

**TOWN OF GLASTONBURY  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR PROPOSAL  
FITNESS PROGRAM PROVIDER  
RPGL-2015-12**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide professional services for the instruction of adult fitness instruction for Town programs.

Interested individuals and firms should obtain the complete RFP and related information via the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) or from Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033.

Proposals must be submitted to the Purchasing Agent no later than **November 18, 2014 at 11:00 AM. LATE PROPOSALS WILL NOT BE CONSIDERED.**

An Affirmative Action/Equal Opportunity Employer. Minority/Women /Disadvantaged Business Enterprises are encouraged to bid.

Mary F. Visone  
Purchasing Agent

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## **SECTION I – GENERAL INFORMATION**

- The Town of Glastonbury currently offers morning and evening weekday fitness classes for adults. Currently fifteen different classes are offered including Senior Fitness, Pilates, Interval/Strength Training, Barre, Zumba and All-In-One Fitness. The program is designed to help participants maintain a healthy lifestyle. Participants are encouraged to go at their own pace and not to exceed their own physical limitations. The Town is accepting proposals and is interested in hiring a firm or individual to provide fitness instruction for adult fitness programs on a contractual basis.

## **SECTION II – CONSULTANT’S SERVICES**

- The Respondent shall provide fitness instructors for current fitness classes offered. Instructors must minimally have an Associate’s Degree in a Health/Fitness Field or hold a valid certification from a nationally recognized fitness organization as well as hold a valid CPR certification.
- The Respondent must provide Instructor information including name, address, phone number, email address and credentials before an instructor begins teaching classes. The Town reserves the right to approve or disapprove of an Instructor that does not meet the minimum requirements. The Respondent must provide a suitable replacement for any instructor the Town deems unacceptable.
- It is the Respondent’s responsibility to make sure that Instructors are equipped with the proper equipment to conduct the class (i.e. sound system, floor mat). The Town will provide the Respondent with a facility for the program.
- Duration of this contract shall be for three (3) years, with the possibility for extensions, at the option of the Town, on an annual basis for an additional two (2) years based on satisfactory performance by the selected Respondent.
- The Respondent shall quarterly conduct meetings with the Town, and other appropriate parties, at a location established by the Town to review current offerings and plan for the next season.

## **SCOPE OF WORK**

The Town intends to contract with a fitness program provider(s) to:

- The Respondent shall work closely with the Parks & Recreation Department staff throughout the term of the contract to develop a schedule of classes and descriptions that will be included in the Parks & Recreation program brochures that are mailed to residents in the fall, winter/spring and summer.
- The Town will make a reasonable effort to make up cancelled classes due to weather and other unforeseen circumstances that may arise.
- It is understood that the nature of the fitness field is ever changing. The Respondent should be flexible with adding and dropping classes based on current enrollment and fitness trends.

- The Respondent shall provide qualified instructors for the Town's current fitness classes and new classes as mutually agreed upon between the Town and the Respondent. Classes for these programs are scheduled Monday-Friday, at various times of the day. Please see **ATTACHMENT C** for a sample of classes currently offered. Attachment C is provided for illustration only and not intended to be a final or all inclusive schedule.
- The Respondent will also be responsible for making sure that all necessary reports and paperwork are submitted to the Town within the designated time table.
- It is the intent of the Town to select to the extent possible, one firm or individual to provide all the fitness programming. The Town does, however, reserve the right to award more than one contract and to award portions of its fitness program to different Respondents should the Town deem that approach to be in its best interest.

### ***PAYMENT TERMS***

The Respondent will submit monthly invoices for services rendered in the preceding month period. Upon receiving the invoice for services rendered, the Town shall make payment to the Respondent within thirty (30) days. The Respondent shall promptly pay each subcontractor upon receipt of payment from the Town. There shall be no payment for classes scheduled but not taught.

The fee proposal should be for the three year term of the contract and may include conditional increases based on class enrollment and overall performance. Please complete **ATTACHMENT D** with information on fees.

### ***PROGRAM COORDINATION***

The Respondent will work closely with the Glastonbury Parks & Recreation Department, Recreation Program Coordinator throughout all phases of the contract.

## **SECTION III - SUBMISSION OF PROPOSAL**

### ***MINIMUM REQUIREMENTS***

- Respondent shall demonstrate sufficient staff resources that would be available to instruct fitness classes for the town. Respondent shall list all proposed staff.
- Instructors must minimally have an Associate's Degree in Health/Fitness Field or a valid certification from a nationally recognized fitness organization as well as hold a valid CPR certification.
- Respondent shall have demonstrated experience with similar fitness programming within the past five (5) years.

