

Sale of Surplus Fitness Center Equipment
Request for Bid
Specification & Contract Document Number: Q01209

Bid Opening Time & Date:	11:00 AM local time, October 3, 2025
Return Bids To:	Harper College Purchasing Department A Building, Room A 217 1200 W. Algonquin Road Palatine, Illinois 60067-7398
Non-Mandatory Pre-Bid Meeting And Site Visit:	3:00 p.m. local time, September 23, 2025 Building M, Room M-2510 This will be the only scheduled owner guided site visit
Please mark the Return envelope:	- Request for Bid Q01209 - 11:00 AM local time, October 3, 2025 - Sale of Surplus Fitness Center Equipment
Bid Deposit:	None
Performance Bond:	None Required

Issued By: Nathan Chung
Purchasing Specialist

Please return the entire document intact.

LEGAL NOTICE

Official notice is hereby given that bids will be received in the Purchasing Department of Harper College, A Building, Room A217, 1200 West Algonquin Road, Palatine, Illinois 60067 until October 3, 2025 at 11:00 a.m., at which time they will be publicly opened and read aloud to:

Sale of Surplus Fitness Center Equipment Bid Request # Q01209

Bidding documents are available on the Harper website at www.harpercollege.edu or by contacting the Harper Purchasing Department at purchasing@harpercollege.edu.

A non-mandatory pre-bid meeting and site visit will be held at 3:00 p.m. local time, September 23, 2025. Interested parties will gather in Foglia Foundation Health and Recreation Center (Building M), Room M2510, 1200 W. Algonquin Rd., Palatine, Illinois. Interested buyers should park in Lot 1 and follow the signs to the pre-bid meeting location. This will be the only opportunity for an owner guided tour of the site. Interested parties are encouraged to attend.

No bids may be withdrawn for a period of 90 days after the submission without the consent of the Board of Trustees. Any bid submitted unsealed, unsigned, fax transmission, email or received subsequent to the aforementioned date and time, may be disqualified and returned to the bidder.

The College reserves the right to reject any and all bids or parts thereof, to waive any irregularities or informalities in bidding procedures and to award the contract in a manner best serving the interest of the College.

HARPER COLLEGE
Nathan Chung
Purchasing Specialist

Sealed Bids, subject to the conditions and instructions contained herein, will be received at the above office of the Purchasing Manager, Harper College, A Building, Room A-217, 1200 W. Algonquin Road, Palatine, Illinois 60067 until the due date and hour shown below (Central Standard Time), for the Sale of Surplus Fitness Center Equipment.

BID DUE: 11:00 AM local time, October 3, 2025

Pick of equipment must be made between October 8th to October 9th, 2025 (Wednesday-Thursday). The buyer will be given one day to extract all the fitness equipment. Pick-up hours are between 7:30 a.m. to 3:00 p.m.

Truck access will be available on the West side of the building adjacent to the baseball field. Access is ground level, but the moving truck should have a lift gate/ramp, as there is no loading dock. Buyer needs to provide all moving equipment and protective floor covering to prevent damage to the facility.

In compliance with this Invitation for Bids, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted within five (5) calendar days from the date of the opening, to purchase all of the items at the price quoted herein.

By submitting this offer, the bidder certifies that he has read and understands all of the terms and conditions listed herein.

The following information must be completed and submitted with your bid. PRINT all information legibly in ink, and sign your name where indicated.

The attached spreadsheet should be completed to include the Unit price and the extended price of the equipment.

Name: _____
Last First Middle

Address: _____

City/State/Zip: _____

Telephone (Day): _____ **Fax Number:** _____

Telephone (Night): _____ **E-Mail:** _____

Fed. Tax ID (or Social Security #): _____

I have read, understand and agree to all terms, conditions and requirements of this sale.

Signature: _____ **Date:** _____

This form must be signed. All signatures must be original and not photocopies.

All bids must be submitted on and in accordance with this form. All bids must be sealed. All sheets must be returned.

