



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard contract (purchase order) with PRO FITNESS SALES & SERVICES, INC. for maintenance and repair of fitness equipment in the Science & Wellness department during FY2024-2025. Estimated Contract Spend Amount: \$16,330.00, Estimated Cumulative Amount: \$0.00, Estimated Contract Revenue: \$0.00

Presenter(s): Jeffrey Guild, Vice Provost of Academic Affairs

1. Describe the purpose of this purchase of goods, services, information technology, construction, or use of space. This preventative maintenance contract is for the regular inspection of all fitness equipment to ensure proper functioning and safety for users; regular cleaning and lubrication of equipment to prevent wear and tear and ensure smooth operation; and periodic calibration of machines and devices to maintain accuracy and effectiveness at the North, Central and South campus' Wellness Centers. These centers are used daily by students enrolled in the college.

2. Describe the competitive solicitation method used or, if none, the exemption relied on for bid waiver.

The procurement process used was an informal competitive process through the Three Quote Form per College Procedure A6Hx2-6.34 for purchases from \$10,000.01 up to Category Two (currently \$35,000.00) as defined in F.S. 287.017(2) and per FLDOE SBE Rule 6A-14.0734. Wellness Center obtained three (3) quotes providing the best value for the required commodity or service. The award shall go to Pro Fitness Sales & Services, Inc.

3. Describe business rationale for the purchase and how it was procured.

(A) What is the benefit of the purchase. If there is an ROI, describe the ROI and how calculated. There is no calculable ROI but by investing in a well-maintained fitness center, Broward College is supporting students' overall success and well-being.

(B) How does the purchase support the Strategic Business Plan. This directly impacts Empower Student Development by providing resources and opportunities that align with student's personal and professional growth in areas of physical and mental health, student success and community building.

(C) If applicable, what is the rationale for the use of piggybacks, existing contract extensions, bid waivers in lieu of the College conducting a competitive solicitation. Not applicable.

(D) If a competitive solicitation process was conducted by the College, describe the process. An informal competitive process was used - Three Quote Form. Three quotes were obtained from companies that provided the required services to maintain the fitness equipment. This included Pro Fitness Sales, Inc., Fitness Smith, and Fitness Services of Florida Inc, which provided the best value for this required service.

This Executive Summary is approved by:

Jeffrey Guild
Vice Provost of Academic Affairs



Fitnessmith
 PO Box 3569
 Boynton Beach FL 33424
 United States

Quote
 #EST4370
 10/4/2024

Bill To

Broward College
 Attn: Accounts Payable Dept
 6400 NW 6TH Way, 3rd Floor
 Fort Lauderdale FL 33309
 United States

TOTAL

\$16,350.00

Expires: 11/4/2024

Expires	Exp. Close	Project	Service Mgr	Territory	Partner
11/4/2024	11/4/2024		Sinisa Stojkovic		

Quantity	Item	Rate	Amount
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11	PM SERVICE MONTHLY	\$450.00	\$4,950.00
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BROWARD COLLEGE CENTRAL CAMPUS MONTHLY PREVENTATIVE MAINTENANCE PLAN: 11 PM VISITS PER YEAR BILLED \$450 PER PM VISIT.

This is a non-binding agreement which can be cancelled by either party with 30 days' notice.

SCOPE OF WORK

Treadmills: Check and adjust all belts, screws, nuts & bolts as needed. Clean and lubricate running belt & deck. Clean exposed surfaces, electronics, and drive system. Clean frames & covers. Report on wear.

All other Cardio Equipment: Check and adjust all drive belts, chains, screws, nuts & bolts. Check all wear and pivots points. Clean frames & covers. Report on wear.

Strength Equipment: Wipe down frames, upholstery, and guide rods. Lubricate guide rods and pop pins. Check wear on all cables, belts, and bearings. Check and tighten all nuts, bolts, and screws. Report on wear.

If additional service visits are needed, outside of warranty repairs our plan features reduced labor fees of \$160 for the first hour and \$100 for each additional hour.

Corrective Repairs and Parts

All parts needed for repairs that are not under warranty will need to be approved in advance of any repair. Any upholstery needing repair will need to be approved in advance. Fitnessmith will provide estimates for approval prior to completing all repairs.



