



The City of  
**WORCESTER**

Administration & Finance – Purchasing Division  
Christopher J. Gagliastro, MCPPO – Purchasing Director  
455 Main Street, Room 201, Worcester, MA 01608  
P | 508-799-1220  
[purchasing@worcesterma.gov](mailto:purchasing@worcesterma.gov)

To: All proposers

From: Christopher J. Gagliastro,  
Purchasing Director

Date: October 29, 2021

Re: Fitness Center Management Services – Senior Center / EA

Please be advised that the forms previously provided to you under the above subject RFP have been revised and re-issued.

The revised RFP # is CR-7691-1-W2.

This is no longer considered a property lease, but is considered a management services agreement.

The revised forms are attached to this notification. Please use these forms with your proposal submission. Due date remains 11/24/21.

Please do not hesitate to contact me with any questions or concerns.



**Christopher J. Gagliastro, MCPPO**  
**Purchasing Agent**

**RFP NO. CR-7691-1-W2**  
**ISSUANCE DATE: 10/29/21**

**BUYER: Christopher J. Gagliastro, MCPPO**

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
REQUEST FOR PROPOSALS  
NOTICE TO PROPOSERS**

**RFP TITLE: Fitness Center Management Services – Senior Center /  
Elder Affairs**

***REFER TO PAGE 7 FOR PROPOSAL SUBMISSION INFORMATION***

**General Conditions:**

All proposals are subject to the terms, conditions and specifications herein set forth:

- 1. Scope: Provide professional fitness center management services for the Senior Center as per the attached requirements and specifications of the City of Worcester Department of Health & Human Services, Elder Affairs Division for the period from March 1, 2022 through June 30, 2023. This contract may be extended for two additional one year periods, at the sole discretion of the City, per the terms and conditions of this RFP.**
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the amount of N/A must accompany this proposal. This must be submitted under separate sealed cover marked "Proposal Security." In the case of default, the surety shall be forfeited to the City as liquidated damages.
3. All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 4, 22, 23, 27
4. A performance bond in the amount of **not applicable** will be required. If this proposal is accepted by the City and the Proposer shall fail to contract as set forth in these requirements and to give a bond in the aforementioned amount, within ten (10) days, (not including Sundays, Saturdays, or a legal Holiday) from the date of the mailing of a notice from the City to the Proposer, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the proposer has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the proposal security accompanying this proposal shall become the property of the City as liquidated damages. Performance bond shall be on the City's form only (see sample on pages 12-13).

**Any prospective proposer requesting a change in or interpretation of existing specifications or terms and conditions must do so within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal opening date. All requests are to be in writing to the Purchasing Division. No changes will be considered nor will any interpretation issued unless request is in our hands within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal submission date.**

**Any inquiries related to technical or contractual matters must be submitted in writing to:**

**Christopher J. Gagliastro, MCPPO  
Purchasing Director  
City of Worcester, City Hall  
455 Main Street, Room 201  
Worcester, MA 01608  
[gagliastroc@worcesterma.gov](mailto:gagliastroc@worcesterma.gov)**

5. Nothing herein is intended to exclude any responsible Proposer or in any way restrain competition. All responsible Proposers are encouraged to submit proposals. The City encourages participation by Minority and Women Owned Business Enterprises (M/WBE).
6. The following meanings are attached to the defined words when used in this RFP.
  - a) The word "City" means The City of Worcester, Massachusetts.
  - b) The word "Proposer" or "Respondent" means the person, firm or corporation submitting proposal on these specifications or any part thereof.
  - c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
  - d) The words "Firm Price" shall mean a guarantee against price increase during the life of the contract.
7. All proposals and other documents relating to this RFP are subject to the public records provisions of M.G.L. c.30B and shall remain confidential until the time specified in c.30B section 6 (d).
8. All material submitted by vendors becomes the property of the City. The City is under no obligations to return any of the material submitted by a vendor in response to this RFP.
9. Each vendor's proposal must remain in effect for at least 120 days from the deadline for its submission. The City will decide upon acceptance within 120 days of submission.
10. It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color,

religious creed, national origin, sex, age or ancestry.