CONDITIONS AND INSTRUCTIONS

1. All bids must be submitted on and in accordance with this form. All bids must be sealed. All sheets must be returned.
2. Bids and amendments thereto, if received by the Purchasing Department after the date and time specified for bid opening, will not be considered. It will be the responsibility of the bidder to see that their bid is received by the Purchasing Department by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic and verbal bids will not be accepted. Prices or changes shown on the outside of an envelope will not be acceptable. If Harper College is closed for business at the time scheduled for bid opening, for whatever reasons, sealed bids will be accepted and opened on the next business day of the College, at the originally scheduled hour.
3. Bid Prices must show unit price.
4. The bidder certifies by signing this document that this bid is made without prior understanding, agreement, or accord with any other person submitting a bid for the same item and that this bid is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.
5. Award will be made to the highest responsive and responsible bidder.
6. The College reserves the right to award by item, groups of items or total bid; to reject any and all bids in whole or in part, and to waive any informality if it is determined to be in the best interest of the College.
7. Each bid (offer) is received with the understanding that the acceptance in writing by the College of the offer to purchase any or all of the items described therein, shall constitute a contract between the bidder and the College.
8. In event of default by the contractor, the College reserves the right to sell or otherwise dispose of the item(s) through other means, and hold the bidder liable for any excess cost occasioned thereby.
9. The contractor guarantees to defend and save the College, its agents and employees, harmless from liability of any nature or kind in the sale of or bidder's use of the property.
10. All prices and notations should be in ink or typewritten. Mistakes may be crossed out and corrections made in ink adjacent to the change, and must be initialed and dated in ink by the person signing the bid.
11. All bids must be signed with the bidder's name. Obligations assumed by such signature must be fulfilled.
12. Appeals Procedure: Upon request administrative appeals information will be provided which shall be used for hearing protests of a decision to award or an award, appeals from refusal to allow withdrawal of bids, appeals from disqualifications and determinations of non-responsibility and appeals from decision or disputes arising during the performance of a contract.
13. **Direct contact with College departments other than Purchasing, on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the Purchasing Manager or their representative.**
14. Assignment of Contract: A contract shall not be assignable by the contractor in whole or in part without the written consent of the College.

15. **Applicable Law and Courts:** Any contract resulting from this solicitation shall be governed in all respects by the laws of the State of Illinois and any litigation with respect thereto shall be brought in the courts of the State. The contractor shall comply with applicable federal, state and local laws and regulations.
16. **Property Location & Viewing** All surplus items may be viewed at the location and time specified on the cover page of this document.
17. **Submittal Requirements:** This entire document must be completed and received by the date and time specified on the cover of the document to: Purchasing Department, Harper College, A Building, Room A-217, 1200 W. Algonquin Road, Palatine, Illinois 60067. Do NOT turn your bid in at any other College location. LATE BIDS WILL NOT BE ACCEPTED. Bid must remain firm for thirty (30) calendar days following the opening date for bids.
18. **Award Notice:** Within thirty (30) calendar days, a determination of award will be made. The successful bidder will be notified by telephone and/or by mail of notice of award within five (5) calendar days after a determination of award has been made. Upon notice of award, Bidder agrees to provide payment for and removal of all property awarded as required herein. Bidder shall not be allowed to withdraw any bid price for any item bid.
19. **Payment:** The successful bidder will be required to remit payment within five (5) calendar days of notice of award. Payment is to be made by: Cash, Money Order, Cashier's made payable to Harper College (Personal checks or business checks will not be accepted). Payment must be made in the EXACT AMOUNT, as the Purchasing Department cannot make change.

Note:

The sequence of events will be as follows:

1. Notice of award is given to the bidder by the Purchasing Department.
 2. Bidder pays by cash, money order or cashier's check. Payment is made within five (5) days of notice of award in William Rainey Harper College Business Office (Building A, Room A214), Harper College, from 8:00 AM to 4:30 PM, Monday through Friday. A receipt will be provided.
 3. Bidder presents a receipt to Harper College Campus Recreation personnel at the time of equipment pick-up, and items will be provided.
 4. Bidder shall remove all items from the site between October 8th to October 9th, 2025 (Wednesday-Thursday). Bidder will select one day between Wednesday and Thursday of that week within the hours of 7:30 a.m. to 3:00 p.m. A paid receipt is required for pick-up.
20. **Assumption of Liability:** The purchaser shall assume all liability for the property after award is made. The College will exercise its usual care for protection up to the time of removal, but will not be responsible for any loss or damage. "THE COLLEGE DOES NOT PROVIDE SECURITY FOR BID ITEMS ONCE THE BIDDER HAS BEEN NOTIFIED. IT IS RECOMMENDED THAT PAYMENT AND PICKUP BE MADE WITHIN 48 HOURS AFTER NOTIFICATION."
21. **Right to Reject:** The College reserves the right to reject any part of a bid, any or all bid offers.
22. **Warranties and/or Representations:** It is the responsibility of the bidder to inspect the items being bid. The College makes no warranties or guarantees, expressed or implied, as to the actual condition or quality of the items offered or fitness for a particular purpose or for use in general. The responsibility as to the condition of the property rests with the bidder. Under no circumstances will a refund or adjustment be made on account of property failing to meet bidder's expectations. Sale is "as is, where is" without warranty. There is no guarantee or warranty on the part of the College as to the condition or quality; or that the property offered, or a portion thereof, may not be withdrawn prior to the sale. Except as stated herein, no service of any kind will be furnished by the College, and any cost of removing property from the site shall be assumed by the bidder.

