



The City of **WORCESTER**

Administration & Finance – Purchasing Division
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January 13, 2025

To All Bidders:

Subject: **Bid No. CR-8330-W5, Fitness Center Management Services / EA**

ADDENDUM NO. 1

To Whom It May Concern:

With reference to our bid request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **PLEASE SEE BELOW QUESTIONS RECEIVED AND RESPONSES FROM CITY**

1. Can the survey mentioned on page 12, paragraph 3 of attachment A1 be provided for us to review? **Please see attached.**
2. Is the Center currently managed by the city or a third-party firm? If a third-party, what is the firm's name, and when did their contract begin? **Current vendor is Worcester Fitness. Contract started 6/1/22.**
3. How is the center currently funded? **City funded**
4. Can we receive the past year operating budget? **No. Vendor manages budget.**
5. Who from the City will the Vendor selected be reporting to? **Elder Affairs/Senior Center Director &/or designee.**
6. Will the vendor be expected to staff EVS, cleaning, and janitorial? **The vendor is expected to carry out the cleaning and maintenance as noted in the RFP however they see fit with their own resources.**
7. Will the vendor be expected to staff engineering and facility maintenance staff? **See # 6.**
8. Are there any limitations or expectations to employment of the current staff? **No.**
9. Will the vendor selected be expected to implement a fitness center member management system? If not, what is the current system being used today? **Yes, they must implement their own system.**
10. How many references will be required for this response, and what information will be needed? **Refer to comparative criteria**
11. What will be the expected engagement of the references provided? I.e. phone call, email... etc? **Email, phone references**



12. Which of the following vendor provided corporate support services will be required:
 - Accounting **Only to track their own contract expenditures/invoices.**
 - Marketing **The Senior Center will advertise in monthly newsletter. The vendor is expected to coordinate publicity with the Senior Center.**
 - Information Technology **Only to the extent needed to track membership.**
13. Are alternative scopes additive? Meaning Alternative scope 2, also includes 6:30 to 9:00 am? **Alternative scopes are as noted.**
14. Is there a fitness center floorplan / layout we can review? **See attached.**
15. What role will Worcester Fitness play in the Senior Fitness Center? **See answer 2 above . They are the current vendor.**
16. In the Primary Scope of the RFP, it states "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. " The existing 3 year PM contract the city purchased will expire after the 6th service is performed in October/November 2025. Who will be responsible for purchasing a new PM contract and/or paying for PM service fees? Also, the equipment has already or will be aging out of warranty in the coming months, who will be responsible for any repair/service fees incurred? **The city will assume the expenses for preventive maintenance and needed services. However, it is expected that the Director of the Fitness Center proactively alert Senior Center management regarding such requirements.**
17. For Alternate Scopes 1 and 2/City Employee usage (6:30am - 9:00am/4:30 pm - 8:30 pm)
The alternate scopes are draft procedures which will require further refinement between vendor and City should the alternate scope(s) be accepted and awarded under this RFP
18. What will be the membership process for City employees? **The Worcester Senior Center(WSC) will work with the City Human Resources Dept. (HR) to publicize this membership as a voluntary employee benefit. HR will request that supervisors in city departments permit the employee to utilize work time for their initial registration/orientation process.**
19. How will membership eligibility, activation/termination, be communicated?
**Interested employees complete an application form (to be developed by the city) and submit it to HR. This can be done on a rolling basis throughout the year.
HR will confirm their eligibility and forward the forms to the WSC.
HR will notify the employee to contact the WSC to make an appointment for orientation to WSC and the Fitness Center. WSC will coordinate schedules with the Fitness Center staff so that registration can take place for both the WSC (as a special category participant receiving a WSC swipe card) and the Fitness Center. The initial appointment should take place M-F 8:30-4:30. During the initial appointment at the Fitness Center, the staff will assess the need for physician approval prior to the employee utilizing the center. The employee will be enrolled either immediately, or if necessary, after receiving physician**



approval. Enrollment will be tracked via the vendor providing a Fitness Center swipe card for employees.

