

# Purchasing Services Training

## Competitive Quotes

November 9, 2023

# WHAT ARE COMPETITIVE QUOTES?

- ▶ Definition: solicitation of written price quotes from competing vendors for an opportunity to fulfill a request for goods and/or services.
- ▶ Determine goods and/or scope of work to be procured, and funding allocation.
- ▶ Develop specifications for goods and/or scope of work
- ▶ Number of vendors
  - ▶ Required number of quotes (Dollar Amount Limitations for Procurement)
  - ▶ Contact Purchasing Services to obtain list of registered or approved vendors
  - ▶ Perform a Google search
  - ▶ Cast a wide net for best results

# OBTAINING COMPETITIVE QUOTES

- ▶ Compose a written solicitation via email
- ▶ Solicitation details
  - ▶ Recipients (Bcc)
  - ▶ Deadline (date and time) for:
    - ▶ Vendor Requests for Information (RFI)/questions
      - ▶ Email all vendor RFIs/questions received and department responses to all vendors on the original solicitation
    - ▶ Quotes/proposals
  - ▶ Department point of contact (email) for:
    - ▶ Requests for Information (RFI)/questions
    - ▶ Quotes/proposals
- ▶ Evaluation of competitive quotes/proposals
- ▶ Award to lowest, responsive, responsible bidder
  - ▶ Total dollar amount including shipping and sales tax\*

\* All quotes for tangible goods must include sales tax (City of Santa Ana rate: 9.25%)

# SAMPLE SOLICITATION EMAIL

**From:** contact@rscdd.edu  
**Sent:** Thursday, November 9, 2023 8:00 AM  
**To:**  
**Cc:**  
**Bcc:** vendor1@business.com; vendor2@business.com; vendor3@business.com  
**Subject:** Request for Quotation for Fitness Equipment

Your organization is invited to submit a quote for the products and services listed below.

Deadline for Request for Information (RFI)/questions: November 20, 2023 @ 8:00 a.m. Submit RFQ questions and/or requests for clarification via email to: contact@rscdd.edu. All responses will be shared via email with all RFQ invitees.

Deadline for RFQ responses: November 30, 2023 @ 8:00 a.m. Any responses submitted after the deadline will not be accepted. Submit RFQ responses via email to: contact@rscdd.edu.

## Deliverables

### Products:

Quantity	Manufacturer Part #s	Brand	Model/Series	Description
1	ASPC-SL-ALLXN-12	Life Fitness	Aspire Upright Lifecycle	Cardio Bike, SL Console, Color: Arctic Silver
2	CSC-DSL-TTNLF-DOM05	Life Fitness	Club Series + Upright Lifecycle	Cardio Bike, SL Console, Color: Titanium Storm
1	C1-XX00-0104	Life Fitness	C1 Upright Lifecycle	Cardio Bike, Console, Track Connect 2.0 Console, Color: Silver
2	T3TC-XX00-0103	Life Fitness	F1 Smart	Treadmill, Color: Gray

### Optional:

Quantity	Description
1	One-year maintenance plan and/or extended warranty for all equipment listed above

Note:  
COI, FSA

Scope of work: Freight, lift gate, installation, and programming set-up of all products listed above.

Term of service: Deadline for delivery & installation on or before 12/22/2023

Comments: Quote is required to include sales tax and delivery fees for all items above.

Delivery address: Santiago Canyon College, Attn: Maint & Oper Bldg-Receiving,  
8045 East Chapman Avenue, Orange, CA 92869

Installation location: Orange County Sheriff's Regional Training Academy,  
15991 Armstrong Ave, Tustin, CA 92782

If you are a first-time vendor to Rancho Santiago CCD, please provide a completed W9 form and Vendor Registration Form located on the Purchasing Services district page ([click here](#)).

Kind regards,

# EVALUATING COMPETITIVE QUOTES

## How to evaluate:

- ▶ Do the quotes/proposals meet the deadline?
- ▶ Do the quotes/proposals meet the specified product requirements?
  - ▶ Are the quotes/proposals for the identical specified products, quantities, part numbers, scope of work, etc.

