

**TOWN OF GLASTONBURY  
REQUEST FOR PROPOSAL  
RPGL-2021-12  
FITNESS PROGRAM PROVIDER  
ADDENDUM NO. 1  
NOVEMBER 12, 2020**

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 on the Proposal Response Page (Attachment A).

**Question 1.** *On attachment A – Proposal Response Page, what is required for a company seal with electronic submission?*

**Answer** Not required.

**Question 2.** *What technology is utilized for participants to register for classes? Is it anticipated that this technology will remain in place for the future?*

**Answer** Currently the Parks & Recreation Department is using Rec Trac for all program registrations including fitness. The department is in the process of switching over to My Rec Software which would be used for all future registration.

**Question 3.** *Can you provide pre-pandemic participation numbers as well as current participation?*

**Answer** Attached

**Question 4.** *In section II, third bullet, it is specified that “It is the respondents 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.” Can you please provide what equipment is available and what the selected vendor is responsible for furnishing?*

**Answer** The town only provides the facility (empty room), chairs are also available if needed. Any fitness equipment (ie: mats, balls etc.) would be required to be provided by the participant or vendor. Vendor needs to provide sound equipment if the class requires music.

**Question 5.** *Are you anticipating the selected vendor to retain the current group fitness instructors?*

**Answer** The current group fitness instructors are employed or subcontracted by the vendors the town is currently contracting with to provide fitness programs, the Town has no direct relationship with the subcontracted fitness instructors.

**Question 6.** *Can you please provide a listing of size of classrooms available?*

**Answer** Classes are held at a variety of different town and school buildings with varying sizes. Currently most classes are held in a multipurpose room with 1200-1800 square feet.

**Question 7.** *Can you provide strengths and areas of improvement for your current program?*

**Answer** Current programs are offered through vendors, strengths and areas of improvement are discussed with them as appropriate. Program content is expected to be current for fitness industry and updated as required throughout the contract.

The following documents are included in this addendum:

- Participation Report

**END OF ADDENDUM NO. 1 TEXT**

# Town of Glastonbury

## Participation Report

### Fitness Programs

Program	Summer-19	Fall-19	Winter-20	Spring-20	Total
Barre	13	23	17	12	65
Calorie Burn Cardio	9	14	12	6	41
Core Balance	20	30	25	12	87
Low Impact Fitness Classes	14	31	23	12	80
Pilates - AM	62	69	65	66	262
Pilates Plus Strength	18	25	18	8	69
Senior Fitness	99	135	130	47	411
Standing Pilates			9	0	9
Strength Training	35	62	48	40	185
Yoga/Stretching		26	18	0	44
Hatha Yoga	33	46	42	0	121
Yoga	10	23	14	0	47
Family Fitness	18	21	36	0	75
Zumba	0	33	40	0	73

COVID-19 Pandemic