EST4370



Fitnessmith
 PO Box 3569
 Boynton Beach FL 33424
 United States

Quote
 #EST4370
 10/4/2024

Quantity	Item	Rate	Amount
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6	PM SERVICE BI-MONTHLY BROWARD COLLEGE SOUTH CAMPUS BI-MONTHLY PREVENTATIVE MAINTENANCE PLAN: 6 PM VISITS PER YEAR BILLED \$450 PER PM VISIT.	\$450.00	\$2,700.00
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This is a non-binding agreement which can be cancelled by either party with 30 days' notice.

SCOPE OF WORK

Treadmills: Check and adjust all belts, screws, nuts & bolts as needed. Clean and lubricate running belt & deck. Clean exposed surfaces, electronics, and drive system. Clean frames & covers. Report on wear.

All other Cardio Equipment: Check and adjust all drive belts, chains, screws, nuts & bolts. Check all wear and pivots points. Clean frames & covers. Report on wear.

Strength Equipment: Wipe down frames, upholstery, and guide rods. Lubricate guide rods and pop pins. Check wear on all cables, belts, and bearings. Check and tighten all nuts, bolts, and screws. Report on wear.

If additional service visits are needed, outside of warranty repairs our plan features reduced labor fees of \$160 for the first hour and \$100 for each additional hour.

Corrective Repairs and Parts

All parts needed for repairs that are not under warranty will need to be approved in advance of any repair. Any upholstery needing repair will need to be approved in advance. Fitnessmith will provide estimates for approval prior to completing all repairs.



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 PO Box 3569
 Boynton Beach FL 33424
 United States

Quote
 #EST4370
 10/4/2024

Quantity	Item	Rate	Amount
6	<p>PM SERVICE BI-MONTHLY BROWARD COLLEGE NORTH CAMPUS BI-MONTHLY PREVENTATIVE MAINTENANCE PLAN: 6 PM VISITS PER YEAR BILLED \$450 PER PM VISIT.</p> <p>This is a non-binding agreement which can be cancelled by either party with 30 days' notice.</p> <p>SCOPE OF WORK</p> <p>Treadmills: Check and adjust all belts, screws, nuts & bolts as needed. Clean and lubricate running belt & deck. Clean exposed surfaces, electronics, and drive system. Clean frames & covers. Report on wear.</p> <p>All other Cardio Equipment: Check and adjust all drive belts, chains, screws, nuts & bolts. Check all wear and pivots points. Clean frames & covers. Report on wear.</p> <p>Strength Equipment: Wipe down frames, upholstery, and guide rods. Lubricate guide rods and pop pins. Check wear on all cables, belts, and bearings. Check and tighten all nuts, bolts, and screws. Report on wear.</p> <p>If additional service visits are needed, outside of warranty repairs our plan features reduced labor fees of \$160 for the first hour and \$100 for each additional hour.</p> <p>Corrective Repairs and Parts All parts needed for repairs that are not under warranty will need to be approved in advance of any repair. Any upholstery needing repair will need to be approved in advance. Fitnessmith will provide estimates for approval prior to completing all repairs.</p>	\$450.00	\$2,700.00
1	<p>MISC ITEM REPAIR PARTS & LABOR FOR 3 LOCATIONS</p>	\$6,000.00	\$6,000.00
		Subtotal	\$16,350.00
		Tax (%)	\$0.00
		Total	\$16,350.00

Signature _____

Date _____



EST4370



**Exhibit A – Purchase Order
STATEMENT OF WORK**

Description of Services: Pro Fitness Sales Inc. will be responsible for the following services:

Preventative Maintenance Service:

- Regular inspection of all fitness equipment to ensure proper functioning and safety for users.
- Regular cleaning and lubrication of equipment to prevent wear and tear and ensure smooth operation.
- Periodic calibration of machines and devices to maintain accuracy and effectiveness.

Equipment Provision:

- Regular inspection of all fitness equipment to ensure proper functioning and safety for users.

Emergency Response:

- Prompt response to addressing urgent equipment issues and breakdowns, ensuring minimal disruption to gym operations.

Deliverables:

- Scheduled maintenance visits.
- Properly functioning equipment.
- Documentation of maintenance activities and safety inspections conducted on equipment.
- Prompt resolution of any service requests or technical issues raised by the Client.

Delivery Schedule:

- The delivery of services will be scheduled as necessary, considering the specific requirements of the Science and Wellness campuses (North, Central, and South), and will be communicated in advance.

Compensation: Total Amount - \$16,330.00 for FY 2024-2025:

Unit pricing for services per estimate 27657R.