



City of Coral Gables
CITY COMMISSION MEETING
June 16, 2015

ITEM TITLE:

Resolution accepting the recommendation of the Chief Procurement Officer to award The Fitness Center, Inc., a contract to provide fitness professional services at the Coral Gables War Memorial Youth Center, pursuant to Section 2-828 entitled "Contract Award" of the Procurement Code and Request for Proposal (RFP) 2015.02.20.

DEPARTMENT HEAD RECOMMENDATION:

Approval

BRIEF HISTORY:

This Request for Proposal (RFP) is for a fitness professional that would be responsible for staffing the fitness facility at the Youth Center and the establishment of a schedule of services/programs. Under the proposed contract the City will retain (thirty) 30% of the fitness facility revenue. The fitness professional provides supervision and staffing for advising Fitness facility members on the proper use of fitness equipment and benefits of physical fitness during the Fitness Center's hours of operation.

On February 20, 2015, the Procurement Division of Finance formally advertised, issued and distributed the Fitness Professional Request For Proposal (RFP) No. 2015.02.20. On March 2, 2015 a non-mandatory pre-proposal meeting and site visit was held with two (2) proposers in attendance of the seven (7) proposers who obtained the RFP package from the Procurement Division.

As a result of limited interested in this contract from fitness professionals in past RFP processes, Procurement conducted outreach by directly contacting a number of fitness professionals in Miami-Dade County to recruit more potential proposers to foster competition. The scope of work was also evaluated and adjusted to mirror some of the contract requirements of the Miami Dade County - Employee Fitness Center and Wellness Program Management Services fitness professional contract.

However, on March 23, 2015, only one (1) proposal was received from The Fitness Center, Inc., which holds the current contract with the City of Coral Gables to operate the fitness facility at the Youth Center. It is important to note, that in the history of the fitness professional contract (18 years) no more than two (2) responses have been received for this RFP.

On June 3, 2015, the Evaluation Committee convened to evaluate the one (1) responsive proposal received. The Evaluation Committee decided to evaluate the proposal, rather than reject the proposal in accordance Section 2-768(f). They also decided to recommend, the current Fitness Professional Services Contract be awarded to The Fitness Center, Inc.

The Chief Procurement Officer and Parks and Recreation Division concur with the Evaluation Committee's recommendation of The Fitness Center, Inc., as the current contractor has been performing up to expectations operating the Fitness facility at the Youth Center.

FINANCIAL INFORMATION:

No.	Amount	Account No.	Source of Funds
1.	\$105,000	001-6050-572- 5180	General Fund
Total	\$105,000	Approval By:	

APPROVED BY:

Department Director	City Attorney	City Manager
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ATTACHMENT(S): 1. Draft Resolution 2. Evaluation Results 3. Tabulation 4. RFP Response