11. The City reserves the right to accept or reject any or all proposals submitted and waive informalities and technicalities.
12. The City will review and analyze each proposal and reserve the right to interview selected proposers. The City shall select the proposer, which in the City's opinion, has made the proposal best suited to the needs and goals of the City and its operations and deemed to be in compliance with the terms of this RFP.
13. The Contractor will be required to indemnify and save harmless the City of Worcester for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc. during the contract derived from this RFP.
14. The Contract Agreement will be drafted by the City's Law Department in compliance with the terms of the RFP and may incorporate the terms of this RFP and of the proposal selected.
15. The Proposer must certify that no official or employee of the City of Worcester, Massachusetts, is pecuniarily interested in this proposal or in the contract which the proposer offers to execute or in expected profits to arise therefrom, unless there has been compliance with the provisions of G.L.C. 43 section 27, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
16. Any proposal withdrawn after time and date specified, the proposer shall forfeit deposit on proposal as liquidated damages.
17. A vendor conference will be held as follows:     n / a
18. The Contractor shall not assign, transfer, sublet, convey or otherwise dispose of any contract which results from this RFP, or its right, title or interest therein or its power to execute the same to any other person, firm, partnership, company or corporation without the previous consent in writing of the City. Should the Contractor attempt any of the above without the written consent of the City, the City reserves the right to declare the Contractor in default and terminate the contract for cause.
19. The Contractor shall obtain and maintain in force at all times during the term of the contract derived from this RFP, insurance coverage pertaining to Public Liability, Property Damage and Worker's Compensation as outlined in Section IV. INSURANCE REQUIREMENTS of this RFP.
20. The Contractor shall carry Public Liability Insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone in his or her employ during the execution of the contract derived from this RFP.
21. Prior to starting on the contract derived from this RFP, the Contractor shall deposit with the Purchasing Division, certificate from the insurer to the effect that the insurance policies

required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the City.

22. All prices quoted must include inside delivery, and set-up in place F.O.B. destination to pre-designated City of Worcester departments.
23. No special charges will be allowed for rigging, packing, crating, freight, express, or carriage unless specifically stated and included in the vendor's proposal.
24. The award to the successful proposer may be cancelled in the event of vendor nonperformance as may be determined by the City.
25. The successful proposer shall comply with all applicable federal, state and local laws, ordinances, and regulations. The awarded contract shall be governed under the laws of the Commonwealth of Massachusetts.
26. Purchases made by the City are exempt from Federal and Massachusetts state taxes and proposal prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
27. When the contract is executed, a performance bond, in the full amount of the contract, is required. See paragraph 4. The bond will be of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts. The cost of this bond is the vendor's responsibility. Bonds shall remain in force and effect thru the performance of the contract.
28. Expenditures by the City and authorization to spend for particular purposes are made on fiscal year basis. The City's fiscal year is the twelve-month period ending June 30 of each year. The obligations of the City under any agreement to be reached are subject to the appropriation or authorization of the necessary funds. The City agrees to make reasonable efforts to obtain funding and all necessary authorization.
29. No amendment to the contract shall be effective unless it is in writing and signed by authorized representatives of both parties and is accepted by the City of Worcester.
30. The vendor (and its insurers, if any) shall bear all risk of loss or damage to the equipment which occurs in transit to the user site. The risk of loss or damage to purchased equipment shall remain with the vendor until the purchase price has been paid and title has passed. The vendor shall also bear the risk of loss or damage to leased or rented equipment during the City of Worcester's possession and use thereof subject, however to such conditions and limitations as may be stated elsewhere in the contract.
31. The vendor shall not assign or in any way transfer any interest in the contract without the prior written consent of the City provided, however, that claims for money due or to become due to vendor from the City may be assigned to a bank, trust company, or other financial institution without such consent so long as notice of such assignment is furnished promptly to the City. Any such assignment shall be expressly made subject to all defenses, setoffs, or counterclaims which would have been available to the City against the vendor in the absence of such assignment.
32. None of the services to be provided by the vendor pursuant to the contract shall be

subcontracted or delegated to any other organization, association, individual, corporation, partnership or other such entity without the prior written consent of the City. No subcontract or delegation shall relieve or discharge the vendor from any obligation or liability under the contract except as specifically set forth in the instrument of consent. Any subcontract to which the City has consented shall be attached to the original of the contract on file in the City of Worcester.

33. Neither party will be liable to the other or be deemed to be in breach of the contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight, embargoes, and unusually severe weather. If the vendor's failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the reasonable control of both the vendor and the subcontractor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. Dates or times of performance will be extended to the extent of delays excused in this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
34. The vendor shall provide to the City of Worcester a warranty and a commitment which clearly states that all equipment and services proposed and supplied by the Vendor, and/or its subcontractors, performs as expected and promised by the Vendor.
35. The vendor represents that no person other than bona fide employees working solely for the vendor, have been employed or retained to solicit or secure this agreement upon an arrangement or understanding for a commission, percentage, brokerage fee, gift or any other consideration contingent upon the award or making of this contract. For breach or violation of the representation, the City shall have the right to annul the contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage fee or other consideration.
36. Any contract made by the City in which the Purchasing Agent or any employee of his/her department, the heads of using agencies or any other officer or employee of the City having a part in the placing of such contract is financially interested, directly or indirectly, shall be void.
37. The vendor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or medical handicap. The vendor agrees to comply with all applicable Federal and State Statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Acts of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Massachusetts General Laws Chapter 151B, Section 4 (1) and all relevant administrative orders and executive orders.