23. **Important Information:** The College reserves the right to award any item to a succeeding bidder should the highest bidder fail to pay for and remove from College property within the prescribed time period contained herein. The College reserves the right to hold highest bidder responsible for any lost revenue and/or expenses incurred to a bidder's default. If the successful bidder is in default, the College reserves the right to debar such bidder for a period of up to three years.
24. If you received this document from our homepage or from a source other than the Harper College Purchasing Department, please check with our office prior to submitting your bid to ensure that you have a complete up-to-date package. The Purchasing Department cannot be responsible for providing you notice of addenda if we do not have you on record as a plan holder.
25. Once a decision to award has been made the results of the successful bidder(s) will be posted on Harper College's website and the successful bidder will be notified.

Submittal Requirements: This entire document must be completed and received by the date and time specified on the cover of the document to: Purchasing Department, Harper College, A Building, Room A-217, 1200 W. Algonquin Road, Palatine, Illinois 60067. Do NOT turn your bid in at any other College location. LATE BIDS WILL NOT BE ACCEPTED. Bid must remain firm for thirty (30) calendar days following the opening date for bids.

Attachments:

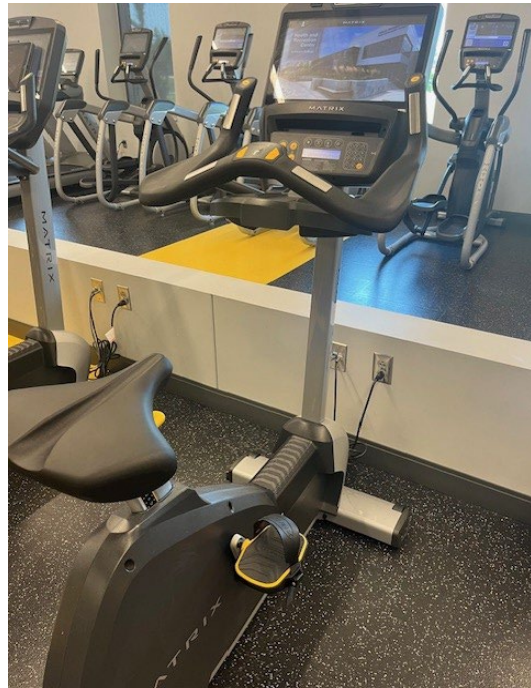
1. Bid Pricing Worksheet
2. Equipment Photographs

Line	Quantity	Description	Model #	Unit Price	Extended Price (Quantity X Unit Price)
1	12	Matrix T5x/7x Frame Treadmill	T7XI-04		
2	2	Matrix U3x/5x/7x Frame Upright	U7XI-06		
3	2	Matrix R3x/5x/7x Frame Recumbent	R7XI-06		
4	4	Ascent Trainer 5x/7x/7xe Frame Ascent	A7XI-05		
5	8	Elliptical 3x/3xe/5x/7x/7xe Frame Elliptical	E7XI-04		
6	4	Climbmill 3x/7x Frame Climbmill	C7XI-05		
7	1	Jacobs Ladder	N/A		
8	1	Versa Dual Chin/Dip HS/LS Plus-Black Blt	VS-S601		
9	1	Ultra Indep. Bicep Curl-Black	G7S40		
10	1	Ultra Conv Chest Press-Black	G7S13		
11	1	Ultra Calf Ext-Black	G7S77		
12	1	Ultra Ab Crunch-Black	G7S51		
13	1	Ultra Lat Raise-Black	G7S21		
14	1	Versa Pec/Rear Delt Plus HS-B	VS-S22		
15	1	Ultra Div. Lat Pulldown-Black	G7S33		
16	1	Ultra Div. Seated Row-Black	G7S34		
17	1	Ultra Conv Shoulder Press-Black	G7S23		
18	1	Ultra Seated Tri.Press-Black	G7S42		
19	1	Ultra Glute-Black	G7S78		
20	1	Ultra Hip Abd-Black	G7S75		
21	1	Ultra Hip Add-Black	G7S74		
22	1	Ultra Seated Leg Curl-Black	G7S72		
23	1	Ultra Leg Ext-Black	G7S71		
24	1	Ultra Prone Leg Curl-Black	G7S73		
25	1	Ultra Leg Press-Black	G7S70		
26	1	Ultra Rotary Torso-Black	G7S55		
TOTAL BID					

