

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
FITNESS PROGRAM PROVIDER
RPGL-2021-12**

DUE DATE AND TIME: November 18, 2020 by 11:00 AM

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.

Respondents wishing to submit a proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFP title “*RPGL-2021-12 Fitness Program Provider*”. Respondents will be required to create a profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

Interested individuals and firms should obtain the complete RFP and related information from the Town’s website at www.glastonbury-ct.gov. Responses to the Proposal must be submitted electronically no later than the time and date indicated above. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interests of the Town.

The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority / Women / Disadvantaged Business Enterprises are encouraged to submit a proposal.

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. The town strives to offer a variety of classes including Senior Fitness, Pilates, Strength Training, Barre, and Zumba among others. Currently the majority of classes are being offered remotely but we plan to return to traditional classes as soon as we are able to. 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 from interested firms or individuals to provide fitness instruction for adult fitness programs on a contractual basis.

SECTION II – CONSULTANT’S SERVICES

- The Respondent shall provide fitness instructors for 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.
- The Respondent shall conduct meetings with the Town, and other appropriate parties, throughout the year 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 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 in person classes, preferably with the option to go virtual if needed, 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 fitness classes as mutually agreed upon between the Town and the Respondent. Classes for these programs are scheduled Monday-Saturday, 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.
- The Respondent and Town will work together to ensure that all classes are following the most up to date COVID-19 protocols. The Respondent is responsible for enforcing rules in all classes.
- It is the intent of the Town to select one or more fitness providers to provide participants a broad scope of fitness programming. The Town reserves 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.

CONTRACT TERM

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. The respondent's proposal should identify a proposed fee structure for the three year term of the contract effective on January 1, 2021 and should include any proposed increases including conditional increases based on classes offered, class enrollment and overall performance. The Town reserves the right to negotiate all aspects of the fee structure with the selected respondents. Note: Commencement date of classes that are effective January 1, 2021 will be mutually agreed upon by the Town and the selected respondents. Please complete **ATTACHMENT C** with information on fees.

PAYMENT TERMS

The selected Respondent(s) 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.

PROGRAM COORDINATION

The Respondent will work closely with the Glastonbury Parks & Recreation Department, Recreation Supervisor 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.
- Respondents submitting a proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832> under the RFP title "**RPGL-2021-12- Fitness Program Provider**". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:
<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>
- 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 C**.
 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 and revised October 29, 2013 and effective November 28, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on **ATTACHMENT A**. The selected Respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Acknowledgement Form can be accessed at the Town of Glastonbury website at 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 **Acknowledgement Form**.
 12. Statement of Non-Collusion (**ATTACHMENT B**).
 13. Any technical questions regarding this RFP shall be made in writing and directed to Liz Gambacorta, Recreation Supervisor, by email at liz.gambacorta@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, by email at 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 (Upon entering the website click on Bids & Proposals Icon, click on the Bid Title to view all proposal details and document links). **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.

Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal. 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 Town of Glastonbury shall select the responsible and responsive Proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria included in this Request for Proposal. The Town expressly reserves the right to negotiate with the selected Proposer prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of the following factors as deemed appropriate by the Town.
 - 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.
 - Competitiveness of the 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. The Committee will then short list the specific firms whose proposals best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager, a list of firms recommended for further consideration.
- Based on the results of the interview process, the Town Manager or his designee may 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.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original proposal submitted.

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	November 4, 2020
RFP Due Date	November 18, 2020 @ 11:00 A.M.
Shortlist of Proposals Received	November 25, 2020
Interviews with Top Respondents	TBD
Contract Effective Date	January 1, 2021

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 as an Additional Insured** on a primary and non-contributory basis to the Respondent's Commercial General Liability policy. **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 with all policies written on an

occurrence form basis. 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
- \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

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 in favor of the Town of Glastonbury and its employees and agents.

3) Umbrella (Excess Liability):

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

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability policy and Waiver of Subrogation on the General Liability and Workers Compensation policies. 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



BID / PROPOSAL NO: RPGL-2021-12 DATE DUE: November 18, 2020
DATE ADVERTISED: November 4, 2020 TIME DUE: 11:00 AM
NAME OF PROJECT: FITNESS PROGRAM PROVIDER

The Respondent acknowledges receipt of the following Addenda:

Addendum #1 _____(Initial/Date) Addendum #2 _____(Initial/Date) Addendum #3 _____(Initial/Date)

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

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: _____

ATTACHMENT C
CLASSES OFFERED & FEE PROPOSAL

Below is a list of classes that are being offered by Glastonbury Parks & Recreation or classes they are interested in offering. Class lengths vary between 45 minutes and 75 minutes. The session lengths vary from 4 weeks to 13 weeks depending on the class and season. 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.

Please indicate by writing “Yes” or “No” in the column provided which classes you would be able to provide the Town with instructors for, if answering “Yes” please complete the additional columns. List any additional classes you would propose offering through Glastonbury Parks & Recreation.

Classes	Able to Provide	Maximum # of Participants	Length of Class (Minutes)	Price Per Class (Charged to Town)
Aerobic/Cardio				
Barre				
Boot Camp				
Circuit Training				
Core/Abs				
Pilates				
Senior Fitness				
Strength Training				
Yoga				

Please provide a description for any other classes that you would be provide instructors for: Attach additional pages if necessary to describe classes.

ADDITIONAL CLASS NAMES	BRIEF DESCRIPTION OF CLASS

Name of Respondent: _____

