

**Request for Letters of Interest
RLI 2023-033**

Fitness Class/Group Exercise Instruction for the City of Lauderdale



City of Lauderdale

**Kentrea White
Purchasing and Inventory Supervisor**

Visit us on the web at

www.lauderhill-fl.gov

**Advertise Dates: February 10,2023 and February 17, 2023
Opens: March 28,2023**

Date Issued: February 8, 2023

NOTICE

REQUEST FOR LETTERS OF INTEREST **RLI 2023-033**

Fitness Class/Group Exercise Instruction for the City of Lauderhill

The City of Lauderhill, Florida, hereinafter referred to as CITY, will be accepting sealed Letters of Interest and Statements of Qualifications and Experience until **March 28, 2023 at 11:00 AM** in the City Clerk's Office, City of Lauderhill, 5581 West Oakland Park Boulevard, Suite, 421 Lauderhill, Florida 33313, in a sealed envelopes bearing the words "**Fitness Class/Group Exercise Instruction for the City of Lauderhill RLI#2023-033**" as described in the categories/disciplines below.

The City of Lauderhill invites firms or individuals to submit Letters of Interest and Statements of Qualifications and Experience for consideration to provide services on the following project: **Fitness Class/Group Exercise Instruction for the City of Lauderhill**. The city intends to award a contract for a term of two years, with two one-year options to renew.

The RLI Documents may be examined and obtained on and after **February 8, 2023** at the City's website and IonWave <https://lauderhill.ionwave.net/>. Vendors who obtain solicitation documents from sources other than the IonWave are cautioned that the solicitation package may be incomplete. Furthermore, all addendums will be posted and disseminated by the Purchasing Division and posted.

One (1) unbound original and one electronic in PDF format of the proposal must be submitted no later than **11:00 A.M. on March 28, 2023** in the City Clerk's Office, City of Lauderhill, 5581 West Oakland Park Boulevard, Suite, 421 Lauderhill, Florida 33313, in a sealed envelopes bearing the words "**Fitness Class/Group Exercise Instruction for the City of Lauderhill RLI#2023-033**" as described in the categories/disciplines below.
E-mailed and faxed proposals will not be accepted.

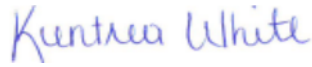
Responsible questions regarding this RLI offering may be directed to the Purchasing Division via IonWave. The last date for questions pertaining to this proposal is 10 days before due date. Questions after this date will not be answered.

All proposers must register with the City online. The direct link is www.colvender.com
Local business vendor preference program: The City has a local vendor preference program to facilitate local business and/or local residents participating in the bidding process. The definition of the local vendor preference program is found in Exhibit A.

Proposers agrees to extend identical pricing and goods under the same terms and conditions to other governmental entities. A contracting agency wishing to utilize like services will execute its own contract with the successful Proposer(s) for its requirements.

The City Commission of the City of Lauderdale reserves the right to reject any and all proposals, to waive any and all informalities or irregularities and to accept or reject all or any part of any proposal as they may deem to be in the best interest of the citizens of the City of Lauderdale. **The firms are required to enter into a contract with the City of Lauderdale.**

CITY OF LAUDERHILL



Kentrea White
Purchasing & Inventory Supervisor
CITY OF LAUDERHILL
5581 W. Oakland Park Blvd.
LAUDERHILL, FL, 33313

Advertise Dates: February 10,2023 and February 17,2023

STATEMENT OF NON- PARTICIPATION
Proposal NO.: RLI# 2023-033
Fitness Class/Group Exercise Instruction for the City of Lauderhill

Note: If you do not intend to submit a bid /proposal on this item/service, complete this form and mail to:

Purchasing Division
City of Lauderhill
5581 W. Oakland Park Blvd. Suite 230
Lauderhill, FL. 33313

Please indicate the Proposal number and title of the Proposal on the outside of the envelope.

We/I do not wish to participate in this proposal for the following reason:

- ☐ Specifications proprietary
- ☐ Cannot supply at this time
- ☐ We do not carry this item
- ☐ We do not provide this service
- ☐ Unable to meet specifications
- ☐ Unable to meet Bond requirements
- ☐ Other

Please keep us on your bid list for future projects _____yes _____no

Signature: _____

Name of Company: _____

Address: _____

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SECTION 1 – DEFINITIONS

Whenever the following terms appear in the RLI, the intent and meaning shall be interpreted as follows:

- 1.1 City:** The City of Lauderdale, Florida.
- 1.2 Contract:** The written agreement for performance of the Scope of Work entered into between the City and the successful Bidder.
- 1.3 Contract Administrator:** The Purchasing and Contracts Manager, or some other employee expressly designated as Contract Administrator in writing by the City Manager, who is the representative of the CITY concerning the Contract Documents.
- 1.4 Evaluation/Selection committee:** City staff and/ or outside consultants assigned to evaluate the submitted Bids.
- 1.5 Bidder:** Any individual, firm, or corporation submitting a RLI for this project, acting directly or through a duly authorized representative. For the purpose of this Agreement, Bidder shall mean the same thing as the RLI.
- 1.6 Purchasing Office:** The Purchasing Division-Department of Finance City of Lauderdale.
- 1.7 “Provider”, “Proposer”, “Bidder”, “Contractor”, or “Successful Bidder” or “Consultant”:** The Provider receiving an award as a result of this RLI. Said terms may be used interchangeably while retaining the same meaning.
- 1.8 Qualifications** shall refer to any Offer(s) submitted in response to this RLI.
- 1.9 RLI:** This Request for Letters of Interest (RLI) including all Exhibits and Attachments as approved by the City, and addendums or change orders issued by the Purchasing Division.
- 1.11 Licensed Contractor:** For purposes of this RLI, Licensed Contractor shall mean an individual or company who meets the minimum requirement listed in this document.
- 1.12 Subcontractor/ Sub consultant:** Any person, firm, entity, or organization, other than the employees of the successful Bidder, who contract with the Successful Bidder to furnish labor, or labor and materials, in connection with the Work or Services to the City, whether directly or indirectly, on behalf of the Successful Bidder.
- 1.13 Work, Services, Program, Project, or Engagement:** All matters that will be required to be done by the successful Bidder in accordance with the Scope of Work, and the Terms and Conditions of this RLI.

- 1.14 Local Vendor Preference Policy:** In the award of bids and the determination of the lowest, best, and responsible bidder, the city commission may award a preference based upon vendors, contractors, or subcontractors who are local with a preference as follows. The application of this policy is within the discretion of the city commission. Purchases and contracts within the authority of the city manager (valued up to \$59,999.00) may also give consideration to local vendor preference by application of the guidelines in this subsection.
- 1.15 Piggybacking:** An agreement which establishes the ability of the City to piggyback the contract of another governmental entity with a specific vendor. The Piggyback agreement ensures that standard contractual requirements of the City are incorporated as a part of the contractual relationship with the vendor in addition to any requirements already incorporated in the agreement with the other governmental entity.

RLI 2023-033
REQUEST FOR LETTERS OF INTEREST
ALL INTERESTED PARTIES:

Section 2

SCOPE:

A Request for Letters of Interest (RLI) is being issued to solicit FITNESS CLASS/GROUP EXERCISE Instructors to perform FITNESS/GROUP EXERCISE Classes for the City of Lauderhill's Parks and Recreation Department. FITNESS/GROUP EXERCISE will be taught ONE OR MORE OF THE FOLLOWING:

A. AS AN INDEPENDENT CONTRACTOR WITH 80/20% SPLIT

AGREEMENT: in meeting the requirements of being an current certified fitness/personal trainer instructor, the contractor must provide a proposed schedule dates and times of instruction (Exhibit A) and a proposed list of fee that the instructor will charge each participant (Exhibit B). Contractor must agree to immediately submit a City of Lauderhill program waiver signed by each participant. This is not an exclusive contract.

B. AS AN INDEPENDENT CONTRACTOR PROVIDING INDIVIDUAL CLASSES FOR THE LAUDERHILL FITNESS CLASS PROGRAM

in meeting the requirements of being an current certified fitness instructor, mandatory requirement to be certified to teach the designated class e.g. Zumba® certified to teach Zumba® classes or Spinning® certified to teach Spinning® classes. Contractors must submit a completed request for quote for each specialty class as indicated by the Lauderhill Parks and Leisure Services Department.

Job Description: Group Fitness Instructors lead group fitness classes for City of Lauderhill residents. Candidates are contracted by the City of Lauderhill to instruct classes in a safe and motivating manner. Candidates may have to audition or submit video audition for hiring purposes.

This position is a contracted position, 1099 position. Instructors will NOT be considered City of Lauderhill employees and will not be eligible for any benefits.

Responsibilities include, but are not limited to:

- Instruct classes in a safe, structured, and effective manner.
- Develop fun, engaging workouts for employees.
- Offer useful, tactful, and safe fitness advice to employees.
- Maintain professional rapport with employees.
- Report employee feedback to Wellness Administrator and/or HR.
- Report attendance to Wellness Administrator and/or HR.
- Notify Wellness Administrator/HR of any upcoming trips, vacations, or other scheduling conflicts in a timely manner. Call-offs will not be tolerated and substitute instructors are not allowed.