A list of newly enrolled employee participants will be developed and given to the WSC on a weekly basis to be forwarded to HR and Treasury to start the payroll deduction.

An orientation on the equipment will be scheduled and conducted by the Fitness Center staff. Termination will be communicated through the WSC.

20. Will there be fees for city employees to join the fitness center? If yes, who will collect/manage fees? **Most likely yes.**

21. If yes, who will collect/manage fees? **Fees will be collected via payroll deduction and managed by the City.**

22. Will city employees be required to be fully oriented to the proper use of the Fitness Center? **Yes**

23. If NO, will certified Fitness Professionals be required to supervise the facility during city employee use, or will a CPR/AED certified Member Services rep be suitable to staff the facility? **Initial assessment and orientation would need to be provided by certified fitness professionals, however supervision of the facility during the hours of Scope 1& 2 may be provided by Member Services Reps who are CPR/AED certified.**

24. Will Senior Center members be able to use the fitness facility during the city employee open times?

No.

If NO, the WSC building opens at 8:30 am, and closes at 4:30, how will fitness facility access be handled during that overlap, particularly in the am?

The employees will be given a different color swipe card than seniors. This will make it easier for the fitness center management to monitor who should be allowed to enter and who should be asked to leave during the overlapping periods. Senior Center will also reinforce the guidelines.



25. For Alternate Scope 3, " provide at least 5 group classes/week of a specialized nature..."

Will classes take place in the 2nd floor wellness studio or elsewhere in the WSC?

Whenever possible, classes will be scheduled in the wellness studio.

26. Will classes be open to all Senior Center members, or only those registered with the fitness facility/vendor? **The classes will only be open to those senior center members who are also registered members of the fitness center.**

Bidders are requested to acknowledge and/or include this addendum with submission. All other terms, conditions, and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro
Purchasing Director

WORCESTER SENIOR CENTER FITNESS CENTER
PARTICIPANT SURVEY

- 1) I HAVE BEEN EXERCISING IN THE FITNESS CENTER FOR APPROXIMATELY:
A) ONE YEAR____
B) 6-11 MONTHS____
C) 3-5 MONTHS____
D) LESS THAN 3 MONTHS____
- 2) I UTILIZE THE FITNESS CENTER APPROXIMATELY:
A) ONCE A WEEK____
B) TWICE A WEEK____
C) MORE THAN TWICE/WEEK____
D) OTHER____(EXPLAIN)_____
- 3) THIS IS THE FIRST TIME I HAVE CONSISTENTLY EXERCISED USING EQUIPMENT AT A FITNESS CENTER
YES____ NO____
- 4) I UTILIZE THE FITNESS CENTER HERE BECAUSE:
(CHECK ALL THAT APPLY)
A) IT IS FREE OF CHARGE____
B) IT IS A COMFORTABLE ATMOSPHERE____
C) I FEEL SAFE UNDER THE GUIDANCE OF THE FITNESS PROFESSIONALS____
D) THE EQUIPMENT IS USER FRIENDLY____
E) OTHER (PLEASE EXPLAIN) _____
- 5) SINCE UTILIZING THE EQUIPMENT, I HAVE NOTICED:
(CHECK ALL THAT APPLY)
A) I FEEL STRONGER____
B) MY BODY FEELS MORE FLEXIBLE____
C) MY SENSE OF WELLBEING HAS INCREASED____
D) OTHER (PLEASE EXPLAIN) _____

*PLEASE SHARE YOUR COMMENTS OR SUGGESTIONS ON THE
BACK OF THIS PAGE; FOLD AND PUT IN THE BOX.*

THANK YOU SO MUCH!