If a complaint or claim alleging violation by the vendor of such statutes, rules or regulations is presented to the Massachusetts Commission Against

Discrimination (MCAD), the vendor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim.

In the event of vendor noncompliance with the provisions of this section, the City shall impose such sanctions as it deems appropriate, including but limited to:

- 1) Withholding of payments due vendor under the contract until vendor complies.
- 2) Termination or suspension of the contract.

## **SUBMISSION OF PROPOSALS**

38. Proposals must be submitted in two (2) packages according to the instructions below. The City intends to consider responses in the Technical Proposal evaluation requirements before considering costs. *Therefore, no reference to pricing may be made in the Technical Proposal.*

A sealed package containing **the original and 2 copies** of the proposal **must** be labeled as follows:

**Purchasing Agent, City of Worcester**

**Fitness Center Management Services – Senior Center / EA – Technical Proposal**

**455 Main Street, Room 201  
Worcester, MA 01608**

**Re: RFP No. CR-7691-1-W2**

A sealed package containing **the original copy** of the proposal **must** be labeled as follows:

**Purchasing Agent, City of Worcester**

**Fitness Center Management Services / DPW & P – Price Proposal**

**455 Main Street, Room 201  
Worcester, MA 01608**

**Re: RFP No. CR-7691-1-W2**

*Refer to price proposal section & Exhibit J for requirements*

**Proposals must be delivered no later than Wednesday, November 24, 2021 at 10:00 AM LOCAL TIME. *Late submissions will be rejected, regardless of circumstances.*** The City is not responsible for submittals not properly marked.

The evaluation and cost proposals will remain confidential until a formal and finalized contract has been executed.



## **RFP EVALUATION**

39. The City of Worcester Purchasing Agent will assign an evaluation team, hereafter referred to as the Selection Committee, to perform a full and complete evaluation of RFP submittals. The Purchasing Agent will ultimately forward a formal recommendation of award to the City Manager who has final award authority.
40. RFP evaluation responses will be evaluated by the Selection Committee based directly upon vendor's response to mandatory and comparative evaluation criteria. Vendors must meet or exceed the mandatory criteria requirements or be rejected as non-responsive.

Comparative criteria will be evaluated by use of four (4) rating categories as set forth by M.G.L. Chapter 30B:

- 1) HIGHLY ADVANTAGEOUS - Vendor's submittal meets all the stated requirements and offers significant performance above the stated requirements.
- 2) ADVANTAGEOUS - Vendor's submittal meets the stated requirements without risk or disadvantage.
- 3) NOT ADVANTAGEOUS - Vendor's submittal contains some risk or disadvantage but is not unacceptable.
- 4) UNACCEPTABLE - Vendor's submittal fails to meet the standards of the stated requirements.

After proposals have been assigned ratings on the basis of each evaluation criterion, a composite rating will be established by the Selection Committee. Submittals will then be ranked based upon finalized composite rating.

41. The Purchasing Agent will identify the most advantageous proposal based upon the rankings of the Selection Committee and an evaluation of the price proposals received. The Purchasing Agent will forward a recommendation for award to the City Manager based upon the most advantageous proposal received considering evaluation rankings and price proposals received.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
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KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1)	If an Individual or Proprietorship
Name of Owner:	_____
Business Address:	_____
Zip Code	_____ Telephone No. _____
Email	_____
Home Address	_____
Zip Code	_____ Telephone No. _____

(2)	If a Partnership, Full names and addresses of all partners	
<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
Business Address	_____ Zip Code	_____
	Tel. No.	_____

(3) If a Corporation

Full Legal Name: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Qualified in Massachusetts? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Email: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Telephone No. \_\_\_\_\_

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Admitted in Massachusetts? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Place of Business in Massachusetts \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Telephone No. \_\_\_\_\_

NOTE:

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

E.I. Number of bidder \_\_\_\_\_

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print)

\_\_\_\_\_  
Name of Person Signing Bid

\_\_\_\_\_  
Signature of Person Signing Bid

\_\_\_\_\_  
Company

**No award will be made without vendor certification of the above.**

- **Proposers must sign and submit the above form with their proposal submission.**

**Scope of Services/ Requirements**  
City of Worcester  
Health and Human Services Division of Elder Affairs  
**Fitness Center Operation at Worcester Senior Center**

The City of Worcester is seeking proposals from qualified entities to operate and manage a newly renovated and equipped fitness facility within the Worcester Senior Center (WSC) for a projected term of March 1, 2022-June 30, 2023. Two additional one (1) year extensions will be awarded at the discretion of the City of Worcester.