## **PROPOSAL INSTRUCTIONS**

- By submitting a proposal, Respondent represents that he/she has thoroughly examined and become familiar with the Scope of Services outlined in this RFP and are capable of performing the work to achieve the Town's objectives.
- All firms are required to submit a clearly marked original and six (6) copies of their proposal to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT by the date and time listed on the proposal response page. All proposals will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of Proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked as follows:

**SEALED REQUEST FOR PROPOSAL  
FITNESS PROGRAM PROVIDER  
RPGL- 2015-12  
NOVEMBER 18, 2014  
TIME – 11:00 A.M.**

- All Respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.
  1. Table of Contents to include clear identification of the material provided by section and number.
  2. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
  3. Name, email address and telephone number of person(s) to be contacted for further information or clarification.
  4. A statement demonstrating understanding and your capability of providing required services. A background statement including a description of the firm/individual submitting the proposal.
  5. A list of staff members who would be involved with the administration of the fitness programs, including their assigned roles and a description of their background and experience.

**Staff Experience:** With respect to each individual comprising its proposed staff, Respondents shall provide:

- a. Information demonstrating the experience of that individual in providing fitness program services
- b. Resumes shall be submitted for each individual comprising a Respondent's proposed staff.

6. List of similar assignments completed over the past five (5) years with the contact names, addresses and telephone numbers of the contact representative in each program. The Town reserves the right to contact for additional information. Including for each:
  - The size and type of program(s) offered
7. Short description of your approach to meeting the needs of the Town including a list of all class types offered (on **Attachment C**)
8. A concluding statement as to why the Respondent is best qualified to meet the needs of the Town.
9. Fee proposal: Although the fees will be considered in the overall selection process, it will not be the sole determining factor. See **ATTACHMENT D**.
10. The Respondent agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut: and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful Respondent.
11. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003. Respondent shall acknowledge that they have reviewed the document in the area provided on the attached Ethics Acknowledgement form included on **ATTACHMENT A**. The selected Respondent will also be required to complete and sign a Consultant Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgment Form can be accessed at the Town of Glastonbury website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov). Upon entering the website click on **Bids & RFPs** which will bring you to the links for the **Code of Ethics** and the **Consultant Acknowledgement Form**. If the Respondent does not have access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid/proposal
12. Statement of Non-Collusion (**ATTACHMENT B**).
13. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFP responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFP for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.

14. Any technical questions regarding this RFP shall be made in writing and directed to Liz Gambacorta, Recreation Program Coordinator, Glastonbury Parks & Recreation Department, 2143 Main Street Glastonbury, CT 06033 or by email at [liz.gambacorta@glastonbury-ct.gov](mailto:liz.gambacorta@glastonbury-ct.gov). For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, at (860) 652-7588, or by email at [purchasing@glastonbury-ct.gov](mailto:purchasing@glastonbury-ct.gov).

All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) (Upon entering the website click on Bids & RFPs). **It is the Respondent's responsibility to check the website for addenda prior to submission of any proposal.** Note: Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all Respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

15. Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.
16. The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work.

### ***EVALUATION CRITERIA***

- The following factors will be considered when evaluating proposals:
  - Accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
  - Demonstrated understanding of the Scope of Service.
  - The qualifications and experience of the firm, the designated account representative, and other key personnel to be assigned to the program.
  - Successful performance of similar work on other accounts.
  - Familiarity and experience with Fitness Instruction Programs.
  - Overall approach to providing the Fitness Programs requested.
  - Fee proposal

**SELECTION PROCESS**

- This request for proposal does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request for proposal become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected Respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for proposal, and to waive any informality if it is in the best interests of the Town to do so.
- A Selection Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the Respondent’s ability to meet all requirements as outlined in this RFP.
- Following review and evaluation of proposals, the Town reserves the right to request certain additional information. Based on review and rating of proposals, if determined to be necessary, a short list of Respondents may be invited to interview with the Town Selection Committee.
- Based on the results of the interview process, the Town Manager or his designee will review the Scope of Services, fee proposals, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.

**TIMELINE**

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	<b>October 17, 2014</b>
RFP Due Date	<b>November 18, 2014 @ 11:00 A.M.</b>
Shortlist of Proposals Received	<b>November 25, 2014</b>
Interviews with Top Respondents	<b>TBD</b>
Fee Proposal and Scope of Services	<b>TBD</b>
Contract Effective Date	<b>TBD</b>

**INSURANCE REQUIREMENTS**

**INSURANCE**

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Program or Work the following insurance coverage covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and its employees and agents and any sub-contractor(s) hired by the Respondent as an Additional Insured** on a primary and non-contributory basis to the Respondent’s Commercial General Liability. **These requirements shall be clearly stated in the remarks section on the Respondent’s Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best’s



Rating of A-VIII. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee
- A Waiver of Subrogation shall be provided

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Respondents.
- Limits of Liability for Bodily Injury and Building Damage  
Each Occurrence \$1,000,000  
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) Umbrella (Excess Liability):

- \$1,000,000 Occurrence/\$1,000,000 Aggregate

The limits and coverage listed above are minimums and additional limits and/or coverage, such as Pollution Liability, may be required by the Town depending on the Project.

