EXTENDED TIMELINE THROUGH NOVEMBER 20, 2020

REQUEST FOR PROPOSAL

FITNESS EQUIPMENT MAINTENANCE AND REPAIR SERVICES

CITY OF ST. LOUIS
DEPARTMENT OF PERSONNEL

SEPTEMBER 2020 > EXTENDED TO NOVEMBER 2020

CONTENTS

1. Introduction and Scope of Services 3

2. Objectives 5

3. Additional Information 8

4. Timetable 12

5. Proposal Requirements 14

6. Bidder Requirements and Questionnaire 17

7. Financial Response 20

8. Questionnaire 22

9. APPENDIX LIST: 23
   - Appendix A 24
   - ADDITIONAL FINANCIAL RESPONSE 24
   - Appendix B 25
   - CITY OF ST. LOUIS LIVING WAGE ORDINANCE 25
   - (For contracts of $50,000 or more) 25
   - Appendix C 26
   - CITY OF ST. LOUIS LIVING WAGE ORDINANCE LIVING WAGE ACKNOWLEDGEMENT AND ACCEPTANCE DECLARATION 26
   - Appendix D 27
   - MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES 27
   - (M/WBE) UTILIZATION PLAN 27
   - Appendix E 28
   - AFFIDAVIT 28
   - Appendix F 29
   - STATEMENT OF THE BIDDER'S ABILITY TO MEET 29
   - ALL REQUIREMENTS OF THE AMERICANS 29
   - WITH DISABILITY ACT 29

- (ADA) 29
- Appendix G 30
- STATEMENT OF THE BIDDER'S ABILITY TO MEET ALL 30
- AUDIT REQUIREMENTS 30
- Appendix H 31
- STATEMENT OF THE BIDDER'S ABILITY TO MEET ALL 31
- NON-DISCRIMINATION REQUIREMENTS 31
- Appendix I 32
- STATEMENT OF THE BIDDER'S PRICING STRUCTURE FOR 32
- FULL COMPLETION OF THE REQUIREMENTS STATED 32
- IN THIS RFP 32
- Appendix J 33
- CITY OF ST. LOUIS CURRENT FITNESS CENTER EQUIPMENT LISTING 33
- CITY OF ST. LOUIS CURRENT FITNESS CENTER EQUIPMENT LISTING – CONTINUED 34

1

Introduction and Scope of Services

Introduction

The City of St. Louis (City), by and through the Department of Personnel, is soliciting Proposals from qualified entities to provide Fitness Equipment Maintenance and Repair Services for the equipment located in Employee Fitness Centers.

The days and hours of operation for each facility may vary per facility and are subject to change at the City's discretion. The equipment located in each facility is listed in Appendix J hereto.

City Fitness Center – Carnahan Courthouse
1114 Market Street, Suite 770 – 63101

City Fitness Center – City Justice Center (Secured Site)
200 S Tucker Boulevard - 63102

City Fitness Center – 1520 Market Building
1520 Market Street, Suite 286B - 63103

City Fitness Center – Medium Security Institution (Secured Site)
7600 Hall Street - 63147

Scope of Services

The City is looking for a Bidder who can deliver the services described in this request for Proposal (RFP). Those services are to provide the following:

1) Provide, at least quarterly, best practices routine maintenance according to fitness equipment manufacturer's specifications for the fitness equipment, including inspecting and cleaning each device (motors, belts, displays, etc.) to attempt to prevent a possible breakdown or part replacement in the future, under a maintenance agreement.

2) If another business partner/sub-contractor provides support services as part of this RFP, provide a concise description in the evidence/supporting documentation column of those businesses' partners/sub-contractors that may be providing support services.

3) Onsite fitness equipment maintenance and repair services to include, but not be limited to, the fitness facilities enlisted in this RFP document.

4) Fitness center improvement installations where the vendor is able to provide dedicated assistance to remove and replace the equipment during a facility improvement project would be desirable.

5) Upon request, to respond to any issues or inquiries about the proper functioning of fitness equipment as well as proper usage.

6) Respond to fitness equipment maintenance or repair service work orders within 24-48 hours of a request.

7) Provide maintenance and repair services on a time and materials basis unless a different business model is agreed upon as a result of this RFP.

8) Use new materials in the course of providing equipment maintenance and repair services including electronic components.

9) Upon request, relocate equipment from one location to another one.

10) Upon request, review equipment installation or conduct a reinstallation of equipment that has been relocated.