The fitness facility will supplement the WSC's current health and wellness programming which was established in the year 2000 and will continue to be offered and administered by the WSC. To date, activities led by certified instructors assist seniors to take charge of their health by participating in various classes including aerobics, Zumba, strength, flexibility and balance training, tai chi, yoga and more. While small equipment such as bands, balls, and weights are utilized in current classes, the new facility will be equipped with at least 10 pieces of state of the art exercise equipment to build cardio vascular and muscular strength (see attachment A for list).

Approximate area of operations is 2,240 SF (1,440 = fitness area, 800 = bathroom facilities). Please refer to attached sketches for further details.

In addition, it is intended that the facility will be open certain hours as a benefit for city employees who wish to work-out using this equipment. While various health and wellness benefits are provided to employees currently, this will serve as a new, convenient, low or no cost option for exercising before or after their jobs. The equipment (attachment A) is adjustable to address many levels of fitness, with features that make it easier and safer to use for the older population and thus also for employees of all ages.

**SCOPE OF SERVICES:**

1. After a brief pilot, at least one qualified individual will be present to supervise the fitness center during the following operating hours:  
Open to seniors 9 am- 4 pm Mon-Fri.  
Open to city employees 6 am-8 am and 4 pm-8 pm Mon-Fri.  
Open to seniors & city employees 8 am-noon Sat-Sun.
2. Qualified individuals shall include a full time certified fitness instructor to serve as Director as well as part-time certified instructors, some of whom have specialized training and experience working with the older population.
3. The Director will be responsible for recruiting, hiring, training and managing all professional fitness center staff, substituting for them to ensure full coverage.
4. The Director will also be responsible for recruiting, hiring, training and managing all part-time cleaning staff to ensure a safe and clean environment by maintaining the cleanliness of the rooms, equipment, restrooms and showers. Provision and use of "green" consumable products will be the Director's responsibility, e.g. toilet paper, paper towels, cleaning supplies. (see attached B for building plans and areas of responsibility-cleaning checklist)

5. The Director will ensure that: all equipment and supplies are in good working order and ensure that preventive maintenance is performed per the equipment vendor contract.
6. The Director will supply all consumables and small equipment needed to operate the Center except for the major equipment installed in the room. Consumables include but are not limited to anti-bacterial wipes, mats, bands, balls and cleaning supplies.
7. The Director will ensure that all professional staff maintain appropriate licenses and certifications and will provide copies to WSC staff upon request of same.
8. The Director will register all participants with the WSC as well as maintaining a separate registration system for the Fitness Center use. At minimum, this will include liability waivers and emergency contact information.
9. The Director will propose rules and guidance for the proper use of the Fitness Center including, but not limited to, issues related to operations (e.g. time limits for equipment use), behavior (e.g. respectful interactions with others), and safety (e.g. use equipment as instructed; covid precautions). The Senior Center administration will have final approval of such rules/guidance which may change based on experience and public health conditions.
10. The Director will ensure that every participant is fully oriented to the proper use of the Fitness Center.
11. The Director will submit invoices and participation data reports to the City on a monthly basis, subject to fiscal and programmatic audits of supporting records.
12. The Director will work closely with WSC administration to coordinate and publicize programs/services, maintain security and safety, evaluate the impact of the fitness center, and provide a positive experience within the WSC.
13. The Director will utilize WSC protocols to open and close the building securely.

The City will provide the selected proposer with the following items / services relative to this contract:

1. Adequate space and equipment per Attachments A & B.
2. Electronic security system.
3. Use of WSC public amenities and utilities including a well maintained parking lot.

4. Interpretation and translation for senior participants' orientations when needed.
5. Criminal Offender Records Information (CORI) History checks for all Fitness Center staff (mandatory).
6. Publicity via the monthly Senior Scoop newsletter, the City's employee newsletter and other resources.
7. Consultation and problem solving assistance particularly related to participant behavior or needs, as well as assisting with the evaluation of the program impact.
8. Opportunities to collaborate with other WSC activities.

**Minimum Evaluation Criteria (A cost proposal must be submitted under separate cover)**

Acceptable proposers **must** meet all of the minimum evaluation criteria identified below. Proposers **shall submit a written narrative response** indicating their abilities to meet or exceed the evaluation criteria. Proposers that cannot meet the minimum evaluation criteria or do not have a written response to each minimum evaluation criteria shall not be considered further. Any false or misleading responses shall result in removal from consideration.

**1) Fitness Center / Exercise Program Experience**

Proposer shall provide a list of current and/or past fitness center / exercise program experience within the last ten years. List must include name and location of operations, facility capacity, program size. At a minimum, proposer must have at least three years' experience operating a fitness center or exercise program within the last ten years.

**2) Licenses / Certifications**

Proposer must hold a national fitness training certification. Please provide copy of certifications for individuals that will service this agreement.