The Respondent shall direct its Insurer to provide original, completed Certificates of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Town 30 days prior to cancellation of any insurance policy. The Certificate shall evidence all required coverage including the Additional Insured on the General Liability and Waiver of Subrogation on the General Liability policy. The Respondent shall provide the Town copies of any such insurance policies upon request.

### **Indemnification**

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

ATTACHMENT A

PROPOSAL RESPONSE PAGE



TOWN OF GLASTONBURY  
PROPOSAL

RPGL # 2015-12

DATE ADVERTISED

Oct. 17, 2014

DATE / TIME DUE

Nov. 18, 2014 @ 11AM

NAME OF PROPOSAL

FITNESS PROGRAM PROVIDER

The Respondent acknowledges receipt of the following Addenda:

Addendum #1 \_\_\_\_\_ Addendum #2 \_\_\_\_\_ Addendum #3 \_\_\_\_\_

It is the responsibility of the Respondent to check the Town's website for any Addenda before submitting the proposal.

**CODE OF ETHICS:**

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes \_\_\_\_ No \_\_\_\_ \*

\*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any proposal where the Respondent has not agreed to the above statement.

\_\_\_\_\_  
Type or Print Name of Individual

\_\_\_\_\_  
Doing Business as (Trade Name)

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number / Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
SS # or TIN#

(Seal – If proposal is by a Corporation)

Attest

**TOWN OF GLASTONBURY  
FITNESS PROGRAM PROVIDER  
RPGL- 2015-12**

**ATTACHMENT B  
NON-COLLUSION STATEMENT**

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other Respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name and Title of Agent: \_\_\_\_\_

By (SIGNATURE): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**TOWN OF GLASTONBURY  
FITNESS PROGRAM PROVIDER  
RPGL- 2015-12**

**ATTACHMENT C  
CLASSES CURRENTLY OFFERED**

Below is a list of classes that are being offered by Glastonbury Parks & Recreation. Class lengths vary between 45 minutes and one hour. The session lengths vary from 4 weeks to 13 weeks depending on the class and season. All "AM" classes are taught between 8:15 a.m. and 12:05 p.m. and all "PM" classes are taught between 5:30 p.m. and 8:00 p.m.

**Please indicate by writing "Yes" or "No" in the column provided which classes you would be able to provide the Town with instructors for.**

<b>CURRENT CLASSES</b>	<b>TIME</b>	<b>DAY(S)</b>	<b>ABLE TO PROVIDE</b>
All-In-One Fitness	PM	M, W, F	
Barre Physique	PM	Tu	
Total Barre	AM	M, W	
Hot Bodies Cool Mind	AM	F	
Insanity	PM	T, Th	
Interval Training	AM	M, W	
Mat Pilates	AM	T, Th	
Adv Pilates	AM	T	
Pilates Plus Strength	PM	T, Th	
Senior Fitness	AM	M, W, F	
Strength Training	AM	F	
Tabata	PM	Th	
Yogalates	PM	T, Th	
Zumba	PM	M, W	

Please list any other classes that you would be provide instructors for:

<b>ADDITIONAL CLASS NAMES</b>	<b>BRIEF DESCRIPTION OF CLASS</b>

Name of Respondent: \_\_\_\_\_

**TOWN OF GLASTONBURY  
 FITNESS PROGRAM PROVIDER  
 RPGL- 2015-12**

**ATTACHMENT D  
 FEE PROPOSAL**

Please indicate the maximum number of participants you could have in a class, length of class and the price per class that you would charge the Town for classes the Town currently offers.

<b>Name of Class</b>	<b>Maximum # of Participants</b>	<b>Length of Class (Minutes)</b>	<b>Price Per Class (Charged to Town)</b>
EXAMPLE	20	60	\$50
All-In-One Fitness			
Barre Physique			
Total Barre			
Hot Bodies Cool Mind			
Insanity			
Interval Training			
Mat Pilates			
Adv Pilates			
Pilates Plus Strength			
Senior Fitness			
Strength Training			
Tabata			
Yogalates			
Zumba			

Please indicate the maximum number of participants you could have in a class, length of class and the price per class that you would charge the Town for classes for new classes you are proposing.

<b>Name of New Class</b>	<b>Maximum # of Participants</b>	<b>Length of Class (Minutes)</b>	<b>Price Per Class (Charged to Town)</b>

Name of Respondent: \_\_\_\_\_

Please indicate if these prices submitted are fixed for the length of the contract or any increases you would propose for the term of the contract in the space provided below:

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Name of Respondent: \_\_\_\_\_