

SECTION D – SPECIFICATIONS/SCOPE OF WORK**1. BACKGROUND**

Montgomery County has various facilities that house fitness equipment that are used by employees, contractors, volunteers, and the public. These facilities include fire stations, community centers, aquatic facilities, correctional facilities, police stations, and other public safety facilities. The equipment at these facilities require regular inspections and maintenance to keep them operating safely. The equipment periodically will require repair services when a piece of equipment becomes inoperative or unsafe to use.

2. SCOPE OF SERVICES

The County is seeking a Contractor who can provide regular on-site Preventative Maintenance, Inspection and Repair of commercial fitness equipment for the County's various locations, as required. The current sites, along with inventory, are listed in Section E. The Contractor must repair such equipment, on an as needed and as required basis during the same time period. This is to include labor and parts.

The Contractor will be required to provide preventative maintenance that includes inspections and maintenance servicing of all existing, and future fitness machines, stations, and equipment. This contract will also include repairs and replacements that include parts and service for all existing and future fitness machines, stations, and equipment. The equipment at each location are from manufacturers such as, but not limited to, Star Trac, Vision Fitness, Hoist, Paramount, Precor, Matrix, Your USA, Champion, Landice, Sports Art, Pro-Maxima, Lifecycle, Dynamax, Magnum, Ape, Magnum, StairMaster, Schwinn, True, Tectrix, American Fitness & Sport Supply, Heartline, Hampton and Quiton. The equipment includes a variety of cardiovascular and strength equipment.

The Contractor shall not commence service under any job estimate until the Office of Procurement has executed a Purchase Order, and the Using Department has issued a Notice to Proceed for that service.

3. PREVENATIVE MAINTENANCE AND INSPECTIONS

Preventative maintenance and inspections should be performed to ensure that all County-owned fitness equipment performs in accordance with original equipment manufacturers' performance standards.

Preventative maintenance is to be performed bi-annually (two times per year) on each piece of equipment and in accordance with the manufacturer's maintenance guidelines. The exact date and time are to be coordinated by the Contractor and the facility coordinators listed in Section E. Dates and times will be determined prior to the Contractor performing the inspections. Fitness Equipment Inspection Form (Attachment A) should be completed during each visit.

The Contractor must perform the following maintenance inspection tasks at each scheduled visit:

A. Aerobic Machines

- i. Perform full operational unit test
- ii. Clean with cloth and inspect overall interior and exterior of units
- iii. Inspect and maintain, as needed, all braces, supports, and welds
- iv. Inspect, adjust, and maintain all belts, tracks, and chain drives for wear and proper tension
- v. Align, adjust, clean with cloth and lube, if applicable, all running and drive belts, chains, and other moving parts
- vi. Inspect, maintain, adjust, clean with cloth and lube all bearings and sprockets
- vii. Inspect, maintain, and adjust all bolts, screws, and miscellaneous hardware
- viii. Inspect and maintain all electronic components, clean with cloth, adjust and calibrate, when necessary
- ix. Inspect, maintain, and adjust all wiring, wiring harnesses, plugs and switches
- x. Clean with cloth the drive motor air intakes and fans

- xi. Check lift calibration and adjust and maintain as necessary
- xii. Check all resistance components and maintain and adjust, as needed
- xiii. Check speedometer assembly and maintain and adjust, as needed
- xiv. Clean and inspect all alternator brushes
- xv. Inspect flywheels, clean with cloth, lube, and sand, as needed
- B. Weight and Resistance Training Machines
 - i. Perform full operational unit test, clean with cloth, inspect, and maintain all machines
 - ii. Check pivot points, clean with cloth and lube, as needed
 - iii. Clean with cloth and lube all guide rods, carriage assemblies, bearings, pulleys and miscellaneous hardware
 - iv. Inspect, maintain, clean and lube all cables
 - v. Inspect and maintain all bars, handles, and attachments
 - vi. Inspect and maintain all pins, adjusters, and connectors
 - vii. Inspect, clean with cloth, and maintain all pads, padding, grips, and grip materials
 - viii. Inspect, adjust and maintain all bolts, screws, and miscellaneous hardware
- C. Free Weights
 - i. Inspect, adjust and maintain all bolts, screws, and miscellaneous hardware
 - ii. Inspect and maintain all bars, handles, collars, clamps, locks, and attachments
 - iii. Inspect and maintain all racks, holders, and support and holding hardware
 - iv. Inspect and maintain all pads and padding

The Contractor shall inspect all equipment in a manner to ensure its functionality and safety. If, during the preventative maintenance, the Contractor discovers any hazardous, latent, or other maintenance or repair need, the Contractor shall immediately notify the Contract Administrator, or designee. If necessary, for safety reasons, the Contractor must label or disable equipment to prevent use until necessary repairs are completed.

4. REPAIRS AND REPLACEMENT PARTS

Within 72 hours after notification from the Contractor Administrator or designated representative for a repair request, the Contractor must submit an estimate detailing all repairs and replacement parts needed. If the County accepts the estimate, the Contractor must respond within five (5) working days after notification and all repairs must be completed within ten (10) working days from the date of acceptance notification. However, should the Contractor be able to make the repairs at the time of the estimate, the Contract Administrator may approve the work to be performed at the time.

All repairs require submission of written estimates to, and approved by, the Contract Administrator or designee.

The Contractor is to ensure that all parts and materials used will be new and conform to the original equipment manufacturers' (OEM) specifications. The Contractor is to use only new parts, approved by the OEM, and is not to install parts that have been rebuilt, used, or those removed from another system without the written approval of the County.

The Contractor shall maintain an adequate inventory of repair parts and adequate skilled help so that no undue delay is caused in the repair of the fitness equipment covered by this Contract.

Parts will be provided by the Contractor at the discount listed in the Quotation Sheet. Verification of repair parts cost will take the form of copies of the proof of purchase invoices from the suppliers/manufacturers attached to Contractor's invoices to the County for work completed.