

**RFP 1711**  
**REPAIR SERVICES FOR FITNESS EQUIPMENT**

**FACT SHEET**

A. **Overview:** This recommendation is to establish a contract for on-site repair and preventive maintenance services for a variety of fitness equipment throughout Frederick County Public Schools (FCPS). Bids were received on September 22, 2016.

1. **Bid participation:**

13 proposals downloaded  
3 companies submitted a bid

2. **Bids were received from:**

Harris Enterprises, Inc. dba: Fitness Equipment Solutions (Joppa, MD)  
Heartline Fitness Products, Inc. dba: Heartline Fitness Systems (Gaithersburg, MD)  
**Robert Decker Enterprises, Inc. dba: RMS Fitness Equipment Services (Nottingham, MD)**

3. **Other facts:**

- The contract term will be effective from date of award through August 31, 2017, with two one-year renewal options available.
- The bid from Heartline Fitness Products was rejected because it was not submitted in the proper format as required by the bid specifications.
- Approximately \$28,000 is estimated to be expended in FY17.
- This is an open requirement type contract. FCPS is not obligated to purchase any specific quantity or dollar amount of parts or services.
- Selection is based on a total score of each vendor's technical and cost proposals.
- This contract will be administered by Brian Griffith, Curriculum Specialist Secondary Health and Physical Education.

4. **Source of funding:** FY17 Approved Operating Budget and contingent upon Board approval of FY18 Operating Budget.

---

B. **Recommendation:** Staff recommends the contract for RFP 1711, Repair Services for Fitness Equipment, be awarded to Robert Decker Enterprises, Inc. dba: RMS Fitness Equipment Services, Nottingham, MD, per the attached Bid Tabulation.

---

C. **Action taken by the Board (Purchasing use only):**

_____ Approved	_____ Denied	_____ Deferred	_____ Other	BL/kl
_____ Date	_____ Date	_____ Date	_____ Date	BOE Meeting 10.19.16

**RFP 1711, REPAIR SERVICES FOR FITNESS EQUIPMENT**  
**BID TABULATION**

	Harris Enterprises, Inc. dba: Fitness Equipment Solutions	Robert Decker Enterprises, Inc. dba: RMS Fitness Equipment Services
<b><u>LABOR</u></b>		
Preventative Maintenance/Inspections Hourly Rate	\$ 125.00	\$ 52.00
Other Repair Services Hourly Rate	\$ 95.00	\$ 65.00
<b><u>MATERIALS</u></b>		
Discount from Manufacturers' List Price for Major Parts Used in Repairs	10%	0%
<b><u>TRAVEL CHARGES</u></b>		
Round Trip Flat Fee to All School Locations within Frederick County	\$ 75.00	\$ 80.00

**RFP 1711, REPAIR SERVICES FOR FITNESS EQUIPMENT**  
**SCORING SUMMARY**

<b>VENDOR</b>	<b>FINAL TECH SCORE = 60 POINTS MAX</b>	<b>COST SCORE = 40 POINTS MAX</b>	<b>TOTAL SCORE</b>
ROBERT DECKER ENTERPRISES dba RMS	55.3	40	95.3
HARRIS ENTERPRICES dba FITNESS	44.3	27	71.3

TECHNICAL - 60 points assigned as follows:

- Business Structure - 25
- Employee Qualification and Training - 15
- Licensing, Insurance and Legal - 5
- Value Added - 5
- References - 10

COST - 40 points assigned based on estimated annual labor, travel and parts charges and used to rank bidders by a weighted average.