11) Test newly installed or reinstalled equipment to ensure proper functioning.

12) Make facility layout recommendations for space and equipment optimization, as such, rearrange existing fitness equipment to better suit the needs of the fitness center members as well as provide best space utilization.

13) Provide fitness equipment recommendations on purchases, exchanges, and equipment testing upon acquisition to ensure equipment full functionality.

14) Upon request, be prepared to offer evidence that the services to be provided will be conducted by qualified personnel and adequate parts inventory will be available for effective response to the City's equipment needs.

15) Invoices for repair services must specify the type of equipment, specific problem, call for service data and fitness center location.

2

Objectives

The City has several objectives in soliciting bids for the aforementioned services:

1. Identify a service provider that will effectively and efficiently maintain and repair the City's fitness equipment at multiple locations.
2. Meet the client's needs for fitness equipment, maintenance and repair services.
3. Competitive rates for the services.
4. Multi-year rate guarantees.

Selection Criteria

The following statements should be addressed in full in preparing any response to the RFP. Each statement should be restated in bold with a detailed response immediately following, unless inclusion in an appendix is more practical.

The Selection Committee will review Proposals using the following criteria as a guide to determine which, if any, Proposal is the most advantageous to the City's need and which Bidder is most qualified to provide the requested services.

Proposals will be reviewed by a Selection Committee. The Selection Committee is comprised of one member selected by the Mayor; one member selected by the Comptroller; one member selected by the President of the Board of Aldermen, the Director of Personnel or his/her designee and one member of the staff of the Department of Personnel. A recommendation from the Committee will be submitted to the Director of Personnel.

The successful Bidder will be required to enter into a contract with the City prior to the effective date. Proposals submitted will be considered based on, but not limited to, the following:

1. Specialized experience, qualifications and technical competence of the company, its principals, project manager and key staff.

2. How the company will address the stated Scope of Services (Section 1).

3. The company's experience and successes in providing the requested services. Provide detailed descriptions of three (3) contracts or services, include any specifics regarding the services provided and documented results (include a point of contact). Submit three (3) references.

4. Response to this RFP.

5. The Bidder's proximity to the City of St. Louis and willingness to commute to the City to attend to business requests.

6. Past record and performance of the company with respect to schedule compliance, cost control and quality of work.

7. MBE/WBE and/or DBE participation.

8. Fee or fee structure

9. Availability of financial and operating resources as required to complete the work

10. Ability of the firm to meet statutory or ordinance requirements

11. Other items that arise as the result of the Proposal or interview.

12. The capacity and capability of the firm to perform the work within the time limitations

13. Approach to the project and any unusual problems anticipated

14. Ability of the firm to provide innovative solutions

In addition to addressing items 1 through 14 above, the Selection Committee requires that the following be included as part of the Bidder's submitted Proposal:

1. Completed Living Wage Acknowledgement and Acceptance Declaration (Appendix C). For contracts valued at $50,000 or more.

2. Completed Minority and Women-Owned Business Enterprises Utilization plan form (Appendix D).

3. Completed Unauthorized Alien Affidavit form (Appendix E).

4. Statement of the company's ability to meet all requirements of the Americans with Disabilities Act (ADA) (Appendix F).

5. Statement of Bidder's ability to meet all audit requirements (Appendix G).

6. Statement of company's ability to meet all non-discrimination requirements (Appendix H).

7. Statement of the company's pricing structure for full completion of the requirements stated in this RFP (Appendix I).

8. Compliance proof of payment of City Earnings Taxes and City Business Licensing as applicable.

Reservations

The Selection Committee reserves the right to interview or call for a presentation from any Bidder submitting a Proposal. The Selection Committee also reserves the right to discuss the Proposals with any or all Bidders. Nothing in this RFP is intended to be, nor should anything herein be construed as an offer of engagement. A selection or designation of a successful Bidder shall not be construed as an offer of engagement until and unless a contract is fully negotiated. For the contract to take effect, all applicable parties with the authority to bind the respective entity must sign the agreement.

The Selection Committee reserves the right to: 1) reject any and/or all Proposals with or without cause; 2) request additional information from Bidders as the City may deem necessary; 3) waive any and/or all non-material irregularities pertaining to this selection and/or the submission of Bidders; 4) disqualify any and/or all companies or Bidders and reject any and/or all Proposals for failure to comply with this RFP or to promptly respond to a request for additional materials or information; and 5) cancel this RFP.

