



**REQUEST FOR QUOTATION (RFQ) NO. 1831-45123**

**FITNESS EQUIPMENT**

**September 21, 2018**

**Description** Hoist Fitness (HF5962) Fitness Tree

**Quantity** 1 Each

**Specifications** Perform multiple exercises such as dips, knee raise, chin ups, hanging leg raise, sit ups and pushups. Maximum weight 400 lbs.

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**Description** True Fitness Spectrum

**Quantity** 1 Each

**Specifications** A stepper, elliptical and runner all in one machine. Core Drive™ System, 13"-30" Adjustable Stride, Soft Step Cushioned Footpads, Ergonomic Multi-Grip Handles

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**Description** Inner/Outer Thigh (HD-3800)

**Quantity** 1 Each

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**Description** Rubber Coated Dumbbells

**Quantity** 2 Each per size

**Specifications** 35lbs, 40lbs, 45lbs, 50lbs, 55lbs, 60lbs, 65lbs, 70lbs, 75lbs, 80lbs, 85lbs, 90lbs, 95lbs and 100lbs.

In your quote itemize the following, if applicable:

- Cost of Freight
- Cost of Installation
- Delivery must be made on or before Friday, September 28, 2018 by 5:00pm. Installation can be scheduled for later date and time.
- Purchase Order will be issued on Thursday, September 27, 2018 no later than 12:00pm
- Timeframe quote is valid.

### **Change in Scope of Services**

The Jacksonville Aviation Authority (JAA) without invalidating the Contract, may order extra work or make changes by altering, adding to, or deducting from the work, and the Contract will be adjusted accordingly, based on a mutually agreed upon negotiated price. Changes in the work and the Contract sum may only be changed by prior written agreement executed by the parties with proper authorization to do so.

### **Addenda - Changes While Quoting**

No interpretation of the meaning of any part of the RFQ or other Contract Documents, or corrections of any apparent ambiguity, inconsistency or error therein, will be made to any Respondent orally. All requests for written interpretations or corrections **MUST** be submitted in writing and addressed to JAA's Procurement Department.

Requests may be transmitted via email to: [monica.frazier@flyjacksonville.com](mailto:monica.frazier@flyjacksonville.com). Each Respondent is fully responsible for ensuring that its requests for written interpretations or corrections is timely received, and shall assume the risk of non-delivery or untimely delivery caused by its chosen delivery method, whether by Email, US mail, public carrier or otherwise.

All such interpretations and supplemental instructions will be in the form of written Addenda to the RFQ Documents, which, if issued, will be emailed to the Contractors. However, it is the responsibility of each Respondent, prior to submitting its Quotation, to contact JAA Procurement Department at 904.741.2352 to determine if any Addenda were issued and to make such Addenda a part of its Quote. In case any Respondent fails to acknowledge receipt of any such Addenda in the space provided on the Quotation Form, its Quotation will nevertheless be construed as though the Addenda has been received and acknowledged. Only the interpretations or corrections so given by JAA Procurement Department in writing will be binding, and prospective Respondents are advised that no other source is authorized to give information concerning, or to explain or interpret the RFQ Documents.

### **Award of Agreement**

JAA reserves the right to award to one or more Respondents.

JAA reserves the right to accept or reject any or all Quotes, in whole or in part. JAA reserves the right to award the RFQ to the Respondent submitting a quotation which is most advantageous and in the best interests of JAA. Tie quotations will be awarded pursuant to JAA's Local Preference Program and if after its application the tie remains, preference will be given to the Respondent that certifies it has implemented a drug-free workforce program. If a tie still remains, JAA will award the RFQ in the manner determined to be in the best interests of JAA. JAA will be the sole judge of the bids and the resulting award that is in its best interest and its decision will be final. The JAA's CEO has final approval authority for any resulting agreement. This RFQ is subject to the availability of budgeted funds.

Within 10 days after notice of award is made, the successful Respondent will be given a JAA purchase order and Respondent must acknowledge receipt. Award will not be binding until this purchase order has been received and acknowledged by the Respondent to contain the terms of the contract. Respondent terms different from JAA's (on JAA purchase order or contained in the Contract) will not be allowed.

### **Compensation**

Compensation will be paid in accordance with the Respondent's quotation price submitted on the Quotation Form and accepted by JAA, subject to post quotation negotiations, value engineering, etc. The invoice, which must reference the purchase order number, should be mailed to JAA, Attn: Accounts

Payable, 14201 Pecan Park Road, Jacksonville, FL 32218. Invoices may also be submitted via email to: [accountspayable@flyjacksonville.com](mailto:accountspayable@flyjacksonville.com). Invoices will be processed in accordance with normal JAA procedures, which is 30 days net after receipt of an approved invoice. JAA, at its sole discretion, may authorize advance payments, deposit or partial payments.