Results of Worcester Senior Center Fitness Center Survey - One week (2/22-3/6/2024); 74 responses:

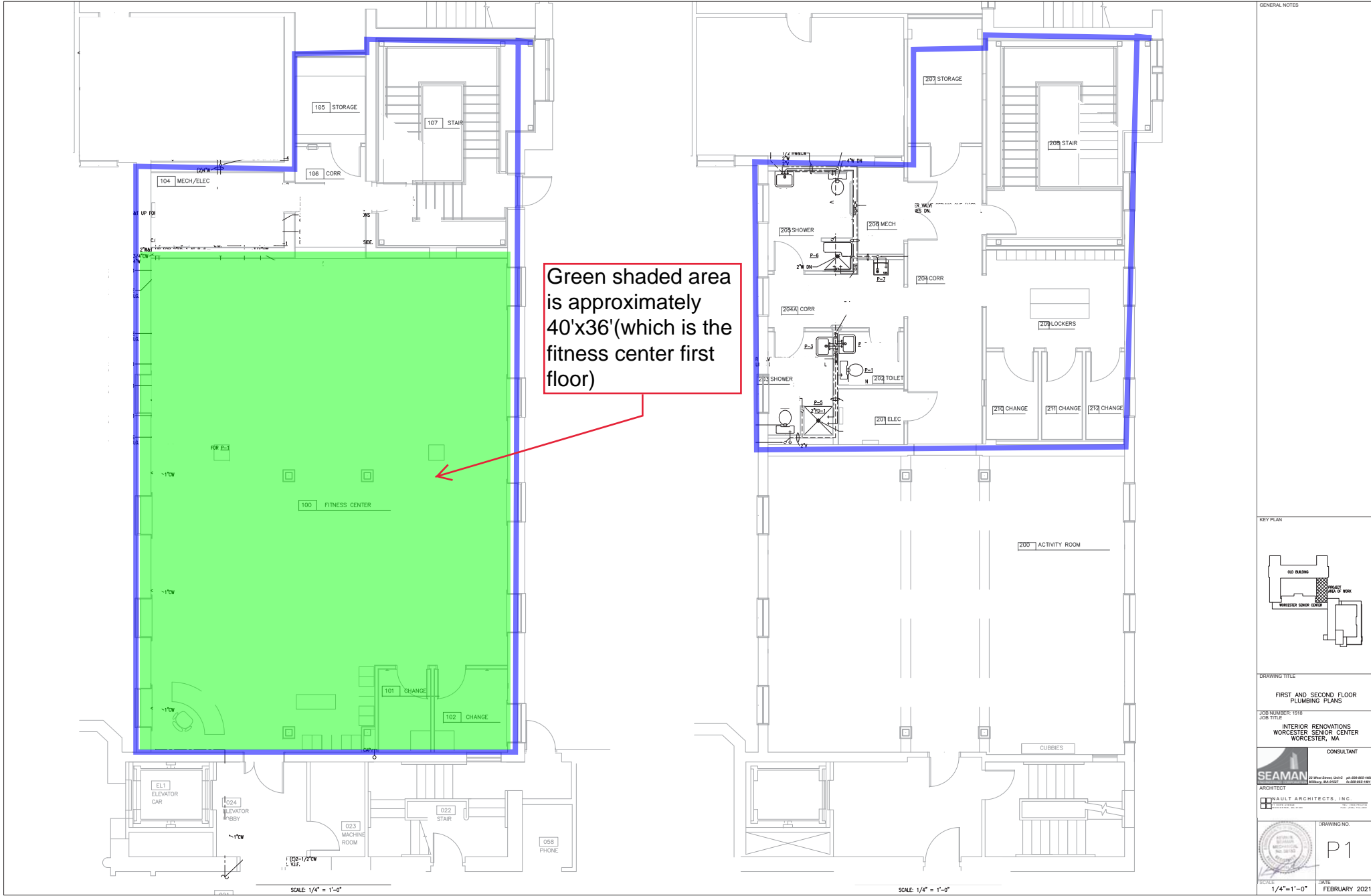
- **41% have never consistently exercised using equipment at a fitness center before coming to this center.**
- **42% using fitness center 1 year+, 20% less than 3 mos, 19% 6-11 mos, 19% 3-5 mos.**
- **50% participate more than 2/wk, 23% 2/wk, 18% 1/wk, 8% other:** just getting back; come 5 days/wk depends on weather; once in a while-do other exercise etc.
- Utilize the fitness center because: **81% it is free of charge; 80% it's a comfortable atmosphere; 65% feel safe under guidance of fitness professional; 62% equipment is user friendly.**
- Since using the equipment I notice: **74% my sense of wellbeing has increased; 73% I feel stronger; 73% my body feels more flexible.**
- Sample of comments: Lost weight; lost inches; better balance; better breathing; increased energy; people are always close by to help when needed and they make everyone feel welcome! Mood is so much happier; love the people and atmosphere; great staff; clean; friendly; safe; this place changed my life. Many words of appreciation. The only "complaint" was the facility needs to expand.

