



ORLAND PARK

RFP #25-066

Sportsplex Fitness Equipment Maintenance

PROJECT DETAILS

Scope of Work

The Village of Orland Park (the "Village") is requesting proposals for fitness equipment maintenance services at the Sportsplex. Those services are to provide the following:

PREVENTATIVE MAINTENANCE

1. Provide, at least twice yearly, best practices routine maintenance according to fitness equipment manufacturer's specifications for the fitness equipment, including inspecting and cleaning each device (motors, belts, displays, etc.) to attempt to prevent a possible breakdown or part replacement in the future, under a maintenance agreement.
2. Preventative maintenance will be completed twice a year and be scheduled with the approval of the Fitness Manager. Repairs will be subject to approval by the Fitness Manager.
3. If another business partner/sub-contractor provides support services as part of this RFP, provide a concise description in the evidence/supporting documentation column of those businesses' partners/sub-contractors that may be providing support services.

GENERAL MAINTENANCE

1. Upon request, respond to any issues or inquiries about the proper functioning of fitness equipment as well as proper operation of equipment when something is deemed not working with equipment.
2. Respond to fitness equipment maintenance or repair service work orders within 24-48 hours of a request.
3. Provide maintenance and repair services on a time and materials basis, unless a different business model is agreed upon as a result of this request for quotes.

GENERAL SERVICE

1. Use new materials, including electronic components, when performing equipment maintenance and repair services.
2. Test newly installed or reinstalled equipment to ensure proper functioning.
3. Make facility layout recommendations for space and equipment optimization, such as rearranging existing equipment to better suit the needs of the fitness center members as well as best space utilization.
4. Provide fitness equipment recommendations on exchanges for equipment and parts.
5. Upon request, be prepared to offer evidence that the services to be provided will be conducted by qualified personnel and adequate parts inventory will be available for effective response to the Village's equipment needs.
6. Invoices for repair services must specify the type of equipment, specific problem, and full quote for approval prior to repair based on serial number.
7. All record-keeping is provided to Fitness Manager of equipment within Sportsplex. Preference is to real-time review of equipment through an online portal.
8. Sportsplex will own the maintenance records upon completion of the contract.



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LOCATION OF WORK AND SPECIFICATIONS:

Sportsplex – 11351 W. 159th Street, Orland Park, IL 60467

Exhibit A- Sportsplex Maintenance Equipment Inventory

It is expressly understood and agreed to by both Parties that in no event shall the total amount to be paid by the Village for the complete and satisfactory performance of services, exceed the proposed amount. Said price shall be the total compensation for Consultant's performance hereunder including, but not limited to, all work, deliverables, materials, supplies, equipment, sub-Consultant's fees, and all reimbursable travel and miscellaneous or incidental expenses to be incurred by Consultant. In the event the Consultant incurs cost in excess of the sum authorized for service, the Consultant shall pay such excess from its own funds, and the Village shall not be required to pay any part of such excess, and the Consultant shall have no claim against the Village on account thereof. For the avoidance of doubt, in no event shall Consultant be entitled to receive more than the proposed amount and this amount includes all costs incurred by Consultant in connection with the work and services authorized hereby, including, but not limited to: (i) any known or unknown and/or unexpected condition(s); (ii) any and all unforeseen difficulties; (iii) any unanticipated rises in the cost of labor, materials or equipment, changes in market or negotiating conditions, and errors or omissions made by others; (iv) the character of the work and/or services to be performed; and (v) any overrun in the time or cost necessary for the Consultant to complete the work due to any causes, within or beyond its control. Under no circumstances shall the Village be liable for any additional charges if Consultant's actual costs and reimbursable expenses for such work, service or deliverable exceed the proposed amount. Accordingly, Consultant represents, warrants and covenants to the Village that it will not, nor will Consultant have anyone on its behalf, attempt to collect an amount in excess of the proposed amount agreed to by the Consultant.