



REQUEST FOR PROPOSAL

RFP # 2008.07.14 Fitness Professional RFP

ADDENDUM NO. 1

Issued Date: August 7, 2008

These questions are not verbatim but are summarized for clarity and conciseness for response purposes. You are to refer to the (Q)uestions from prospective proposers and the City's (A)nswers to those questions.

Q1) Inspection of the work in progress. Is that at the Fitness Center at War Memorial?

A1) The Fitness Center is located at the Coral Gables War Memorial Youth Center. This is the only facility included in this RFP.

Q2) Is it the number of activities and the number of employees available? It was a percentage but did not see anything else.

A2) The percentage breakdown is for the revenue distribution. The number of employees is not exact, but the employees provided should be sufficient to provide for management of the center and programs for all operating hours. In terms of programs, no set number is required, but it is expected that the fitness professional provide an expansive and varied program slate for members.

Q3) Forms that needs to be completed? Same applies to sample form.

A3) Only the forms that apply to your business must be completed, all others just write N/A across the form. There are three forms that requires your signature for acknowledgement, those are; Cone of Silence, Code of Ethics and Protest Forms.

Q4) Cone of Silence just needs to be filling out?

A4) Please read and acknowledge form with your signature.

- Q5) Vendor background Information, can it be handwritten?
A5) Yes, it can be handwritten.
- Q6) Is there a fee for a protest?
A6) Yes, see information on the protest form on page 30.
- Q7) My understanding is City of Coral Gables is added to the insurance when you win the bid?
A7) Yes.
- Q8) Special Municipality Endorsement Form. What is this form? Endorsement to the Policy or Addendums?
A8) The form is an optional endorsement in lieu of all others for the general liability and auto liability coverage.
- Q9) The package does not mention the amount of parking spaces available?
A9) There are no designated parking spaces for fitness staff or professional. There is public parking around the northern perimeter and in three lots on the north, south and west of the building.
- Q10) The front desk is not considered as part of the Fitness Center?
A10) The front desk in the main Youth Center is not part of the Fitness Center. The front desk area adjacent to the Fitness Center is part of the Fitness Center, and the fitness professional is responsible for the staffing and operation of that desk.
- Q11) Is it ok to give a complete list of employees and background after?
A11) All employees selected by the winning bidder must go through the same screening process as City employees. The screenings will be performed after the bidder is selected and the employees are verified.
- Q12) We know about the membership or they need more information?
A12) Membership information is included in RFP. If bidder needs more information, a leisure guide can be provided with descriptions of memberships.

Q13) Uniform with logos, Company Logo or City?.

A13) Fitness staff is expected to wear a uniform that is appropriate to the work environment. Uniforms for fitness staff must be provided by the Fitness professional and do not include the City seal.

Q14) Does the City do the equipment maintenance?

A14) The equipment maintenance is paid by the City upon mutual consult and recommendation between City staff and the fitness professional

Q15) Includes Fitness Center membership, all the camps included? Gross revenues

A15) gross revenues included are fitness memberships and all fitness related programming presented by the fitness professional. Revenue formulas are included in RFP packet.

Q16) Addendums to any questions?

A16) All questions will be answered in form of an addendum.

Q17) Form, when offerer is a corporation?

A17) If you are bidding under the name of a corporation, this form must be completed.

Q18) Just submit forms, not the entire package?

A18) We ask that submit all forms, including all those that do not apply (N/A).

Addendum shall be acknowledged in section for the proposal response form.

All other terms and conditions of this RFP shall remain in full force and effect.

Sincerely,

**Danilo Bedit
Procurement Supervisor**