any proposal or portions of the bid that, that in its judgment, will be in the best interest of the public.

### D. Exemption from Taxes

Contractors and vendors supplying equipment and materials to the Glenview Park District shall not charge the Federal Excise Tax or State of Illinois Retailers Occupational Tax, since the Glenview Park District is exempt from these taxes.

### E. Documents

Bidding documents include the advertisement or invitation to bid, instructions to bidders, the Bid Proposal Form and the Proposed Contract Documents, including any addendum issued prior to receipt of Bids.

Addenda are written or graphic instruments issued prior to the execution of the contract which modify or interpret the bidding documents, including Drawings and Specifications, by additions, clarifications or corrections. Addenda will become part of the Contract documents when the Contract is executed. Copies of each addendum will be furnished to each known bidder.

### F. Holding of Bids

The park district reserves the right to hold all bids for a period of thirty (30) days after the date of receiving said bids named in the advertisement, and the bidder shall not withdraw his bid during said thirty day period.

G. Holding of Bids

The park district reserves the right to hold all bids for a period of sixty (60) days after the date of receiving said bids named in the advertisement, and the bidder shall not withdraw his bid during said sixty-day period.

H. Trade-In Equipment

Equipment being offered for trade-in may be examined at Park Center Health and Fitness, 2400 Chestnut Avenue, Glenview, Illinois from 8:00am to 4:00pm Monday through Friday by contacting Kathleen McInnis at (224) 521-2596. Trade-in price can be elected or rejected by the Park District. In lieu, the district may elect to sell equipment independently

I. Warranty

The contractor shall warranty each and every unit supplied under the contract to function efficiently, and shall correct at his own expense, all faults whether due to defective material, faulty design or improper workmanship, appearing within the period of the manufacturer's standard warranty. A copy of the manufacturer's warranty shall be turned over to the Park District upon receipt of equipment at 2400 Chestnut Avenue, Glenview, Illinois.

J. Special Conditions

The Glenview Park District does not have a standard dock. Delivery truck must have a lift gate. Delivery of items contained in the bid must be delivered and installed per the following scheduling:

- Trade ins picked and removed from the Park Center Health & Fitness by Noon on August 12, 2019.
- Delivery of new bikes on August 15, 2019 by Noon.
- Training scheduled and completed not later than August 20, 2019.

Glenview Park District must be notified of delivery 48 hours in advance of time and installation to meet Delivery Company. Trade in on old spin bikes including removal.

Delivery location:

Park Center Health and Fitness

2400 Chestnut Ave.

2<sup>nd</sup> Floor

Glenview, IL 60026

K. Definition of Terms

Throughout these bid document, the following terms shall be used:

**Bidder:** Any individual, firm, company or corporation submitting a sealed proposal as a bid on the designated item(s) or project.

**Contractor:** Any individual, firm, company or corporation whose bid is accepted by the Glenview Park District for the item(s) or project.

**Owner:** the Executive Director of the Glenview Park District or his designated representative.

**Park District:** The Glenview Park District of Cook County, Illinois

L. Errors in the Bid

When an error is made in extending the total price, the unit price will govern. Otherwise, the bidder is not relieved from errors in bid preparation.

M. Corrections/Withdrawal

If an error is found in a bid, it must be corrected before the date and time for the bid opening. A written request for withdrawal of the original bid or any part thereof may be granted only if the request is received prior to the specified time of closing.

No bid may be withdrawn or cancelled after the closing time for receipt of bids and for a period of sixty (60) days thereafter.

N. Omissions and Discrepancies

Should a Bidder find discrepancies in, or omissions from bid documents, he/she should at once notify the Glenview Park District, which may send a written instruction to all Bidders, in the form of an addendum.

O. Qualification of Bidders

Each bidder shall enclose with his bid a statement setting forth his prior experience and qualifications of his organization. The bidder shall also state that he has available or under his control, equipment of the character and in the amount required to complete the proposed work within the specified time.

**III. GENERAL CONDITIONS**

Indemnification

The contractor shall indemnify and save harmless the Glenview Park District from and against any and all claims, costs, damage and demands resulting from injuries or death or damage to property alleged to have arisen as a result of or connected with the performance of work under the agreement by the Contractor of his subcontractor. The contractor shall defend the Glenview Park District against any actions based thereon and shall pay all fees of attorneys and all costs and other expenses arising therefrom.

Execution of Contract and Performance/Payment Bonds

It is the intent of the park district to accomplish as much of this work possible within a limited budget. It is therefore conceivable that some bid items may be omitted from the agreement.

The successful Bidder/Bidders shall enter into a written agreement with the Glenview Park District within ten (10) calendar days after notification of acceptance of the proposal.

Permits and Laws

The contractor shall at all times observe and comply with all Federal, State and Local laws, regulations and ordinances which, in any manner, affect the conduct of his work. Any complaint, claim, or action brought against the Contractor for failing to observe or comply with any law, ordinance or regulation shall be the sole responsibility of the Contractor and shall in no way extend to or expose the park district to liability and the contractor shall indemnify and hold harmless the park district from any and all such complaints, claims or actions. Before beginning work, the contractor shall obtain from the proper officers all permits and licenses, pay all charges and fees, and give all notices necessary and incident to the due and lawful prosecution of the work.