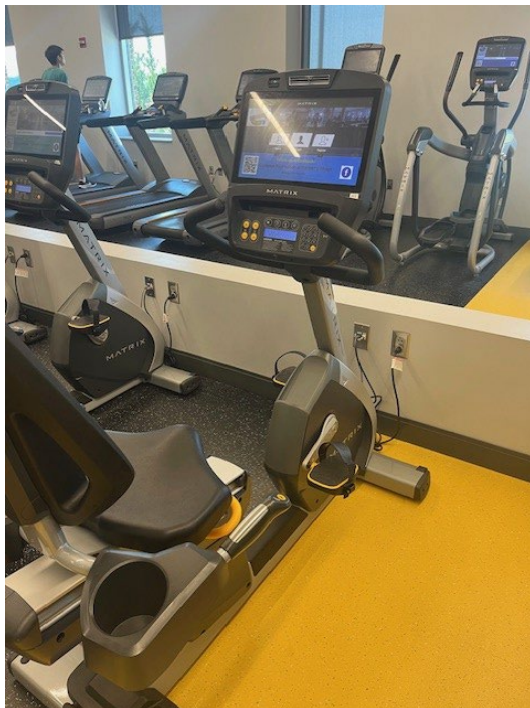
Matrix Fitness Equipment for Sale
September 10, 2025



Matrix Treadmill



Matrix Upright



Matrix Recumbent



Matrix Ascent

Matrix Fitness Equipment for Sale
September 10, 2025



Matrix Elliptical



Matrix Climbmill

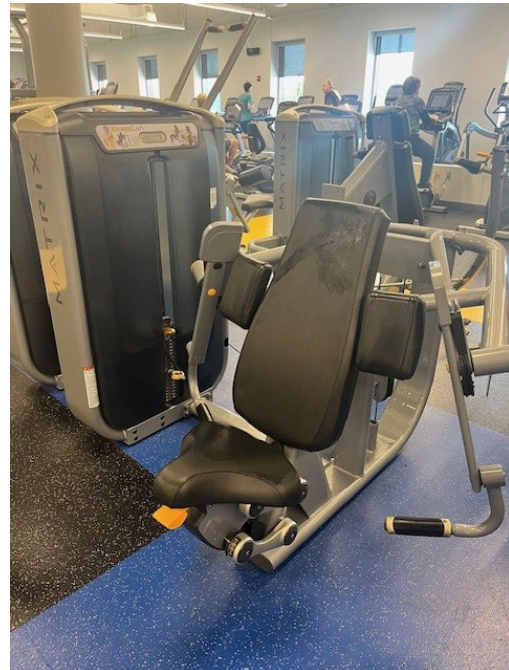


Jacob's Ladder

Matrix Fitness Equipment for Sale
September 10, 2025



Versa Dual Chin/Dip HS/LS Plus



Ultra Indep. Bicep Curl



Ultra Conv. Chest Press



Ultra Calf Extension

Matrix Fitness Equipment for Sale
September 10, 2025



Ultra Ab Crunch



Ultra Lat Raise



Versa Pec/Rear Delt



Ultra Div. Lat Pulldown

Matrix Fitness Equipment for Sale
September 10, 2025



Ultra Div. Seated Row



Ultra Conv. Shoulder Press



Ultra Seated Tri Press



Ultra Glute

Matrix Fitness Equipment for Sale
September 10, 2025



Ultra Hip Abd



Ultra Hip Add



Ultra Seated Leg Curl



Ultra Leg Extension

Matrix Fitness Equipment for Sale
September 10, 2025



Ultra Prone Leg Curl



Ultra Leg Press



Ultra Rotary Torso