After the selection of a Bidder(s) the City and such Bidder will endeavor to finalize a contract. If a mutually satisfactory contract is not arrived at within a reasonable period as determined by the City, in its sole discretion, the City reserves the right to terminate the selection process with that Bidder and proceed to contract discussions with another Bidder, or terminate the process altogether. This list of the City's rights is not all-inclusive.

3

Additional Information

1. Amended Proposals
A Bidder may submit an amended Proposal before the deadline for receipt of Proposals. Such an amended Proposal must be a complete replacement for a previously submitted Proposal and must be clearly identified as such in the transmittal letter. The City will not merge, collate or assemble Proposal materials.

2. Right to Withdraw Proposal
Bidders will be allowed to withdraw their Proposals at any time prior to the deadline for receipt of Proposals. The Bidder must submit a written withdrawal request signed by the Bidder's duly authorized representative(s) addressed to the City.

3. Revision of this RFP
In the event it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum.

There are no designated dates for release of addenda. Therefore, interested Bidders should check the City website on a daily basis from time of RFP issuance through RFP deadline date. It is the sole responsibility of the Bidder to be knowledgeable of all addenda related to this RFP.

4. Bidder Responsibility
The Bidder assumes sole responsibility for the complete effort required in this RFP. No special consideration shall be given after Proposals are opened because of the Bidder's failure to be knowledgeable of all the requirements of this RFP. By submitting a Proposal in response to this RFP, the Bidder represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

5. Cost Liability
Any cost incurred by the Bidder in preparation, transmittal or presentation of any Proposal or material submitted in response to this RFP, including oral presentation and demonstration, if required, shall be borne solely by the Bidder.

6. Insurance
The selected Bidder, at its own expense, shall carry insurance for the life of the contract entered into as a result of its Proposal. The City of St. Louis shall be named as additional insurance. The selected Bidder shall be required to carry at least the following minimal coverage:

a) Worker's Compensation Insurance in the statutory amount as required by the State of Missouri;
b) General Liability Insurance.

i) Bodily injury, with limits of not less than $1,000,000 each occurrence;
ii) Property damage with limits of not less than $1,000,000 each occurrence.

c) Automotive Liability Insurance.
i) Bodily injury, with limits of not less than $1,000,000 each occurrence;
ii) Property damage, with limits of not less than $1,000,000 each occurrence. This insurance must include non-owned, hired, leased or rented vehicles, as well as owned vehicles.

7. Audits

The City of St. Louis and the City's auditors and accountants shall be afforded access during the term of any contract adopted pursuant to this RFP, and for five (5) years following termination, to all of the firm's books and records without limitation whatsoever for the purpose of conducting audits. All books and records shall be open to inspection and/or reproduction to the extent necessary to adequately permit evaluation and verification of the firm's full compliance with contract documents. In those situations where the firm's records have been generated from computerized data or records, in addition to hard copy (reports), contractor shall provide such information on disk or in a suitable alternative electronic format.

8. Contents of Proposals

All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned.

All Proposals shall be considered public records but may be deemed and treated as "closed" or "exempt" by the City, at the sole discretion of the City, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All Proposal material may be treated as open records. The City cannot guarantee confidentiality of any material during the evaluation process or at any other time. Thus, Proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

9. No Obligation

This RFP in no manner obligates the City to the eventual purchase of services offered until confirmed by a fully executed written contract properly approved by the City. Progress towards this end is solely at the discretion of the City and may be terminated at any time prior to obtaining a fully executed contract.

10. Termination

This RFP may be canceled at any time and any and all Proposals may be rejected, in whole or in part, when the City determines it is in its best interest.

11. Governing Law

This RFP, and any contract with a Bidder that may result, shall be governed by and construed in accordance with the laws of the State of Missouri, excluding its conflicts of law principles. Further, any action at law, suit in equity, or other judicial proceeding to enforce or construe the resulting contract, or regarding its alleged breach, shall be instituted in the Circuit Court of St. Louis City, Missouri (22nd Judicial Circuit) or in the United States District Court for the Eastern District of Missouri.

12. Non-discrimination
In connection with the contract resulting from this RFP, the firm agrees that in performing any services resulting from this RFP, neither the firm nor anyone under the firm' s control will permit discrimination against any business, employee, applicant, client or subscriber because of race, color, ancestry, age (40 or above), disability, religion, sexual orientation, national origin, sex, gender identity or expression, marital status or genetic information.