Time of Completion and Work Schedule

The contractor, as a part of the bid, shall prepare and submit an Estimated Progress Schedule for the work. The progress schedule shall be related to the entire project to the extent required by the bid forms, and shall provide for expeditious and practical execution of the work. Important communications shall be confirmed in writing. Other communications shall be so confirmed on written request in each case.

Questions regarding the bid should be directed to:

**Kathleen McInnis, Manager of Park Center Health and Fitness**

Park Center  
Glenview Park District  
2400 Chestnut Avenue  
Glenview, IL 60026  
(224) 521-2596

**All bids should be marked “Sealed Bid - Spin Bikes and Software”**

**Bids should be mailed to:**

Park Center Health and Fitness  
Attn: Kathleen McInnis  
2400 Chestnut Avenue  
Glenview, IL 60026

**IV. Spin Bikes and Software**

All Spin Bikes and software must meet the following specifications:

**Acceptable Spin Bikes and Software is up to 21 Stages SC3 indoor cycle with power meter console, Stages Flight power training software package including;**

1. Software and Content - YEAR 1
2. Command Center (Pre-loaded laptop)
3. PoE WASP switch receiver
4. Product Training
5. Book-a-bike system
6. Class auto-schedule feature
7. Unlimited member accounts
8. Access to instructor cloud (1,500+ rides!)
9. 10 -Stages produced intensity profiles and tests
10. 6 -Stages produced videos
11. 2 -Virtual (follow the instructor) rides
12. 4 -Stages created competition routes and challenges
13. Instructor training with p POWER ADD-ON

**As part of the bid, please include the following for trade in value:**

Keiser Spin Bikes M3 up to quantity of 27 bikes

BID SUMMARY/PROPOSAL FORM

GLENVIEW PARK DISTRICT  
Park Center Health and Fitness  
2400 Chestnut Avenue  
Glenview, Illinois 60026

To: Glenview Board of Park Commissioners:

The undersigned, hereby proposes to provide and furnish all of the materials described in the specifications as indicated on the Bid Proposal Form for the sum set forth in the following Bid Proposal Form.

The undersigned agrees upon notification of the acceptance of this bid, to enter in to a contract with the Glenview Park District within ten (10) days, in accordance with the bid as accepted.

The total quantities in following Bid Proposal Form – Quantity Estimate, are approximate only. Payment shall be based on the following lump sums and the actual quantities of work performed at the contract unit prices specified.

CONTRACT AWARD

Bidders must quote on all items within the Proposal Form. The owner reserves the right to add or deduct from item quantities or to delete total items as its interest may best be served.

For the performance of all items of work, furnishing all materials, equipment, labor, etc., necessary to make a complete job as shown on the Plans as indicated in the Specifications, we submit the following unit prices and lump sums.

We make the following proposal in accordance with your specifications.

**Up to 21 Stages SC3 indoor cycle with power meter console, Stages Flight power training software package**

<u>Item</u>	<u>Quantity estimate</u>	<u>Unit Cost</u>	<u>Total Cost</u>
Stages SC3 Bikes	21	\$ _____	\$ _____
Stages Flight Software package	1	\$ _____	\$ _____
Trade in Value (deduct)	27	\$ ( _____ ) _____	\$ ( _____ ) _____

**Price should include freight, delivery and installation**

**For the TOTAL Sum of** \$ \_\_\_\_\_  
**(Fill In)**

DATE: \_\_\_\_\_

Name of Company or Firm \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Agent Signature

Address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

ALL EQUIPMENT TO BE DELIVERED AND INSTALLED FIRST WEEK OF AUGUST 2019

**Park Center Health and Fitness**  
**2400 Chestnut Ave.**  
**2<sup>nd</sup> Floor**  
**Glenview, IL 60026**

**V. REFERENCE QUALIFICATIONS**

The following statements as to experience of the Bidder are submitted with the proposal, as a part thereof, and the Bidder warrants that all these statements are true and correct.

**BIDDER'S INFORMATION**

- A. Bidder's organization has been in business under its present business name for \_\_\_\_\_ Years, from \_\_\_\_\_ to \_\_\_\_\_.
- B. Services similar in character to that required in the proposed Contract, which Bidder's organization has provided in the past three years. Three references are required.

<b><u>Reference Information</u></b>			
	<b>#1</b>	<b>#2</b>	<b>#3</b>
<b>Organization</b>			
Contact Name			
Address			
<b>City</b>			
<b>Phone Number</b>	( )	( )	( )
<b>Dates of Service</b>			
Contract Amount	\$	\$	\$



**VI. AUTHORIZATION OF BID**

We propose to furnish, in accordance with your specifications, those items indicated. We understand that bids may be accepted all, or only in part.

**SUBMITTED BY**

Firm: \_\_\_\_\_

Manufacturer of Product: \_\_\_\_\_

By: \_\_\_\_\_  
(Printed Name) (Authorized Signature)

Title: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Date: \_\_\_\_\_ Tax ID No. \_\_\_\_\_