# SAMPLE COMPETITIVE QUOTES

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**Sent:** Thursday, November 9, 2023 8:00 AM  
**To:**  
**Cc:** vendor1@business.com; vendor2@business.com; vendor3@business.com  
**Subject:** Request for Quotation for Fitness Equipment

Your organization is invited to submit a quote for the products and services listed below.

**Deadline for Request for Information (RFI)/questions:** November 20, 2023 @ 8:00 a.m. Submit RFQ questions and/or requests for clarification via email to: contact@rscdd.edu. All responses will be shared via email with all RFQ invitees.

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## Deliverables

### Products:

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1	ASPC-SL-ALLXN-12	Life Fitness	Aspire Upright Lifecycle	Cardio Bike, SL Console, Color: Arctic Silver
2	CSC-DSL-TTNLF-DOM05	Life Fitness	Club Series + Upright Lifecycle	Cardio Bike, SL Console, Color: Titanium Storm
1	C1-XX00-0104	Life Fitness	C1 Upright Lifecycle	Cardio Bike, Console, Track Connect 2.0 Console, Color: Silver
2	T3TC-XX00-0103	Life Fitness	F1 Smart	Treadmill, Color: Gray

### Optional:

Quantity	Description
1	One-year maintenance plan and/or extended warranty for all equipment listed above

Note:  
COI, FSA

**Scope of work:** Freight, lift gate, installation, and programming set-up of all products listed above.

**Term of service:** Deadline for delivery & installation on or before 12/22/2023

**Comments:** Quote is required to include sales tax and delivery fees for all items above.

**Delivery address:** Santiago Canyon College, Attn: Maint & Oper Bldg-Receiving, 8045 East Chapman Avenue, Orange, CA 92869

**Installation location:** Orange County Sheriff's Regional Training Academy, 15991 Armstrong Ave, Tustin, CA 92782

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Kind regards,



advancedexercise.com | 861 South Park Drive #100, Littleton, CO 80120 | 800.520.1112

**CONSULTANT:**  
**Contact name**  
 contactname@advancedexercise.com  
**Phone:** 310.409.3732

**Date:** November 10, 2023  
**Quote Expires:** 60 day(s)  
**Proposal #** 074065-R0

**BILL TO:**  
 Rancho Santiago Community College District  
 2323 North Broadway  
 Santa Ana, CA 92706

**SHIP TO:**  
 Santiago Canyon College  
 Attn: Maint. & Oper. Bldg-Receiving  
 8045 East Chapman Avenue  
 Orange, CA 92869

Item #	Manuf. Part #	Brand	Description	Unit Price (each)	Quantity	Total Price
1	ASPC-SL-ALLXN-12	Life Fitness	Aspire Upright Lifecycle, Cardio Bike, SL Console, Arctic Silver	\$5,248.00	1	\$5,248.00
2	CSC-DSL-TTNLF-DOM05	Life Fitness	Club Series + Upright Lifecycle, Cardio Bike, SL Console, Titanium Storm	\$8,741.00	2	\$17,482.00
3	C1-XX00-0104	Life Fitness	C1 Upright Lifecycle, Cardio Bike, Console, Track Connect 2.0 Console, Silver	\$3,555.00	1	\$3,555.00
4	T3TC-XX00-0103	Life Fitness	F1 Smart, Treadmill, Gray	\$1,700.00	2	\$3,400.00
5	N/A	Advanced Exercise	(1) year maintenance plan for items #1-4	\$3,500.00	6	\$21,000.00

**Notes:** Lift gate not needed.  
 Estimated delivery date: 12/18/2023

**Subtotal:** \$50,685.00  
**Freight, programming set-up, and install:** \$1,000.00  
**Sales tax:** \$4,928.09  
**Total:** \$55,613.09

# SAMPLE COMPETITIVE QUOTES

**From:** contact@rscdd.edu

**Sent:** Thursday, November 9, 2023 8:00 AM

**To:**

**Cc:**

**Bcc:** vendor1@business.com; vendor2@business.com; vendor3@business.com

**Subject:** Request for Quotation for Fitness Equipment

Your organization is invited to submit a quote for the products and services listed below.