**3) References**

Proposer shall provide a list of references (minimum of three) from individuals or organizations that they have worked with within the last ten years in providing similar services to those described in this RFP. List must include name, phone number, email address.

The City reserves the right to serve as its own reference.

**4) Plan of Services**

Proposers shall provide a plan of services (including a staffing plan) describing, in detail, how they will complete all tasks associated with the City's scope of services.



## Comparative Evaluation Criteria

Proposals meeting the minimum criteria will be further evaluated based on the comparative criteria noted below. **Proposals shall include a narrative and other information demonstrating the proposer's experience and knowledge with respect to these criteria.**

The City's evaluation committee may, in order to seek clarification on the proposal, contact a select number of qualified entities before making the final decision. ***Proposals shall be responsive to each of these criteria.***

### 1) Experience of Vendor and Director

The City seeks a vendor that has extensive, demonstrated experience in providing and administering fitness and exercise programs in a public setting.

Highly Advantageous: Proposer / Director have significant demonstrable experience with seven or more years' experience in operating a fitness center and/or exercise programs. Director and instructors have 3 or more national certifications.

Advantageous: Proposer / Director have some reasonable experience with four to six years' experience in operating a fitness center and/or exercise programs. Director and instructors have more than one national certification.

Not Advantageous: Proposer / Director have limited experience with less than four years' experience in operating a fitness center and/or exercise programs. Director and instructors have one national certification.

### 2) Experience working with older populations, age 50+

The City seeks a vendor that has significant working experience with individuals and groups of individuals age 50 and older.

Highly Advantageous: Proposer / Director have worked with older populations for seven or more years which include multiple fitness programs designed for older individuals (please list).

Advantageous: Proposer / Director have worked with older populations for four to six years which include at least one fitness program designed for older individuals (please list).

Not Advantageous: Proposer / Director have worked with older populations for less than four years which have not included fitness programs designed for older individuals.

### 3) Ability to offer Specialized Coaching / Classes

The City seeks a vendor that has the ability to offer small group and personal training coaching classes of a specialized nature to accommodate the diversity of clients utilizing the equipment, e.g. cardio, strength, balance.

Highly Advantageous: Proposal offers five or more coaching classes designed to accommodate all types of diverse individuals.

Advantageous: Proposal offers up to one to four coaching classes designed to accommodate all types of diverse individuals.

Not Advantageous: Proposal offers no additional coaching classes.

4) Plan of Services:

The City seeks a vendor that can provide a comprehensive plan of services and methodology for providing all items under the city's scope, demonstrating an understanding of how to utilize the equipment appropriately for diverse ages and abilities.

Highly Advantageous: Proposal provides a high quality, complete and detailed plan of services and methodology for providing all items required under the City's scope with value-added benefits for WSC clients.

Advantageous: Proposal provides a good quality and complete plan of services and methodology for providing all items required under the City's scope.

Not Advantageous: Proposal provides a limited plan of services and methodology for completing all items required under the City's scope.

5) References:

The City seeks a vendor that has a proven track record in the field of fitness and exercise programs having worked with many individuals and organizations in the last ten years.

Highly Advantageous: Proposal includes ten or more favorable references from previous clients or organizations that have worked with the vendor on the service of fitness and/or exercise programs over the last ten years. Each of the references still work with, or would work with the vendor again.

Advantageous: Proposal includes four to nine favorable references from previous clients or organizations that have worked with the vendor on the service of fitness and/or exercise programs. Some of the references still work with, or would work with the vendor again.

Not Advantageous: Proposal includes the minimum of three favorable references from previous clients or organizations that have worked with the vendor on the service of fitness and/or exercise programs. Some of the references still work with, or would work with the vendor again.

6) Interview / Oral Presentation of Services (if applicable)

Highly Advantageous: The proposer's presentation was conducted by the individuals who will perform the services and included thorough, highly detailed information regarding how the vendor will complete the scope of services. The presentation included relatable examples and dialog from programs and services performed for other similar clients.

Advantageous: The proposer's presentation was conducted by some of the individuals who will perform the services and included adequately detailed information regarding how the

vendor will complete the scope of services. The presentation included one relatable example and dialog from programs and services performed for other similar clients.

Not Advantageous: The proposer's presentation was conducted by the vendor's sales team and not the individuals who will perform the services. It includes some information regarding how the firm will complete the scope of services, but was not clear as to the firm's ability to comply with the stated scope of services. The presentation included no examples and dialog from programs or services performed for other similar clients.