13. Living Wage (for contracts of $50,000 or less per year)
The selected Bidder will be expected to comply with the City's Living Wage Ordinance No. 65597 and associated regulations and is encouraged to review this ordinance. This ordinance requires that, unless specific exemptions apply, all individuals who perform work pursuant to a contract executed between the successful Bidder and the City of St. Louis must be paid a minimum of the applicable Living Wage rates set forth in the Living Wage Bulletin (Appendix 1) and, if rates are adjusted during the term of the contract pursuant to the Ordinance, applicable rates after such adjustment is made. Each Bidder must submit the "Living Wage Acknowledgement and Acceptance Declaration" (Appendix 2) with the Proposal. Failure to submit this Declaration with the Proposal will result in rejection of the Proposal. A successful Bidder's failure to comply with contract provisions related to the Living Wage Ordinance may result in termination of the contract and the imposition of additional penalties as set forth in the Ordinance and Regulations. This requirement applies to contracts valued at $50,000 annually or above.

14. The selected Bidder shall be expected to take all reasonable steps necessary to ensure that Minority and Women Owned Business Enterprises (M/WBEs) as certified with the City of St. Louis as defined in Mayor' s Executive Order #28 have a maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with City of St. Louis funds under the contract agreement, and to agree to comply with all applicable provisions of Executive Orders and ordinances relating to such matters. All Bidders shall set forth in the Proposals the proposed compliance measures. Completion of Appendix D, attached, attesting to project goal regarding percentage of MBE/WBE is required.

15. Americans with Disabilities Act (ADA)
In connection with the furnishing of goods and services under any contract resulting from this RFP, the selected Bidder shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

16. Unauthorized Alien Employees
As a condition for the award of the resulting contract, the selected Bidder, shall, pursuant to the provisions of Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the resulting contract. The contractor shall also sign an affidavit (attached hereto as Appendix E) affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the resulting contract pursuant to the above-stated statutes.

17. Subject to Appropriation
Any contract that results from this RFP is subject to annual appropriation by the City. Any contract that results from this RFP is voidable at any time by the City if appropriation by the City for the services under the contract or agreement is not made.

18. Assignment or Transfer of Contract
A contract entered into shall not be assignable or transferable by the selected Bidder, nor shall any service be performed by a subcontractor for the selected Bidder without consent, in writing, of the Director of Personnel. Any subcontractor(s) and its role in providing services to the market shall be identified in the Proposal.

19. Contract Amendment
Any contract entered into by the selected Bidder and the City of St. Louis cannot be modified or changed without written consent of both parties.

20. Conflict of Interest
Bidder acknowledges that neither it nor its owners, employees, agents, subsidiaries or parent companies has any conflict of interest regarding the anticipated contract or the performance thereof. Specifically, the Bidder must be compliant with the requirements as established by Article VIII, Section 8, of the City Charter, Chapter 105.454(1)(6) of the Missouri Revised Statutes and City Ordinance 70622, Bi-Annual Conflict of Interest Policy.

Access to the City Charter through the link below.
https://www.stlouis-mo.gov/government/city-laws/charter/index.cfm

Access to City Ordinance 70622
https://www.stlouis-mo.gov/government/city-laws/ordinances/ordinance.cfm?ord=70622

Access to the Missouri Revisor of Statues
https://revisor.mo.gov/main/OneSection.aspx?section=105.454&bid=5581&hl=

21. Indemnification
The Bidder shall release, indemnify and hold the City and its various employees, representatives and agents harmless from and against all claims and demands of any and all loss, cost, damage, or liability of whatever nature, which may be assessed against or imposed against the City as a result of issuing this RFP, making any revisions thereto, conducting this selection process and subsequent negotiations, and making a final recommendation and/or entering into a contract.

3

Timetable

Key Information

- Following a review, an officer of Bidder must sign as indicated in Section 4, Proposal Requirements, page 15.
- The City will want to execute a contract with chosen Bidder prior to the effective date.
- The Bidder's Proposal for the financial response may be inserted in the space provide under this Proposal document or may be completed in an electronic Excel file.
- At the time of contract award, the Bidder selected must provide:
    1. Proof that the Bidder is current with respect to all applicable State and City taxes;
    2. Proof of City business license;
    3. Federal Tax Identification number.

