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Request for Proposal
Peninsula Metropolitan Park District
Sports Wheelchairs, Community Recreation Program

RFP No. RS-2026-001

Submittals must be received by **5PM on Tuesday, November 10, 2026**

Submit proposals and all questions to:
Tracy Gallaway, Director of Recreation Services
info@penmetparks.org

Overview:

Peninsula Metropolitan Park District (PenMet Parks) invites qualified vendors to submit proposals for sports wheelchairs that support an inclusive community recreation program. Because the equipment will be shared by youth and adults with different body sizes, mobility needs, experience levels, and athletic abilities, it must be durable, safe, adjustable, and designed for multiple users in order to benefit as many people as possible.

The selected supplier will provide sports wheelchairs for activities such as wheelchair basketball, pickleball, adaptive fitness, and skills development. The chairs may be used by both beginners and experienced athletes in gyms, multipurpose rooms, and other community recreation facilities.

Proposals may cover complete wheelchair packages, individual chairs, or a combination of sizes and configurations. Respondents should clearly describe the recommended equipment mix for accommodating a broad range of users without requiring custom fabrication.

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PenMet Parks Background:

PenMet Parks serves a population of approximately 40,000 residents on the Gig Harbor peninsula and surrounding unincorporated Pierce County communities through access to public parks, facilities and recreational programming. Our mission is to enhance the quality of life by providing parks and recreation opportunities for our community. Our vision is to be a leader in promoting health and well-being in a thriving community. Our values are stewardship, inspiration, responsibility, collaboration and integrity, and they serve as our guiding light in everything we do.

Scope of Work

1. **Provide six (6) sport wheelchairs and accessories:**

   The quote is for six adjustable frame sport wheelchairs that meet the following minimum specifications:

   - The chairs should be designed specifically for sports or active recreation rather than general transport. The chairs may be used by both beginners and experienced athletes in gyms, multipurpose rooms, and other community recreation facilities. The wheelchairs shall be suitable for a broad range of adaptive sports and recreational activities such as basketball, pickleball, tennis, adaptive fitness, PE games, and skills development.
   - Provide a proposal for varying frame sizes to accommodate a broad range of youth and adult users, including:
     a. Extra small
     b. Small
     c. Medium
     d. Large
     e. Extra Large
   - Specify the dimensions and recommended wheel size for each frame size; or the wheel size options for each frame size.

- Provide the weight capacity for each frame size, with the manufacturer's documented limits clearly stated.
- Each chair shall include:
    a. Adjustable seat depth, footrest position, back height, and other user-contact points, where applicable.
    b. Adjustable or replaceable footrests and leg supports that reduce interference during play and accommodate different leg lengths.
    c. Pneumatic tires and casters suitable for indoor gymnasium surfaces, with replacement parts readily available.
    d. Safety features that minimize pinch points, sharp edges, tipping hazards, and unintended movement.
    e. Configuration options that support safe participation in relevant sports, including appropriate wheel camber, anti-tip protection (dual castors), wheel locks, and positioning features.
    f. Materials and upholstery that are easy to clean, disinfect, and maintain in a shared-use environment. Preference for waterproof material/upholstery.
    g. Stable, durable construction that supports repeated use by different participants.

- Identify and provide itemized pricing for recommended accessories and upgrades for each chair, including:
    a. Cushions.
    b. Reinforced seat sling.
    c. Positioning belts.
    d. Replacement tires and tubes.
    e. Replacement wheels.
    f. Side guards.
    g. Foot click strap.
    h. Waist click strap.

i. Upgraded sport wheels (Spinergy Sport Extreme Wheels or equivalent).

j. Tools.

k. Waterproof seat covers.

l. Other recommended accessories or upgrades (please specify).

- Chairs shall be compatible with routine inspection, adjustment, and repair by qualified recreation staff or local service providers.
- Chairs shall comply with all applicable safety standards, product regulations, and manufacturer recommendations.

2. Training and Technical Support

- Provide a sizing and adjustment guide written in clear, accessible language.
- Provide onboarding, fitting, adjustment, safety, maintenance, and basic repair training for PenMet Parks staff.
- Propose recommended technical support, warranty service, and replacement parts.
- Describe typical repair turnaround times.
- Identify local or regional service providers that are qualified to provide ongoing maintenance and repair.

Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

- Proposed goods and services meet PenMet Parks' specified requirements (25%)
- Price (20%)
- Similar experience, qualifications, and references (15%)
- Customer support and service model, training, warranty, technical support, and parts availability (10%)
- Delivery schedule (5%)

Demonstration / Evaluation Period

Following an evaluation of the proposals received, PenMet Parks may request product demonstrations, virtual demonstrations, or a short evaluation period before making an award. Demonstrations may include participant transfers, basic adjustments, maneuverability, propulsion, braking, sport-specific movement, cleaning, and storage. PenMet Parks reserves the right to reject all proposals.

RFP Submittal Instructions

Submit proposals electronically in PDF format to info@penmetparks.org no later than 5:00pm (PST) on 11/10/26. Include 'Sports Wheelchairs RFP' in the subject line.

