

**TOWN OF GLASTONBURY
REQUEST FOR PROPOSAL
RPGL-2015-12
FITNESS PROGRAM PROVIDER
ADDENDUM NO. 2
DATED: NOVEMBER 5, 2014**

The attention of respondents submitting proposals for the above-referenced project is called to the following Addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in and form a part of the proposed Contract Documents for the work. Respondents shall acknowledge this Addendum in the Bid Proposal by inserting its number in Attachment A.

Question 1. Do resumes for the fitness instructors need to be provided or just the administrator for the company?

Answer: *This is intended to clarify Section II – Consultant’s Services – Bullets 1 & 2 on page 3 & Section III – Submission of Proposal, Minimum Requirements – Bullet 2 on page 4 of the RFP document of the RFP document.*

All fitness instructors that will teach classes on behalf of the Respondent must hold minimum of an Associate’s Degree in a health or fitness field or a valid certification from a nationally recognized fitness organization and a valid CPR certification. Copies of these certifications as well as contact information will need to be submitted prior to an instructor teaching any classes for the town, this is not required to be included in the proposal.

This is intended to clarify Section III – Submission of Proposal, Minimum Requirements – Bullet 1 on page 4 of the RFP document.

Respondent shall include in their proposal a list all proposed staff that would be available to teach fitness classes for the town. The list should include the Name of the instructor, Business Name (if any), and address, of the proposed staff instructors.

This is intended to clarify Section III – Submission of Proposal, Proposal Instructions - Item 5 on page 5 of the RFP document.

Resumes need to be provided for staff members who would be involved with the administration of the fitness program. The Town defines “administration” of the fitness programs as those staff members who will work directly with the Town’s Program Coordinator to develop and plan fitness classes.

END OF ADDENDUM NO. 2 TEXT