Conducted and summarized by:

Amy Waters, Director

Worcester Senior Center

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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
200 West Street, Suite 200
Worcester, MA 01097
401-853-8888
401-853-8889

ARCHITECT

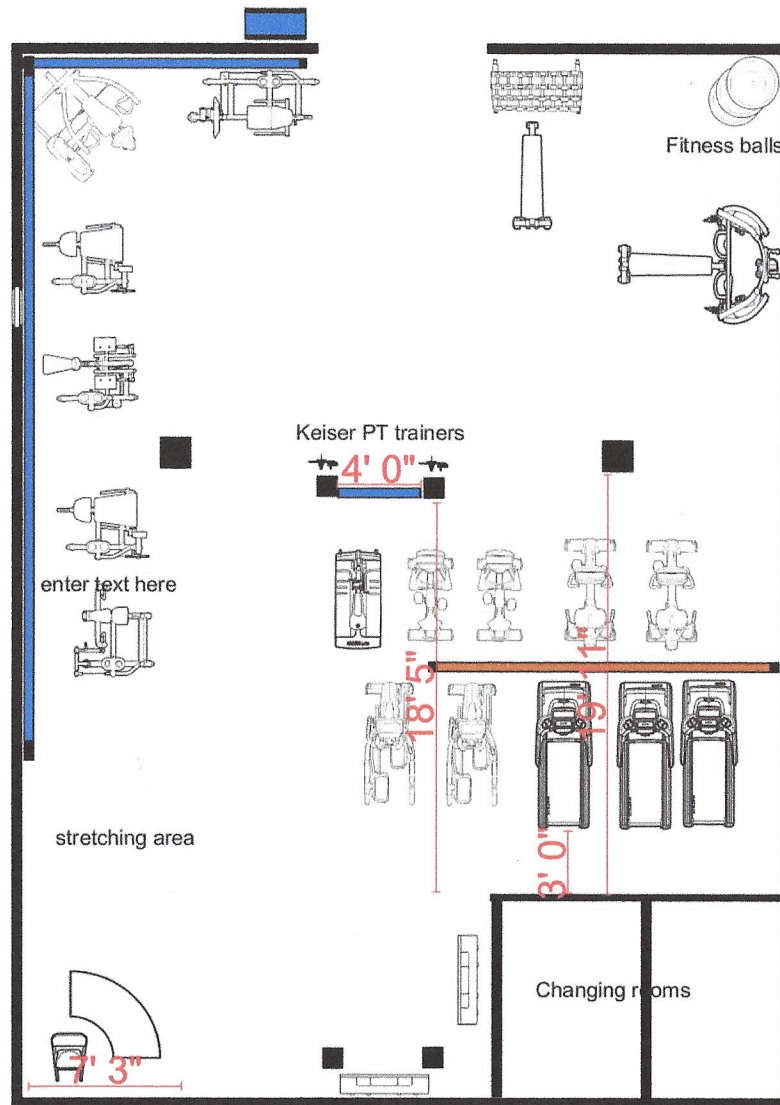
HAULT ARCHITECTS, INC.
100 West Street, Suite 200
Worcester, MA 01097
401-853-8888
401-853-8889

DRAWING NO.

P1

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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