

Date _____

Name: Fitness Center Staff Project

Solicitation # DOH59649Fitstaff

Subject: **Request for Quotation**

Dear Sir/Madam:

The Ohio Department of Health, Bureau of Healthy Ohio is soliciting quotations for a contract for qualified individuals, agencies or organizations to staff our fitness center for two days per week at no more than four hours per day, at times to be mutually agreed upon.

A description of the deliverables required and the submission instructions are included in this request for quotes (RFQ). Interested parties must submit a written quotation. The successful bidder will be required to sign a contract with the Ohio Department of Health with services to commence on or about July 1, 2013 through June 30, 2015, with two renewals for one year terms upon agreement of the parties and under the same or similar terms and conditions.

Notice: This RFQ is not an offer or a contract. Bidder's written response to this RFQ offering shall be considered as a formal offer to provide the services requested in this RFQ.

Background

The ODH fitness center is under the direction of the ODH Bureau of Healthy Ohio. A fitness center committee consisting of ODH volunteer staff, appointed by the Director of Health, is responsible for the day to day operation of the center, and the logistics involved, including equipment purchases and maintenance, water and membership. The ODH fitness center is available to all employees upon completion of the fitness center waiver of liability and payment of the monthly maintenance fee.

Qualifications

Qualified Bidders are individuals or organizations that will provide staff that have an undergraduate or graduate degree in exercise science, exercise physiology or related field and/or certification as a personal trainer from an organization that is a member of the National Commission for Certifying Agencies (NCCA).

Services Required

The successful bidder shall perform all of the following activities for which there is an executed contract in consultation with, and with the approval of the ODH Contract Manager:

Scope of Work:

The successful bidder shall be responsible for cleaning, lubrication and safety inspection of all equipment in the fitness center; proper individual and group instruction in the use of the equipment; lead group fitness classes; proper program planning for employee participants.

The successful bidder shall provide safe and effective methods to train and improve employee levels of physical fitness/wellness and participate in employee fitness activities as scheduled by the fitness center committee.

The successful bidder shall provide an equipment purchase and maintenance schedule and help with equipment selection in consultation with the fitness center committee.

The successful bidder will attend monthly meetings of the ODH fitness center committee as scheduled by the fitness center committee chair.

Deliverables

The successful bidder shall deliver to ODH monthly reports and a yearly report by June 30, 2014 and June 30, 2015 that includes a summary of the numbers of employees participating in fitness center activities, trainings and classes.

Submission Instructions

Interested parties must submit evidence of NCCA certification and a written response to include price quotations.

Proposal Must Include:

1. Vendor name, address and federal tax identification number.
2. Vendor contact person, telephone number, fax number, and e-mail address.
3. The name and solicitation number of this RFQ.
4. Submit evidence of NCCA certification

Deadline

To be considered, an original and two copies of the proposal must be submitted no later than 4:00 P.M. May 31, 2013. No FAX proposals will be accepted.

Proposals may be mailed, e-mailed or delivered to:

Ohio Department of Health
Division of Prevention
246 N. High Street, 8th Floor
Columbus, Ohio 43215
Attn: Linda Scovern
Linda.scovern@odh.ohio.gov

Inquiries should be directed in writing to Linda Scovern at the above address or by e-mail to linda.scovern@odh.ohio.gov. All questions must be submitted by May 16, 2013.

Any and all materials submitted in response to this request shall become the property of the State of Ohio and may be returned only at the State's option. All materials received shall be public information and shall be open to public inspection upon award and execution of a contract.

Certifications

The successful bidder or bidders will be required to complete a certification regarding compliance with Governor Kasich's Executive Order 2011-12K.

General Provisions

A. ODH is under no obligation to pay any costs incurred in the preparation of quotation submissions.

- B. ODH reserves the right to reject any and all offers where the Bidder fails to meet the terms and conditions of the RFQ, including, but not limited to, standards, specifications, and requirements, or where the response to the RFQ contains significant inconsistencies and/or inaccuracies.
- C. ODH reserves the right to reject, in whole or in part, all offers, where ODH, taking into consideration factors including, but not limited to, price and the results of the evaluation process, has determined that award of a contract would not be in the best interest of ODH or the state.
- D. ODH may cancel and/or re-issue the RFQ, in whole or in part, when the services offered are not in compliance with the requirements, specifications, and terms and conditions set forth in the RFQ, or pricing offered is considered to be excessive in comparison with existing market conditions or exceeds the available funds of ODH, or it is determined that award of a contract would not be in the best interests of ODH and/or the state.
- E. ODH reserves the right to waive minor defects and to provide bidders with the opportunity to correct material defects when no prejudice to the rights of other bidders or to the public will result. Bidders shall be afforded fair and equal treatment regarding any clarification and/or correction.
- F. ODH reserves the right to amend or withdraw the RFQ any time prior to the award of a contract. The Bidder may withdraw a response to the RFQ any time prior to the award of a contract.
- G. All products which result from the proposed contractual agreement will be the sole property of ODH.
- H. All bids will be considered firm and in the event a contract ensues as a result of this solicitation, the bidder selected will be required to fulfill the contractual obligations at the amount quoted in the cost proposal.
- I. In the event a contract ensues as a result of this solicitation, the bidder selected may be required to sign a statement or certify that they will protect the confidentiality of all individuals served.
- J. Pursuant to Section 149.43 of the Ohio Revised Code, the proposal may be considered a public record and be released upon request but not before the closing and evaluation of bids pursuant to Section 125.071(C) of the Ohio Revised Code.
- K. ODH reserves the right not to award a contract under this RFQ. ODH reserves the right to award multiple contracts under this RFQ.

Sincerely,

Linda Scovern
Division of Prevention and Health Promotion
Healthy Ohio
Ohio Department of Health

LS/rjl