Timetable

EXTENDED TIMELINE THROUGH NOVEMBER 20, 2020

Please reference the table below for key dates. Bidders are required to direct all questions regarding the RFP to Brenda Haverly at Haverlyb@stlouis-mo.gov,no later than 4:00 p.m. CDST, on November 20, 2020. A list of all entities requesting a copy of this Request for Proposal shall be maintained. All questions and responses to questions received shall be made available to all Bidders requesting a copy of the RFP.

Ms. Haverly is the designated contact person for the City of St. Louis. No contact with any committee member is permitted. Unauthorized contact regarding this RFP may result in disqualification or rejection of a Proposal. All contact and questions that arise concerning this RFP shall be in written form, citing the specific RFP paragraph or issues in question, and submitted via e-mail to Ms. Haverly (Haverlyb@stlouis-mo.gov).

Task	Completion Date
Request for Proposal Released	September 29, 2020
Bidder Questions Due to City	October 13, 2020
Proposal Due Date	October 20, 2020
Effective Date	January 1, 2021

UPDATED TIMELINE

Task	Completion Date
Request for Previously Proposal Released, original date	September 29, 2020
Extended Timeline	October 20, 2020
Bidder Questions Due to City	November 6, 2020
Proposal Due Date	November 20, 2020
Effective Date	March 1, 2021

4

Proposal Requirements

1. All documents must clearly indicate the name of the responding Bidder, as well as the name, address, email and telephone number of the primary contact at Bidder for this Proposal. All rate proposals require the confirming signature of an officer of Bidder. Please add signature information to Financial Bid form.
2. Responses to this RFP must not be conditional, incomplete, or contain any alterations from the format provided. Please state any assumptions clearly and directly.
3. Submitted Proposals must include a cover letter signed by a person authorized to contractually obligate the Bidder(s) to the scope, terms, specifications, and pricing contained in the Proposal, and must include a signed statement that all Proposals, including price are firm for not less than one hundred and eighty (180) days from the Proposal submission date.
4. As part of the Proposals, Bidders should confirm in writing that the Proposal is consistent with the requirements outlined herein and clearly defines any and all programs. Proposals must be presented in the format of the bid forms included in this RFP. All questions must be answered, and all instructions must be followed. All Proposals must be submitted by the deadline in their entirety.
5. Sealed Proposals, as well as the required electronic copy (via email) of the RFP Response Documents and required attachments for providing the services described herein must be received in accordance with the instructions delineated in this RFP. Proposals received after that date, time will be rejected, and Bidders notified.
6. Each Bidder must prepare, seal, and submit one (1) original electronic copy no later than 4:00 p.m. CDST on November 20, 2020, to the contacts listed below:

Greenmo@stlouis-mo.gov
Haverlyb@stlouis-mo.gov

Qualifications for Bidders

1. The Bidder must have experience in the administration of the proposed contract for accounts of similar size and complexity.
2. The Bidder must have the appropriate licensure or authority to do business in the State of Missouri. The Bidder must be current in all City taxes and City license payments **prior to execution of an agreement**. City tax and license information can be found on the City's websites at: https://www.stlouis- mo.gov/government/departments/collector/index.cfm, and https://www.stlouis-mo.gov/government/departments/license
3. By submitting a Proposal, the Bidder certifies that it is not currently debarred from submitting Proposals for contracts with any political subdivision or agency of the State of Missouri, and

it is not an agent or a person or entity that is currently debarred from submitting Proposals for contracts issued by a political subdivision or agent of the State of Missouri.

4. Contract must be executed no later than the effective date of coverage.
5. The Bidder must, in advance of the selection date, have the manpower and equipment necessary to render the program fully operational on the effective date of coverage.
6. The Bidder must be financially stable and solvent satisfactory to the City.
7. The Bidder must permit City representatives access to visit the operation or local service office prior to contract award, if so desired by the City.
8. Consideration will be given to those companies that provide a multi-year rate guarantee.
9. Bidder must provide monthly or ad hoc reports regarding prospective fitness equipment maintenance as well as tracked maintenance events.
10. Bidder must meet with City and the City wellness representatives quarterly or as requested to discuss reports and other fitness equipment maintenance or repair issues.
11. Bidder must provide a dedicated account management team for the account.
12. Bidder to provide rates that are guaranteed for a minimum of 24 months.
13. Bidder to provide a 90-day notice for any and all renewal action inquiries.
14. Bidder to offer standard reports with information on regular equipment maintenance and service calls.
15. Bidder to provide offer utilization reports that must include, but not be limited to, detailed information on routine maintenance and service calls.
16. Bidder to comply to invoicing specifications per fitness center facility as instructed by the City.