Deadline for Request for Information (RFI)/questions: November 20, 2023 @ 8:00 a.m. Submit RFQ questions and/or requests for clarification via email to: contact@rscdd.edu. All responses will be shared via email with all RFQ invitees.

Deadline for RFQ responses: November 30, 2023 @ 8:00 a.m. Any responses submitted after the deadline will not be accepted. Submit RFQ responses via email to: contact@rscdd.edu.

## Deliverables

Products:

Quantity	Manufacturer Part #s	Brand	Model/Series	Description
1	ASPC-SL-ALLXN-12	Life Fitness	Aspire Upright Lifecycle	Cardio Bike, SL Console, Color: Arctic Silver
2	CSC-DSL-TTNLF-DOM05	Life Fitness	Club Series + Upright Lifecycle	Cardio Bike, SL Console, Color: Titanium Storm
1	C1-XX00-0104	Life Fitness	C1 Upright Lifecycle	Cardio Bike, Console, Track Connect 2.0 Console, Color: Silver
2	T3TC-XX00-0103	Life Fitness	F1 Smart	Treadmill, Color: Gray

Optional:

Quantity	Description
1	One-year maintenance plan and/or extended warranty for all equipment listed above

Note:  
COI, FSA

Scope of work: Freight, lift gate, installation, and programming set-up of all products listed above.

Term of service: Deadline for delivery & installation on or before 12/22/2023

Comments: Quote is required to include sales tax and delivery fees for all items above.

Delivery address: Santiago Canyon College, Attn: Maint & Oper Bldg-Receiving, 8045 East Chapman Avenue, Orange, CA 92869

Installation location: Orange County Sheriff's Regional Training Academy, 15991 Armstrong Ave, Tustin, CA 92782

If you are a first-time vendor to Rancho Santiago CCD, please provide a completed W9 form and Vendor Registration Form located on the Purchasing Services district page ([click here](#)).

Kind regards,



10601 Belmont Ave, Franklin Park, IL 60131

Quote Expires: 45 day(s)

Proposal # 11-11-2023

Date: November 11, 2023

Sales Representative  
contact@lifefitness.com  
800-527-6063

**BILL TO:**

Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706

**SHIP TO:**

Santiago Canyon College  
Attn: Maint. & Oper. Bldg-Receiving  
8045 East Chapman Avenue  
Orange, CA 92869

Comments: Lift gate not required.  
Estimated delivery date: 12/17/2023

Manuf. Part #	Brand	Description	Unit Price-ea.	Quantity	Total Price
ASPC-SL-ALLXN-12	Life Fitness	Aspire Upright Lifecycle, Cardio Bike, SL Console, Arctic Silver	\$5,100.00	1	\$5,100.00
CSC-DSL-TTNLF-DOM05	Life Fitness	Club Series + Upright Lifecycle, Cardio Bike, SL Console, Titanium Storm	\$8,600.00	2	\$17,200.00
C1-XX00-0104	Life Fitness	C1 Upright Lifecycle, Cardio Bike, Console, Track Connect 2.0 Console, Silver	\$3,600.00	1	\$3,600.00
T3TC-XX00-0103	Life Fitness	F1 Smart, Treadmill, Gray	\$1,900.00	2	\$3,800.00
N/A	Life Fitness	One-year maintenance plan for all items above	\$2,600.00	6	\$15,600.00
		Freight, install and programming set-up	\$1,200.00	1	\$1,200.00

Subtotal: \$46,500.00

Sales tax: \$3,603.75

**Total: \$50,103.75**

# SAMPLE COMPETITIVE QUOTES

**From:** contact@rscdd.edu

**Sent:** Thursday, November 9, 2023 8:00 AM

**To:**

**Cc:**

**Bcc:** vendor1@business.com; vendor2@business.com; vendor3@business.com

**Subject:** Request for Quotation for Fitness Equipment

Your organization is invited to submit a quote for the products and services listed below.

**Deadline for Request for Information (RFI)/questions:** November 20, 2023 @ 8:00 a.m. Submit RFQ questions and/or requests for clarification via email to: contact@rscdd.edu. All responses will be shared via email with all RFQ invitees.