#### **ACH Payment Participation Acknowledgement**

JAA is endeavoring to process its accounts payable transactions even more efficiently through the Automated Clearing House (ACH) payment method. In order to increase the speed in which payments are made, the JAA / ACH "Quick Pay" Electronic Funds Transfer Initiative has been established. Submitting a quote in response to this solicitation shall represent an acknowledgement that, as a condition precedent to Respondent receiving an award in this matter and receiving payments thereunder, Respondent will complete and return JAA's ACH Authorization Form, a draft copy of which is attached hereto as **Exhibit A**. JAA will make every effort to secure the information obtained through this initiative in accordance with Florida Law, under which banking information and account numbers are currently considered confidential and exempt from public record.

**PLEASE BE ADVISED THAT JAA'S ACH AUTHORIZATION FORM SHOULD NOT BE COMPLETED AND SUBMITTED AS PART OF RESPONDENT'S BID OR PROPOSAL DOCUMENTS.**

The completion and return of JAA's ACH Authorization Form is only required if Respondent is notified of a potential award, at which time an actual copy of the form will be provided. If it has previously completed and returned this form and there has been no changes to the information contained therein, Respondent shall provide JAA written notice and documentation of the same.

#### **Delivery of Quotations**

**ALL QUOTATIONS MUST BE SUBMITTED SEPTEMBER 26, 2018 AT 10:00 AM (LOCAL TIME).**

Quotations can be submitted via email to: [monica.frazier@flyjacksonville.com](mailto:monica.frazier@flyjacksonville.com) or fax, 904.741.2350, or US mail to the JAA Procurement Department, Attn: Monica M. Frazier, 14201 Pecan Park Road, Jacksonville, FL 32218.

**RESPONDENT MAY SUBMIT QUOTE ON COMPANY LETTERHEAD OR JAA QUOTATION FORM**

Subject to JAA's discretion to waive minor irregularities that will not result in an unfair economic or competitive advantage or disadvantage to any Respondent, any Quotations received after the above stated time and date will NOT be accepted and/or evaluated. Each Respondent is fully responsible for ensuring that its Quotation is timely received, and shall assume the risk of non-delivery or untimely delivery caused by its chosen delivery method, whether by email, US mail, public carrier or otherwise.

#### **Delivery Date for Fitness Equipment**

**THE EQUIPOMENT MUST BE DELIVERED TO JAA ON OR BEFORE SEPTEMBER 28, 2018 by 5:00PM (LOCAL TIME).**

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**QUOTATION FORM**  
**JAA Fitness Equipment**

Respondent's Name: \_\_\_\_\_

The following checklist is provided for convenience. The Respondent is responsible for carefully reviewing the submittal requirements in the RFQ and submits all information requested. JAA will not pay any transportation, insurance and/or import charges.

- A. **Proposed Price:**
- |                                   |                  |
|-----------------------------------|------------------|
| Hoist Fitness Tree, 1 Each        | \$ _____ (Total) |
| True Fitness Spectrum, 1 Each     | \$ _____ (Total) |
| Inner/Outer Thigh Machine, 1 Each | \$ _____ (Total) |
| Rubber Coated Dumbbells           | \$ _____ (Total) |
| Installation Charges:             | \$ _____         |
| Freight:                          | \$ _____         |
| Additional Fees:                  | \$ _____         |
| (Specify Below)                   |                  |

**TOTAL** \$ \_\_\_\_\_

**Additional Fees:** \_\_\_\_\_

B. Estimated Delivery after Receipt of PO: \_\_\_\_\_

C. Timeframe Quote is Valid: \_\_\_\_\_

D. Addendum Acknowledgement, if applicable

Acknowledgment of the following Addenda is hereby made:

Addenda No. \_\_\_\_\_ Date: \_\_\_\_\_ Respondent's Initial: \_\_\_\_\_

E. Acknowledgement Respondent will accept a Purchase Order and invoice JAA:

Respondent's Initial: \_\_\_\_\_

F. Drug-Free Workplace Program Certification:

a. \_\_\_\_\_ Yes, we have a Drug-Free Workplace Program

b. \_\_\_\_\_ No, we do not have a Drug-Free Workplace Program

**FAILURE TO SIGN YOUR QUOTE WILL CONSTITUTE A MATERIAL IRREGULARITY AND WILL RESULT IN REJECTION OF THE QUOTE.**

Authorized Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Bidder is a: [ ] Corporation [ ] Partnership [ ] Individual

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

**EXHIBIT A**

**ACH Payment Participation Acknowledgement**

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