RFP Requirements Acknowledgement by Bidder

Do you agree to each of the Proposal Requirements specified included in this RFI?
If not, explain.

Having familiarized ourselves with the requirements for the City of St. Louis, we fully understand the amount and qualities of service required and propose to furnish services as specified herein.

I certify that I am an officer of the organization and authorized to act in its behalf.

Signature	Title
Company Name	Date

3

Bidder Requirements and Questionnaire

This section is a request for confirmation of the Bidder's willingness and ability to meet specific City standards and conditions.

If your answer is "*agree without deviations*," you, the Bidder, acknowledge your willingness to incorporate the standard, as worded in the confirmation, into the final contract between you and the City. If your answer is "*agree with deviations*," provide a brief explanation of how your bidding plan deviates from the standard.

If acceptable to the City, the modified standard will be incorporated into the final agreement. If your answer is "*no*," this standard will not be incorporated into the final agreement. Provide a brief explanation of the Bidder's evidence to not support the requirement. Additionally, provide a brief explanation as to why you, as the Bidder, cannot or will not accommodate the requirement.

Please provide your confirmation statement:

Requirement A = Agree D = Agree with Deviations N = Not able to agree	A or D or N	Provide evidence/supporting documentation
1) Provide, at least, quarterly, best practices routine maintenance according to fitness equipment manufacturer's specifications for the fitness equipment, including inspecting and cleaning each device (motors, belts, displays, etc.) to potentially prevent a possible breakdown or part replacement in the future, under a maintenance agreement.		
2) If another business partner/sub-contractor provides support services as part of this RFP, provide a concise description in the evidence/supporting documentation column of those business partners/sub-contractors that may be providing support services.		
3) Onsite fitness equipment maintenance and repair services to include, but not be limited to, the fitness facilities listed in this RFP document.		
4) Fitness center improvement installations where the vendor is able to provide dedicated assistance to remove and replace the equipment during a facility improvement project.		
5) Upon request, resolve any issues or inquiries about the proper functioning of fitness equipment as well as proper usage.		
6) Resolve fitness equipment maintenance or repair service work orders within 24-48 hours of a request and/or communicate specified timeline for a given repair.		
7) Provide maintenance and repair services on a time and materials basis unless a different business model is agreed upon as a result of this RFP.		
8) Use new materials in the course of providing equipment maintenance and repair services including electronic components.		
9) Upon request, relocate equipment from one location to another one		

10) Upon request, review equipment installation or conduct a reinstallation of equipment that has been relocated.		
11) Test newly installed or reinstalled equipment to ensure proper functioning.		
12) Make facility layout recommendations for space and equipment optimization, as such, rearrange existing fitness equipment to better suit the needs of the fitness center members as well as provide best space utilization.		
13) Provide fitness equipment recommendations on purchases, exchanges, and equipment testing upon acquisition to ensure equipment full functionality.		
14) Upon request, be prepared to offer evidence that the services to be provided will be conducted by qualified personnel and adequate parts inventory will be available for effective response to the City's equipment needs.		
15) Invoices for repair services must specify the type of equipment, specific problem, call for service data and fitness center location.		

Signature	Title	Date

4

Financial Response

Quotes should be displayed on a per hour basis including any ancillary charges, such as travel, parking, parts, if any. If the fee structure deviates from this model, please provide the necessary details.

A multi-year rate guarantee is preferred. Please submit a multi-year guarantee and any caveats. Rates and services must be guaranteed at least for a minimum of 24 months.

Cost Tables

Item	Cost
Labor to relocate existing fitness equipment	
Labor to re-install relocated fitness equipment	
Labor to rearrange fitness equipment	
Labor for equipment moving during facility improvement project(s)	
Other costs (if any – specify)	

Annual Preventative Maintenance Cost for Fitness Equipment

Contract Year 1	
Contract Year 2	
Contract Year 3	

Time and Materials Costs for Service and Repairs of Fitness Equipment

All service calls are to be handled during regular business hours (Monday-Friday 8a.m.-5p.m.)	Service Call Flat Rate*	Hourly Labor Rate	Monthly Rate
Contract Year 1			
Contract Year 2			
Contract Year 3			
Parts mark-up not to exceed	N/A	Cost+ _____%	

*****To include travel time, parking fees and mileage

Equipment listing is included with this RFP, Appendix J.