Attachment A

LIST OF EQUIPMENT FOR WORCESTER SENIOR CENTER'S FITNESS CENTER

NAME OF EQUIPMENT	QUANTITY
Landice L7 Pro Sports treadmill	3
Landice E9 Elliptical Achieve	2
Cycle	2
Landice recumbent cycle	2
Keiser M7i Total body urg (ADA)	1
Keiser 250 Leg curl2/range	1
Keiser 250 Leg ext w/range	1
Keiser 250 shoulder press	1
Keiser 250 upper back	1
Keiser 300 leg press	1
Keiser 350 Biaxial Chest Press	1
Keiser Performance Trainer (ADA)	2
Inflight fitness Functional trainer (ADA)	1
VTX rubber dumb bell set 3-50	1
Stability Balls (assorted)	3
Fitness Mats	10
Inflight fitness bench	1

Rev. 8.27.21

Attachment B: Cleaning Checklist

<b>Daily Check List (more than 1/day as needed &amp; per covid protocols)</b>		Week ending:	_/_/20_				
<b>Toilet, Shower &amp; Changing Room Cleaning</b>	Mon.	Tues.	Wed.	Thurs.	Fri .	Sat.	Sun.
(1 <sup>st</sup> flr: 2 changing rooms; 2 <sup>nd</sup> flr: 3 changing room; 2 shower/toilet restrooms; 1 toilet only restroom)							
Shower stall & fixtures cleaned							
Toilets cleaned							
Sinks cleaned							
Floor Washed							
Mirrors cleaned							
Doors and Handles cleaned							
Changing Rooms cleaned							
Trash receptacles emptied							
Spray sanitization of area							
Restock toilet paper, paper towels, soap/cleaning supplies (all "green")							
<b>Fitness Equipment Room</b>							
Floor washed							
Equipment wiped clean & confirmed in working order per manufacturer's maintenance guidelines							
Trash Receptacles emptied							
Room spray sanitized							
Mats, balls, dumbbells etc cleaned/organized.							
Bench & cubbies wiped clean							
Sanitizing wipes/hand sanitizer restocked.							
<b>Weekly Check List</b>							

Walls & windows cleaned							
Reception desk, phone, any other furniture & fixtures cleaned.							
New stairwell cleaned (floors, landings, stairs, railings, door handles)							
<b>Quarterly</b>							
Clean under all equipment.							
<b>Semi-annually</b>							
Arrange for preventive maintenance under equipment contract.							

**PRICE PROPOSAL**

TO BE SUBMITTED UNDER SEPARATE COVER AS PER  
SUBMISSION REQUIREMENTS CONTAINED HEREIN

Proposers are instructed to provide pricing as a lump sum, flat monthly fee for all services identified in this RFP. Price proposals must be inclusive of all services required and outlined hereunder.

**A. Pricing Based on Flat Monthly Fee for Fitness  
Center Services:**

1. Flat Monthly Service & Management Fee: = \$ \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\* The proposer is responsible for providing an all-inclusive cost. No additional fees are allowed.

**DISCLOSURE OF CONTRACT**  
**RENEWAL**

TO BE SUBMITTED UNDER SEPARATE COVER WITH PRICE  
PROPOSAL AS PER SUBMISSION REQUIREMENTS CONTAINED  
HEREIN

This contract may be renewed for a second year and third year at the sole discretion of the City of Worcester, the option of which will be determined at the end of the first contract year.