RFP submittal format:

Include the following elements in the response to this RFP:

1. Company overview and relevant experience.
2. Recommended chair quantities and mix to meet PenMet Parks' stated uses and goals.
3. Detailed cost proposal:
    a. Provide a separate itemized unit cost proposal **for each frame size (extra small, small, medium, large, extra-large)** with separate line-item pricing for all upgrades and accessories identified in the Scope of Work, Section 1.
    b. Specify available quantity discounts, if any.
    c. Provide a proposed schedule and fee for training and technical support.

Proposals shall be itemized as follows:

Description	Manufacturer and model number	For each upgrade and accessory, indicate whether required, recommended, or optional for the intended use	Unit cost
Frame (specify dimensions, wheel size, and sizing guide that specifies recommended minimum/maximum user size)			$
Upgrades (provide a separate line item for each upgrade)			$
Accessories (provide a separate line item for each accessory)			$
Total (chair and upgrades/accessories)			**$**

4. Description of proposed equipment:
    a. Product specifications, photos, manuals.
    b. Shared-Use and Accessibility Considerations:
        i. Identify the tools, training, and approximate time required to adjust each chair.
        ii. Describe recommended cleaning and disinfection procedures suitable for shared equipment.
        iii. Describe how the chairs can be safely transported and stored.
        iv. Disclose any user characteristics or activities for which the equipment is not appropriate.
    c. Warranty and technical support information.

5. Timeline for delivery.

6. Examples of similar public agency work.

7. References:
    a. Provide three references for agencies or organizations the applicant has provided similar services for that PenMet Parks may contact.

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Questions/Inquiries:

Responders may submit written questions, by email only, at any time prior to the deadline identified in the schedule below. Unauthorized contact regarding this RFP with other District employees may result in disqualification of a submittal. Any oral communications will be considered unofficial and non-binding.

RFP timeline:

RFP issued	October 27, 2026
Proposals due	**5 PM November 10, 2026**
Additional Info/Demos (if requested)	Anticipated week of November 9, 2026
Selected firm notified of intent to award	Anticipated week of November 16, 2026
Contract executed	No later than December 11, 2026

PenMet Parks reserves the right to make changes to the timeline for this RFP. Any changes will be posted on penmetparks.org.

Disclosures and Contract Terms

All submittal response materials must be received no later than the time and date listed in the RFP timeline. Electronic submissions are required. Submissions received after the deadline will not be considered.

PenMet Parks reserves the right to accept or reject any proposal, request clarification, negotiate with one or more respondents, award by item or package, or cancel this solicitation. The final purchase may be subject to available funding, approval by the organization's governing authority, and the execution of a written agreement.

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***DISCLOSURES**:*

- ***REJECTION OF PROPOSALS:** PenMet Parks reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposal does not obligate PenMet Parks to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the Request for Proposals does not obligate PenMet Parks to accept or contract for any expressed or implied services.*

- ***CONTRACT AWARD:** PenMet Parks reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted in the most favorable light. PenMet Parks shall not be bound or in any way obligated until both parties have executed a written vendor contract. The respondent selected will be expected to enter into a contract with PenMet Parks.*

- ***PAYMENT:** All invoices related to the contract shall be paid by a PenMet Parks warrant usually within 30 days of PenMet Parks' receipt of a proper invoice and PenMet Parks approval of the respondent's completed tasks/deliverables to the date of the invoice or monthly report, as appropriate.*

- ***EQUAL OPPORTUNITY EMPLOYMENT:** The successful respondent must comply with PenMet Parks equal opportunity requirements. PenMet Parks is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability.*

- ***BACKGROUND CHECK:** The successful respondent may be required to submit to a criminal background check. If a background check is required, the contract award shall be contingent upon PenMet Parks receipt of an acceptable background check report for any persons providing services or work under the agreement.*

- ***INSURANCE REQUIREMENTS:** The successful respondent shall maintain insurance that is sufficient to protect the respondent and PenMet Parks against all applicable risks.*

- ***NON-ENDORSEMENT:*** *As a result of the selection of a respondent to supply products and/or services to PenMet Parks, the successful respondent agrees to make no reference to PenMet Parks in any literature, promotional material, brochures, sales presentation, or the like without the express prior written consent of PenMet Parks.*

- ***NON-COLLUSION:*** *Submittal and signature of this Proposal swears that the Proposal is genuine and not a sham or collusive and not made in the interest of any person not named, and that the Firm has not induced or solicited others to submit a sham offer, or to refrain from proposing.*

- ***COMPLIANCE WITH LAWS AND REGULATIONS:*** *In addition to the nondiscrimination requirements previously listed, the successful respondent shall comply with all applicable federal, state, and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.*

- ***PUBLIC RECORDS:*** *Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP (the "documents") become a public record upon submission to PenMet Parks, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If PenMet Parks receives a request for inspection or copying of any such documents it will endeavor to notify the person submitting the documents to PenMet Parks (by U.S. mail or by e-mail if the person has provided an e-mail address, or by fax if the person has provided a fax number) and upon the written request of such person, received by PenMet Parks within five (5) calendar days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. PenMet Parks assumes no contractual obligation to enforce any exemption nor any contractual obligation to provide such notice.*