5

Questionnaire

Organizational Information

Responses to be inserted below by each question.

	QUESTION	RESPONSE
1.	Indicate the name and address of the Bidder, its legal structure, principal owners, and key management personnel.	
2.	Indicate the licensure or authority under which Bidder does business in the State of Missouri. Bidder(s) must have the appropriate licensure or authority to do business in the State of Missouri.	
3.	Provide a brief description of your company/organization and its experience in the fitness equipment maintenance and repair areas and its history of providing services to the public sector.	
4.	Provide a brief description of minority and women representation in your firm. For this specific account, please describe minority and women representation and level of involvement.	
5.	List those who will be responsible for program service delivery, their education and professional backgrounds.	
6.	List three (3) clients to be contacted as references. Please provide the name, address, telephone number email and contact name.	
7.	Provide the same information for three (3) clients that have terminated your organization in the last three years.	
8.	Describe information processing periodical service requests and exceptional service requests software used, if any, in the compilation of reporting of client data. Provide dummy sample reports, if appropriate.	

6

APPENDIX LIST:

A. Additional Financial Response
B. Living Wage Ordinance
C. MBE/WBE Utilization Form
D. Unauthorized Alien Worker Affidavit
E. Sign off on all RFP requirements
F. The Americans with Disability Act
G. Audit Requirements
H. Non-Discrimination
I. Full Pricing Structure
J. Fitness Equipment Listing

APPENDIX A

ADDITIONAL FINANCIAL RESPONSE

If Bidder has additional financial response to provide, such should be included with the Proposal. As an alternative, you may use this space for additional pertinent information on costs, billing and payment expectation.

APPENDIX B

CITY OF ST. LOUIS LIVING WAGE ORDINANCE

(For contracts of $50,000 or more)

ST. LOUIS LIVING WAGE ORDINANCE

LIVING WAGE ADJUSTMENT BULLETIN

NOTICE OF ST. LOUIS LIVING WAGE RATES
EFFECTIVE APRIL 1, 2020

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance ("Ordinance") and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is $**13.57** per hour (130% of the federal poverty level income guideline for a family of three); and

2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **$18.05** per hour (130% of the federal poverty level income guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).

3) Wages required under Chapter 6.20 of the Revised Code of the City of St. Louis: **$4.48** per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and these rates are effective as of APRIL 1, 2020. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at http://www.flystl.com/bdd or obtained from:

City Compliance Official
c/o St. Louis Airport Authority
St. Louis, Missouri
(314) 426-8111

APPENDIX C

CITY OF ST. LOUIS LIVING WAGE ORDINANCE LIVING WAGE ACKNOWLEDGEMENT AND ACCEPTANCE DECLARATION

Bidder:
Prepared by:
Preparer's Phone:
Preparer's Email Address:
Preparer's Address:

As the authorized representative of the above-referenced Bidder, I hereby acknowledge that the Bidder understands that the contract or agreement that will be executed with a successful Bidder pursuant to this RFP may be subject to the St. Louis Living Wage Ordinance No. 65597 and the Regulations associated therewith.

The Bidder hereby agrees to comply with the Ordinance and associated Regulations if awarded a contract pursuant to this RFP. I am authorized to make the above representations on behalf of the Bidder.

This requirement applies to contracts valued at $50,000 annually or above.

Ordinance No. 65597 can be found by access the link below.
https://www.stlouis-mo.gov/internal-apps/legislative/upload/Ordinances/BOAPdf/65597x00.pdf

Authorized Representative Certification:

Signature	Title
Company Name	Date

APPENDIX D

MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE) UTILIZATION PLAN

Bidder:
M/BE Percentage for City Account:
W/BE Percentage for City Account:

The Bidder shall utilize and require any subcontractors to utilize the maximum number of certified minority and women-owned business enterprises possible and will purchase materials and supplies from minority and women-owned business enterprises to the maximum extent feasible and to this end, the Bidder will inform each subcontractor of this requirement. The Bidder shall utilize the services and/or supplies to be provided by the following certified minority and women-owned business enterprises in the execution of this Proposal.