In no event will increase exceed \_\_\_\_\_% for the second contract year

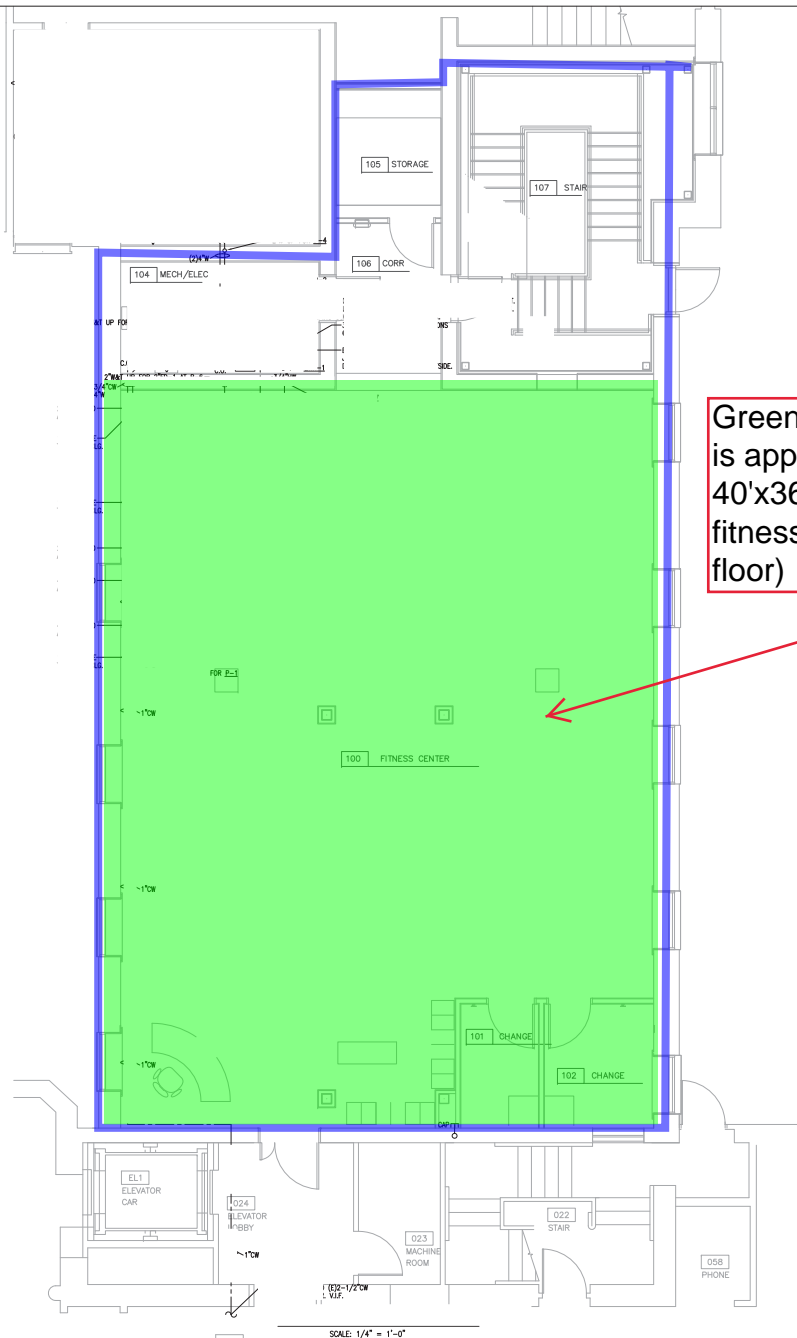
In no event will increase exceed \_\_\_\_\_% for the third contract year.

**IMPORTANT**

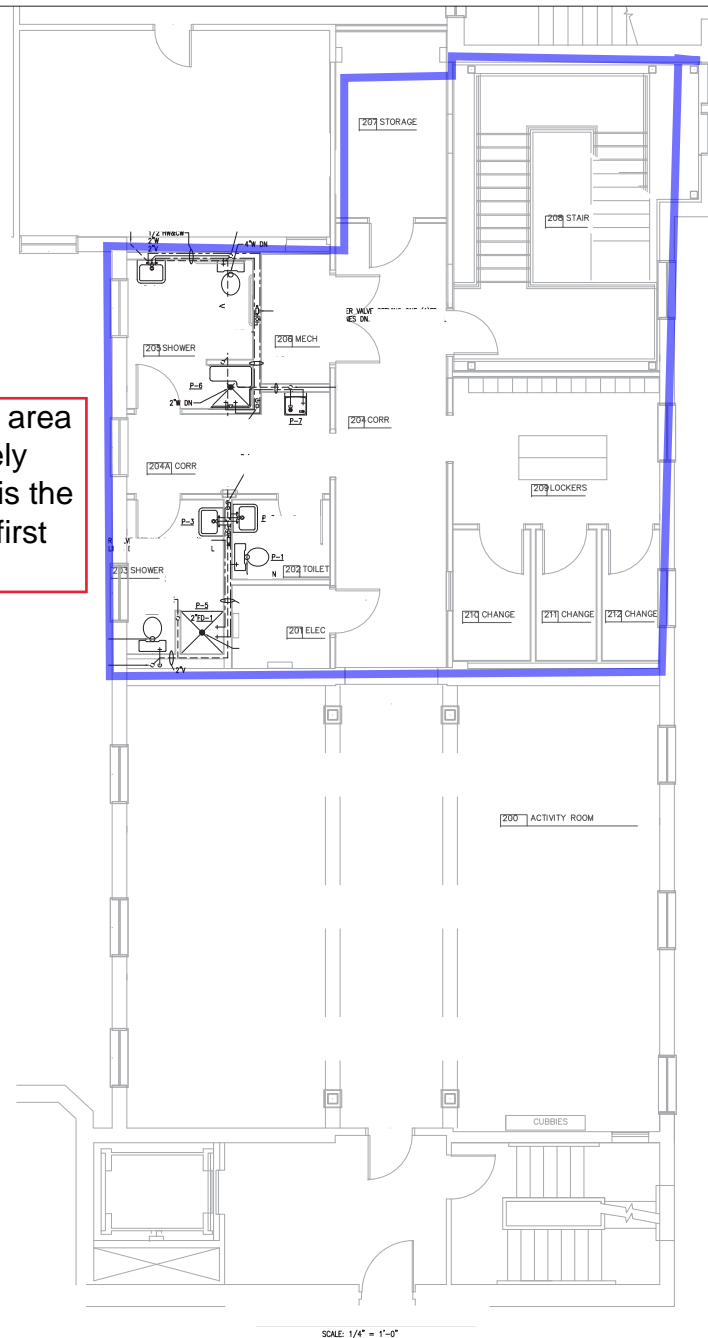
**It is understood and agreed, that a failure by the bidder to complete the above increase statement indicated the bidders intent to accept a second/third year option at zero (0) percent increase.**

