



HISTORIC  
FRANKLIN  
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ITEM #25  
BOMA  
07/27/2010

## MEMORANDUM

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July 2, 2010

**TO:** Board of Mayor and Aldermen

**FROM:** Eric S. Stuckey, City Administrator   
Russell Truell, Assistant City Administrator / CFO  
Jackie Moore, Chief of Police  
Brian Wilcox, Purchasing Manager

**SUBJECT:** Consideration of bid award to Component Fabricators, d/b/a Legend Fitness, of Maynardville, TN in the amount of \$30,150.00 for supply, delivery and installation of fitness equipment for the Police Department (Purchasing Office Procurement Solicitation No. 2010-038)

### Purpose

The purpose of this procurement is to equip the new Franklin Police Department headquarters with fitness equipment for use by employees of the department. This new fitness equipment would be installed at this location instead of moving the department's existing equipment so that the existing equipment could be left in place at City Hall and available for use by all employees of the City.

### Background

The Board of Mayor and Aldermen has discussed this issue previously.

### Financial Impact

The City published on June 10, 2010 a Notice to Bidders in the *Williamson Herald* for the supply, delivery and installation of fitness equipment. In addition, bid documents were sent on or about the same date directly to seven (7) potential bidders known or thought to be interested in this solicitation. Bids from three (3) vendors were publicly opened at the bid opening held on June 24, 2010. A tabulation of the bids received for this solicitation is attached. The apparent lowest, most responsive and responsible bid, from Component Fabricators, d/b/a Legend Fitness, of Maynardville, TN, is in the total amount of \$30,150.00 for supply, delivery and installation of the specified quantities and types of equipment. This bid was identified because it is the lowest bid that most closely meets or exceeds the City's intention as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation. It is worth noting that both of the other bids were incomplete as they each failed to include all of the documentation required by the City.

### Options

In accordance with the bid documents, the City reserves the right to reject any and all bids.

For financing this purchase, the City has the following two options:

1. Pay for the purchase now as an expense to be allocated to the Police Headquarters construction project.
2. Pay for the purchase over time by means of the City's master lease agreement already in place which has some remaining capacity that could be used for the fitness equipment. This would involve a commitment to pay approximately \$6,700 per year for five years, with payments to be allocated to the Police Department operating budget.



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### **Recommendation**

Staff recommends:

1. That the City accept the apparent lowest best bid, from Component Fabricators, d/b/a Legend Fitness, of Maynardville, TN, in the total amount of \$30,150.00 for supply, delivery and installation of the specified quantities and types of equipment. Purchasing Manager Brian Wilcox is of the opinion that the prepared specifications as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the bids received.
2. That the purchase be paid for now as an expense to be allocated to the Police Headquarters construction project.

**Tabulation of Bids \***

<b>Purchasing Office Solicitation No.:</b>		2010-038 (supply, delivery and installation of fitness equipment)						
<b>Notice to Bidders published in the <i>Williamson Herald</i> on:</b>		6/10/10						
<b>Number of vendors that were notified of / that responded to this solicitation for bids:</b>		7 / 3						
<b>Date and time bids due and publicly opened:</b>		6/24/10 2:00 PM						
<b>Present at opening of bids:</b>		David Prather of the City of Franklin Police Department; Joan Johnson of the City of Franklin Finance Department; and Jennifer Woods of the City of Franklin Purchasing Office						
<b>Target meeting of BOMA at which recommendation will be considered:</b>		7/27/10						
<b>Bids received from:</b>	<b>Bid No.:</b>	<b>Brand name(s) bid:</b>	<b>Do the bid items MOES<sup>1</sup>? / If not, how many exceptions do not MOES<sup>1</sup>?</b>	<b>Total bid price for all components, including supply, delivery and installation:</b>	<b>Payment terms:</b>	<b>Lease-to-own / lease-purchase option offered?</b>	<b>Estimated time required for supply, delivery and installation after receipt of order:</b>	<b>Bid pricing is valid and may be accepted through:</b>
Component Fabricators d/b/a Legend Fitness 140 Richardon Way Maynardville, TN 37807 Carlene Steenekamp, Dir. Of Administration 865/804-0980	1 of 1	Legend; SportsArt; Troy	Bidder takes no exceptions; CoF notes 1 (fitness equipment not all the same brand)	\$30,150.00	net 30 days from date of invoice	No	30-45 days	09/30/10
Dynabody Fitness 2706 East Broadway Ave. Maryville, TN 37804 Pete Hall, VP 423/618-0718	1 of 1	Dynabody; Vision	Bidder takes no exceptions; CoF notes 1 (fitness equipment not all the same brand); CoF also notes incomplete bid submittal (models not identified; missing documentation)	\$29,291.50	net 30 days from date of invoice	No	30 days	10/31/10
Fitness Systems, Inc. 7101 Sharondale Court Brentwood, TN 37027 Michael Young Sales Manager 615/370-8575	1 of 1	Legend; Vision; Troy	Bidder takes 6 exceptions, 2 of which do not MOES <sup>1</sup> (treadmill belt dimension, elliptical stride length range), plus CoF notes 1 more (fitness equipment not all the same brand); CoF also notes incomplete bid submittal (missing documentation)	\$30,883.00	50% deposit, balance net 30 days from date of invoice	No	30-45 days	08/31/10

<sup>1</sup>MOES indicates "meet(s) or exceed(s) specifications"

\* Shaded bid is apparent lowest best bid