Firm Name Address Phone Number Contact Person	Certifying Agency Certification Date Category Certification Number	Services to be Performed	M/WBE Percent

Ordinance No. 70767 can be found by access the link below.
https://www.stlouis-mo.gov/internal-apps/legislative/upload/Ordinances/BOAPdf/70767CS.pdf

Signature _____ Title _____

Company Name _____ Date _____

APPENDIX E

AFFIDAVIT

STATE OF _____)
) SS.
COUNTY OF _____)

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared _____ (**Name**) who, by me being duly sworn, deposed as follows:

My name is _____ (**Name**), I am of sound mind, capable of making this Affidavit, and personally acquainted with the facts herein stated:

I am the _____ (**Position/Title**) of _____. (**Bidder**)

I have the legal authority to make the following assertions:

1. _____ (**Bidder**) is currently enrolled in and actively participates in a federal work authorization program with respect to the employees working in connection with this Agreement, as required pursuant to Sections § 285.525 through § 285.555 of the Revised Statutes of Missouri, as amended.

2. Pursuant to Sections § 285.525 through § 285.555 of the Revised Statutes of Missouri, as amended, _____ (**Bidder**) does not knowingly employ any person who is an unauthorized alien in connection with this Agreement.

_____
Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this ____ day of _____, 20__.

_____ Notary Public

My Commission Expires: _____

APPENDIX F

STATEMENT OF THE BIDDER'S ABILITY TO MEET ALL REQUIREMENTS OF THE AMERICANS WITH DISABILITY ACT (ADA)

Access the Notice under the Americans with Disabilities Act through the link below.
https://www.stlouis-mo.gov/government/departments/human-services/disabled-office/documents/upload/ADA%20STL%20Public%20Notice1.pdf

Bidder's Statement:

Signature	Title
Company Name	Date

APPENDIX G

STATEMENT OF THE BIDDER'S ABILITY TO MEET ALL AUDIT REQUIREMENTS

Bidder Statement:

Signature	Title
Company Name	Date

APPENDIX H

STATEMENT OF THE BIDDER'S ABILITY TO MEET ALL NON-DISCRIMINATION REQUIREMENTS

The City of St. Louis' Explanation of Discrimination and individual's rights can be accessed through the link below.
https://www.stlouis-mo.gov/government/departments/civil-rights-enforcement/Know-Your-Rights.cfm

Bidder Statement:

Signature	Title
Company Name	Date

APPENDIX I

STATEMENT OF THE BIDDER'S PRICING STRUCTURE FOR FULL COMPLETION OF THE REQUIREMENTS STATED IN THIS RFP

Bidder Statement:

Signature	Title
Company Name	Date

APPENDIX J

CITY OF ST. LOUIS CURRENT FITNESS CENTER EQUIPMENT LISTING

Carnahan City Fitness Center

Cardiovascular Equipment
Promaxima CV-77141 Treadmill x 3
Promaxima CV-77131 Elliptical x 3
True Fitness CS400R Recumbent Bike x 2
Concept 2 Model D Indoor Rower
Spirit CRS800 Recumbent Stepper
Strength Equipment
Life Fitness Signature Series Leg Raise SLR
Hammer Strength Abdominal/Oblique Crunch PL-AB
Hoist MI7 Smith Functional Training System
Hoist HF-5165 7 position F.I.D. Bench x 2

City Justice Center Fitness Center

Cardiovascular Equipment
Life Fitness SPT- CT850 Treadmill
Life Fitness LIF-P Elliptical Cross-Trainer, Activate Series x 2
Life Fitness SPT- CR800 Recumbent Bike CR800 x 2
Strength Equipment
Life Fitness BC Flat/Incline/Decline Ladder Catch Utility Bench x 2

Medium Security Institution Fitness Center

Cardiovascular Equipment
Life Fitness SPT- CT850 Treadmill
Life Fitness LIF-P Elliptical Cross-Trainer, Activate Series x 2
Life Fitness SPT- CR800 Recumbent Bike CR800 x 2
Strength Equipment
Life Fitness BC Flat/Incline/Decline Ladder Catch Utility Bench x 2

CITY OF ST. LOUIS CURRENT FITNESS CENTER EQUIPMENT LISTING – CONTINUED

1520 Market Fitness Center

Cardiovascular Equipment
Life Fitness SPT- CT850 Treadmill
Life Fitness LIF-P Elliptical Cross-Trainer, Activate Series x 2
Life Fitness SPT- CR800 Recumbent Bike CR800
True Fitness CS400R Recumbent Bike
Concept 2 Model D Indoor Rower
Spirit CRS800 Recumbent Stepper
Strength Equipment
Life Fitness BC Flat/Incline/Decline Ladder Catch Utility Bench x 2