

**HUNTINGDON AREA SCHOOL DISTRICT**

**2400 Cassady Avenue, Suite 2  
Huntingdon, PA 16652**

**REQUEST FOR PROPOSAL  
HIGH SCHOOL WEIGHT ROOM UPGRADES**

**OCTOBER 13, 2023**

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## I. PURPOSE OF SOLICITATION

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The intent of this Request for Proposal (RFP) is to solicit proposal for new equipment in the weight room at the Huntingdon Area High School.

**Responses to this RFP must be delivered to Huntingdon Area School District at 2400 Cassady Ave, Suite 2, Huntingdon, PA 16652 by 2:00 p.m. on November 3, 2023. The bid must be in a sealed envelope and labeled, "High School Weight Room Upgrades"**

A pre-bid walkthrough is available to all bidders and must be scheduled to occur no later than October 27, 2023. The pre-bid walkthrough will be conducted during normal operating hours between 9:00 a.m. and 3:00 p.m.

**Huntingdon Area School District** reserves the right to reject any and all responses resulting from this RFP. Late responses will not be accepted and will be returned to the submitting company unopened. **The Huntingdon Area School District is not liable for any cost incurred by any person or firm responding to this RFP.**

**Huntingdon Area School District** reserves the right to reject as non-responsive any proposals that do not contain the information requested in this RPB. Additionally, **Huntingdon Area School District** reserves the right to reject as non-responsive any bids, which are not organized and formatted as described in this RFP.

Any and all questions regarding this RFP and the program it represents must be submitted in writing to:

**Matt Young, Athletic Director at [myoung@huntsd.org](mailto:myoung@huntsd.org)**

## II. REQUESTED SERVICES

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**Huntingdon Area School District** proposes to upgrade the equipment in its weight room at the Huntingdon Area High School. The following items are what the District is requesting:

Item:	Quantity
Half Racks	6
Flat to Incline Bench	6
Dip Attachments	3
Step up Trey	2
Land Mine Attachment	3
Band Peg Attachments	12
Bolt on Battle Rope Attachments	3
Rack Single Bar Hanger	12
Elite Bridge with Pull Up	5
Lat Pull down Plate Loaded	2
Glute Ham Machines	2
2.5 lb Quad Grip Plates	24
5 lb Rubber Grip Plates	24
10 Lb Rubber Quad grip Plates	48
25lb Rubber Quad Grip Plates	24

45 lb Rubber Quad Grip Plates	24
Blue-Red KG 20 Bar	6
Blue Red KG 15 Bar	3
Rubber Rolled 9mm Flooring System(Red)	
Delivery	LS
Setup	LS

The District is also requesting that potential bidders provide a detailed drawing of how the equipment will be installed in the Weight room.

### **III. SELECTION PROCESS**

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#### **Bid Evaluation**

Interested Bidders responding to this RFP must provide the information required. Responsible bids will be evaluated and scored accordingly. With kind, quality and material being equal, the respondent receiving the highest scoring of bids that meets bid specifications shall be accepted upon resolution of the District's Board of Directors, unless the District's Board of Directors chooses to reject all bids.

#### **Scoring of Bids**

5%	Conforms to format and includes required information
15%	Project References
40%	Project Cost/Fees and Exclusions
35%	Project Design
5%	Additional Information

#### **Final Contract**

Upon selection the District and successful bidder will enter into a formal contract.

## IV. SCHEDULE

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The following time frame is expected to be followed during the procurement period of this RFB:

<b>October 13, 2023</b>	Release of RFP
<b>October 27, 2023</b>	Last day to provide a pre-bid walkthrough
<b>November 3, 2023</b>	Bid packet received by 2:00 p.m.
<b>November 20, 2023</b>	Administration Presents recommendation for Board Approval
<b>June 30, 2024</b>	Final Project Completion

**Huntingdon Area School District** reserves the right to reject, as non-responsive, any proposal that does not contain the requested information. Additionally, **Huntingdon Area School District** reserves the right to reject, as non-responsive, any bids that are not organized and formatted as described in this RFP.

## V. FORMAT OF RESPONSE

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The responses to this RFP will consist of four (4) specific information subject areas, which must be completed and returned in the order indicated below with each section divided and tabbed with the appropriate section title. **Huntingdon Area School District** may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided by any Service Provider. Any additional information not specifically requested in this RFP must be put in a separate Appendix at the end of the response. Additionally, all supplemental materials (brochures, product information sheets, etc.) not specifically tailored to this response must be placed in the Appendix.

### ➤ **Section 1: Cover Letter**

The Bidder will include a cover letter at the beginning of the proposal. The cover letter shall provide a summary of the information presented in the proposal, names and telephone/email of persons authorized to provide any clarification required, and a statement accepting the terms of this solicitation or noting specific exceptions taken to any of the terms and conditions specified in this document. This cover letter shall also include the name and title of the person(s) authorized to conduct final contract negotiations on behalf of the Service Provider.

### ➤ **Section 2: Project References**

Provide information on three (3) related projects that the respondent has successfully implemented within the last five years. References shall include:

- Customer Name
- Name and Telephone Number of Contact
- Brief Description of the Project
- Project Beginning and Ending Dates

### ➤ **Section 3: Project Cost/Fees and Exclusions**

The respondent shall provide a breakdown of all costs and fees to complete and deliver and install the requested equipment in the weight room at the High School.

Provide a list of exclusions pertinent to the Project Cost/Fees.

➤ **Section 4: Project Design**

Each bidder will provide a detailed drawing of the proposed equipment in the weight room.

➤ **Appendix: Additional Information**

Respondents may attach any additional information that is not contained within the RB.