**All other terms and conditions to remain the same.**



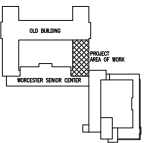


Green shaded area is approximately 40'x36' (which is the fitness center first floor)



GENERAL NOTES

KEY PLAN



DRAWING TITLE

FIRST AND SECOND FLOOR PLUMBING PLANS

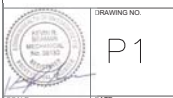
JOB NUMBER 1518

JOB TITLE

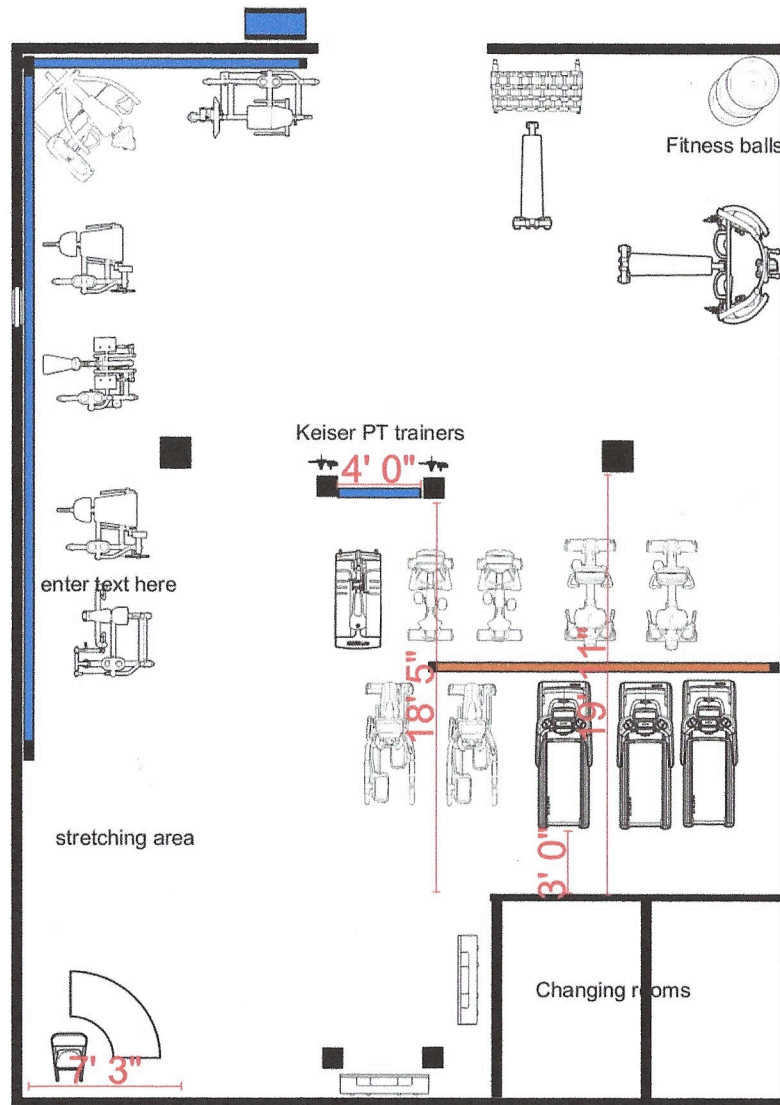
INTERIOR RENOVATIONS  
WORCESTER SENIOR CENTER  
WORCESTER, MA

CONSULTANT  
**SEAMAN**  
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200 West Street, Suite 200  
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Worcester, MA 01097  
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SCALE: 1/4" = 1'-0" DATE: FEBRUARY 2021



Cardio machines listed  
from left to right -  
Row 1- Total body bike, upright cycle  
upright cycle, recumbent cycle  
recumbent cycle.  
Row 2 - Elliptical, Elliptical,  
treadmill, treadmill.  
orange line represents power supply  
each treadmill and elliptical will  
need dedicated power.

Air compressor and  
airlines are  
represented in blue  
we would need to still  
run air line in the ceiling  
to get to the PT trainers in  
the middle of the room

WSC 4



Created by eric bailey

This floor plan is a representation and should not be relied on exclusively. Measurements should be verified to ensure accuracy.

powered by 2020 Icovia

Performance Plus, Inc.

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