



Chicago Park District

Legislation Text

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AUTHORIZATION TO ENTER INTO CONTRACT WITH DIRECT FITNESS SOLUTIONS, LLC FOR FITNESS EQUIPMENT-PURCHASE, MAINTENANCE AND REPAIRS SPECIFICATION P- 19009

To: The Honorable Board of Commissioners of the Chicago Park District

I. Recommendation

It is recommended that an order be entered authorizing the General Superintendent or his designee to enter into a contract with Direct Fitness Solutions, LLC, for the purchase, maintenance and repairs of fitness equipment, located in the 70 fitness centers citywide. This contractor was selected pursuant to a publicly advertised Request For Proposal. No work may commence and no payment shall be made prior to the execution of a written agreement.

II. Award Information

Contractor: **Direct Fitness Solutions, LLC**
600 Tower Road
Mundelein, IL: 60060

Company Type: Direct Fitness Solutions
Year Incorporated: 1998

Majority Interests: Tim Green 61%
John Flershem 24%

Contract Period: Two [2] year initial term with three [3] year extension options. If the extension options are exercised, funding shall be based upon annual appropriations.

Contract Amount: \$119,415.00 for the initial contract term. Expenditures for services under each extension term will be authorized by annual appropriation and subject to each year's budget.

Affirmative Action Goals: The Minority- and Women-Owned Participation for this contract include:

Scope of Services: To provide all fitness equipment, fuel, labor, management, materials, parts, supervision, training, transportation, trucks, vehicles, and any/all other services necessary to supply, deliver, maintain, repair and consult on fitness equipment and accessories throughout the Chicago Park District. Provide a wide variety of fitness products, which address accessibility, flexibility, cardiovascular, interactive and strength training needs/uses. Provides services of the and best quality that are competitively priced and delivered in a timely manner.

II. Award Information (Cont.)

Authorization: Authorize the General Counsel to include other relevant terms and conditions in the written Agreement.
Authorize the General Superintendent to execute the Agreement and the Secretary to attest as to the signing of the Agreement and keep an original copy of the Agreement on file.

III. Budget and Financial Information

Budget Classification: Corporate
Fiscal Year: 2020
Source of Funds: Repair and Maintenance
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IV. Procurement Information

Specification Number: P-19009
Date Advertised: December 20, 2019
Date of Pre-Proposal Meeting: January 6, 2020
Date Proposal Due: January 30, 2020
Number of Proposals Received: Three (3)
Evaluation Detail:

This contract was publicly advertised as a Request for Proposals (“RFP”). Three (3) proposals were received on the due date. After further review by the Department of Purchasing (“Purchasing”) it was found that one (1) proposer was non-responsive and therefore removed from consideration. The remaining two (2) proposers were found by the Department of Purchasing to be compliant and responsive.

The Evaluation Committee (“EC”) was comprised of five (5) members, all CPD staff. The EC began their evaluation of the proposals at their first meeting on February 27, 2020 and the EC met again on March 5th where they continued their evaluation of the non-proposals. A third meeting was held on June 23, 2020 where the committee evaluated the financial proposals and decided to invite the proposers to oral presentations. The Oral presentation was held on July 24th via tele-conference, and the sessions lasted approximately one hour. The EC had discussion immediately after the oral presentations and decided to send the proposers a request for a Best and Final Offer. The Department of Purchasing sent the proposers the request for a Best and Final Offer on July 26th with a due date of July 27th. The EC met on August 7th to continue their evaluation and review of the Best and Final Offers. The EC concluded their evaluation by unanimously highly scoring Direct Fitness Solutions and therefore recommending them for award.

V. Explanation

District-wide, the Chicago Park District (“CPD”) requires the services of a company to purchase, maintenance and repair of fitness equipment in 70 fitness centers. The fitness centers vary in size, ranging from 20ft x 40ft to 80ft x 120ft. There are approximately 1,100 pieces of fitness equipment throughout the Chicago Park District. Types of equipment are cardiovascular (elliptical, recumbent bikes, rowers, upright bikes, and treadmills), strength (machines, free weights, barbells, etc), flexibility (mats and or stretching equipment), as well as amenities (mirrors and rubberized flooring).

Direct Fitness Solutions is an authorized dealer/distributor of a variety of fitness equipment and is capable of providing service on equipment existing in Chicago Park District fitness centers. As the Chicago Park District works to standardize the fitness centers, Direct Fitness Solutions can provide new equipment that meets the needs of the patrons of the Chicago Park District fitness centers. Direct Fitness Solutions will be responsible for the repair of all new and existing fitness equipment. Direct Fitness Solutions will work with CPD personnel regarding the proper use and care of the equipment at the time of delivery and installation at the fitness center. Additionally, Direct Fitness Solutions will work alongside the wellness department providing training to staff at the minimum of two times a year.

Direct Fitness Solutions will be responsible for performing the preventative maintenance on all new and existing fitness equipment. There will be a preventative maintenance program developed to ensure all equipment is working at optimal levels.

With the growth of the Chicago Park District, and the possibility of increasing fitness center locations, Direct Fitness Solutions will

provide consultation services regarding fitness centers layouts, which includes scale drawings, equipment options and utility requirements.

VI. General Conditions

1. *Conflicts:* No agreement authorized herein shall be legally binding on the Chicago Park District if entered into in violation of the provisions of the Public Officer Prohibited Activities Act, 50 ILCS 105/0.01 *et seq.*
2. *Ethics:* The Chicago Park District's Ethics Code, Chapter III of the Code of the Chicago Park District, shall be incorporated into and made part of all agreements authorized herein.
3. *Contingent Liability:* Any agreement lawfully entered into for a period of more than one year shall be executory only for the amounts for which the Park District may become liable in succeeding fiscal years pursuant to Section 17(i) of the Chicago Park District Act, 70 ILCS 1505/17(i). All agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year budget.
4. *Economic Disclosure Statement ("EDS"):* Contractor has submitted a full and complete EDS prior to execution of the contract.