**Deadline for RFQ responses:** November 30, 2023 @ 8:00 a.m. Any responses submitted after the deadline will not be accepted. Submit RFQ responses via email to: contact@rscdd.edu.

Deliverables

Products:

Quantity	Manufacturer Part #	Brand	Model/Series	Description
1	ASPC-SL-ALLXN-12	Life Fitness	Aspire Upright Lifecycle	Cardio Bike, SL Console, Color: Arctic Silver
2	CSC-DSL-TTNLF-DOM05	Life Fitness	Club Series + Upright Lifecycle	Cardio Bike, SL Console, Color: Titanium Storm
1	C1-XX00-0104	Life Fitness	C1 Upright Lifecycle	Cardio Bike, Console, Track Connect 2.0 Console, Color: Silver
2	T3TC-XX00-0103	Life Fitness	F1 Smart	Treadmill, Color: Gray

Optional:

Quantity	Description
1	One-year maintenance plan and/or extended warranty for all equipment listed above

Note:  
COI, FSA

**Scope of work:** Freight, lift gate, installation, and programming set-up of all products listed above.

**Term of service:** Deadline for delivery & installation on or before 12/22/2023

**Comments:** Quote is required to include sales tax and delivery fees for all items above.

**Delivery address:** Santiago Canyon College, Attn: Maint & Oper Bldg-Receiving,  
8045 East Chapman Avenue, Orange, CA 92869

**Installation location:** Orange County Sheriff's Regional Training Academy,  
15991 Armstrong Ave, Tustin, CA 92782

If you are a first-time vendor to Rancho Santiago CCD, please provide a completed W9 form and Vendor Registration Form located on the Purchasing Services district page ([click here](#)).

Kind regards,



Date: November 7, 2023

Quote Valid for 30 day(s)  
Proposal # 6666898

**BILL TO:**

Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706

**SHIP TO:**

Orange County Sheriff's Regional Training Academy  
15991 Armstrong Avenue  
Tustin, CA 92782

Quantity	Manuf. Part #	Brand	Description	Unit Price: Each	Total Price
1	ASPC-SL-ALLXN-12	Life Fitness	Aspire Upright Lifecycle, Cardio Bike, SL Console, Arctic Silver	\$5,000.00	\$5,000.00
2	CSC-DSL-TTNLF-DOM05	Life Fitness	Club Series + Upright Lifecycle, Cardio Bike, SE3 HD Console, Titanium Storm	\$9,050.00	\$18,100.00
1	C1-XX00-0104	Life Fitness	C1 Upright Lifecycle, Cardio Bike, Console, Track Connect 2.0 Console, Silver	\$3,600.00	\$3,600.00
2	T3TC-XX00-0104	Life Fitness	F1 Smart, Treadmill, Purple	\$1,899.00	\$3,798.00
6	N/A	Life Fitness	One-year extended warranty for all items above	\$2,600.00	\$15,600.00
1			Total for programming set-up, freight, installation	\$1,201.00	\$1,201.00
				Subtotal:	\$47,299.00
				Sales tax:	\$3,665.67
				Total:	\$50,964.67

**Notes:** ASPC-SL-ALLXN-12 eta: 12/20/2023. All other equipment eta: 12/14/2023.  
Lift gate included.

# SAMPLE COMPETITIVE QUOTES

**From:** contact@rscsd.edu  
**Sent:** Thursday, November 9, 2023 8:00 AM  
**To:**  
**Cc:**  
**Bcc:** vendor1@business.com; vendor2@business.com; vendor3@business.com  
**Subject:** Request for Quotation for Fitness Equipment

Your organization is invited to submit a quote for the products and services listed below.

Deadline for Request for Information (RFI)/questions: November 20, 2023 @ 8:00 a.m. Submit RFQ questions and/or requests for clarification via email to: contact@rscsd.edu. All responses will be shared via email with all RFQ invitees.

Deadline for RFQ responses: November 30, 2023 @ 8:00 a.m. Any responses submitted after the deadline will not be accepted. Submit RFQ responses via email to: contact@rscsd.edu.

Deliverables

Products:

Quantity	Manufacturer Part #	Brand	Model/Series	Description
1	ASPC-SL-ALLXN-12	Life Fitness	Aspire Upright Lifecycle	Cardio Bike, SL Console, Color: Arctic Silver
2	CSC-DSL-TTNLF-DOM05	Life Fitness	Club Series + Upright Lifecycle	Cardio Bike, SL Console, Color: Titanium Storm
1	C1-XX00-0104	Life Fitness	C1 Upright Lifecycle	Cardio Bike, Console, Track Connect 2.0 Console, Color: Silver
2	T3TC-XX00-0103	Life Fitness	F1 Smart	Treadmill, Color: Gray

Optional:

Quantity	Description
1	One-year maintenance plan and/or extended warranty for all equipment listed above

Note:  
COI, FSA

Scope of work: Freight, lift gate, installation, and programming set-up of all products listed above.

Term of service: Deadline for delivery & installation on or before 12/22/2023

Comments: Quote is required to include sales tax and delivery fees for all items above.

Delivery address: Santiago Canyon College, Attn: Maint & Oper Bldg-Receiving, 8045 East Chapman Avenue, Orange, CA 92869

Installation location: Orange County Sheriff's Regional Training Academy, 15991 Armstrong Ave, Tustin, CA 92782

If you are a first-time vendor to Rancho Santiago CCD, please provide a completed W9 form and Vendor Registration Form located on the Purchasing Services district page ([click here](#)).

Kind regards,

**BusinessDivision@GymTech.com**  
**Phone: 866-496-8324**



Proposal # PM409  
 Date: November 12, 2023

Quote Valid for 30 day(s)

**BILL TO:**  
 Rancho Santiago Community College District  
 2323 North Broadway  
 Santa Ana, CA 92706

**SHIP TO:**  
 Orange County Sheriff's Regional Training Academy  
 15991 Armstrong Avenue  
 Tustin, CA 92782

Quantity	Manuf. Part #	Brand	Description	Unit Price: Each	Total Price
1	ASPC-SL-ALLXN-12	Life Fitness	Aspire Upright Lifecycle, Cardio Bike, SL Console, Arctic Silver	\$4,100.00	\$4,100.00
2	CSC-DSL-TTNLF-DOM05	Life Fitness	Club Series + Upright Lifecycle, Cardio Bike, SL Console, Titanium Storm	\$8,700.00	\$17,400.00
1	C1-XX00-0104	Life Fitness	C1 Upright Lifecycle, Cardio Bike, Console, Track Connect 2.0 Console, Silver	\$3,599.00	\$3,599.00
1	T3TC-XX00-0103	Life Fitness	F1 Smart, Treadmill, Gray	\$2,500.00	\$2,500.00
1		Gym Tech	One-year extended warranty for all items above	\$3,500.00	\$3,500.00
1			Programming set-up	\$600.00	\$600.00
1			Freight-Lift Gate not required	\$1,500.00	\$1,500.00
1			Installation	\$750.00	\$750.00
				<b>Subtotal:</b>	<b>\$33,949.00</b>
<b>ESTIMATED DELIVERY: 12/23/2023</b>				<b>Sales tax:</b>	<b>\$2,631.05</b>
				<b>Total:</b>	<b>\$36,580.05</b>

# FINAL STEPS

- ▶ Determine funding source. Questions? Contact your Administrative Services Department for funding and account inquiries.
- ▶ If applicable, collect Certificate of Insurance for vendors coming onto District premises and process a Field Agreement for Services if the labor exceeds \$999 total.
- ▶ Create a purchase requisition (PR) and obtain management approval in Colleague in timely manner.
- ▶ Submit all vendor quotes/proposals received, including a copy of the PR via email to the designated Buyer.
- ▶ Standard processing time to generate a purchase order for a complete purchase requisition is 10 business days for purchases under \$15,000. Minimum of 15 business days for purchases of \$15,000 - \$109,300 (state mandated bid limit). Services cannot commence and/or goods cannot be ordered and received prior to issuance of a District issued PO to the vendor and if applicable, an executed agreement.