Award: In the City's sole discretion, the City may award this RLI to one or more proposers as may be in the best interest of the City. Special conditions and scope of subsequent agreement(s) may vary as best serves the City. The City makes no guarantee of the actual volume of services that will be required and reserves the complete discretion concerning the frequency of use of the providers. The amount of services required cannot be guaranteed.

CREDENTIAL/CRITERIA REQUIREMENTS:

- 1.1 Mandatory Requirements:
- 1.2 Must be 18 years of age
- 1.3 Must have a high school diploma or equivalent
- 1.4 Must possess American Heart Association CPR certification or higher (i. e. ACLS)
- 1.5 Must possess Fitness/Exercise Certification from the following: American College of Sports Medicine (ACSM), Aerobics and Fitness Association of America (AFAA), American Council on Exercise (ACE), Zumba ® to teach Zumba classes only, Spinning® to teach Spinning classes only, Aquatic Exercise Association (AEA) for water group fitness classes only. Other certifications are subject to further review for authenticity, accreditation, standards, and practices, validity of instructor credibility, etc.
- 1.6 Must have at least 1 year verifiable group exercise/fitness class experience teaching experience teaching 10 or more participants per class, at least twice a month within the previous year
- 1.7 Must have 2 or more professional work references from previous employers or officials from volunteer positions (i.e. if you taught volunteer aqua classes at a facility, a reference letter from the facility supervisor)
- 1.8 Must have current insurance that meets City of Lauderhill Risk Management requirements naming the City of Lauderhill as additional insured on the certificate

SUBMITTAL PACKAGE

Submit this portion of the Letter of Interest and Statement of Experience and Qualifications as your firm's Qualifications Package. Complete the following information exactly as shown including numbering and tabbing sections. This information is vital for the City to rate your firm, as your evaluation and ranking will be based on the information supplied below along with any other information required by the City.

TAB #1

Title Page to include the following:

1. Project name and number
2. Name of firm or individual submitting the submittal
3. Address
4. Telephone number, e-mail address, name of contact person, and date of submittal
5. Insert Proposer's Qualification Statement (Attachment "A")

TAB #2

Statement of Capabilities:

Letter of Interest (limit to one page):

1. Company overview
2. Name, address, and telephone number
3. Principal company contact
4. Number of years in business

TAB #3

Specific Related Experience of the Firm

Experience and qualifications of firm or individuals including experience of key personnel who will be assigned to project and similar project experience. A list of at least three (3) projects, similar to the scope of projects contemplated herein. Please give the name, location, and description of the project; name, address and phone number of the owner's representative; and start and completion dates

Tab #4

Project Approach

An explanation of the firm's approach and experience managing and providing fitness instruction for the City's demographics. Provide examples of past work product and type of work

TAB #5

Attachments:

Insert:

Non-Collusive Affidavit (Attachment “B”)

Confirmation of Drug-Free Workplace (Attachment “C”)

Certified Resolution (Attachment “D”)

Acknowledgement of Addendums (Attachment “E”)

Certificate of Insurance, and Licenses

LICENSES & INSURANCES

Contractor shall possess all current licenses during the contract period. Proof will be required.

The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an “additional insured”. This MUST be written in the description section of the insurance certificate.

Any costs for adding the City as “additional insured” will be at the contractor’s expense.

The City of Lauderdale shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Purchasing Department.

The Contractor’s insurance must be provided by an A.M. Best’s “A-“rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City’s Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RLI shall be deemed unacceptable, and shall be considered breach of contract.

Any firm performing work on behalf of the City of Lauderdale must provide Workers’ Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information, contact the Department of Financial Services, Worker’s Compensation Division at (850) 413-1601 or on the web at <http://www.fldfs.com>

Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

This coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Personal and Advertising Injury Liability
- d. Products/Completed Operations
- e. Broad Form Contractual Liability

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

Limits: Combined single limit bodily injury/property damage \$1,000,000

Professional Liability (Errors & Omissions)

Limits: \$2,000,000 per occurrence

This coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability

Automobile Liability Insurance

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

Limits: Bodily injury	\$500,000 each person, \$500,000 each occurrence
Property damage	\$100,000 each occurrence

Professional Liability (Errors & Omissions)

Limits: \$2,000,000 per occurrence

A copy of ALL current Certificate of Insurance should be included with your proposal.

Certificate holder should be addressed as follows:

City of Lauderhill
Finance Department
5581 West Oakland Park Blvd.
Lauderhill, FL 33313

TERMS OF AGREEMENT

The city intends to award a contract for a term of two years, with two one-year options to renew.

ATTACHMENT "A"
PROPOSER'S QUALIFICATIONS STATEMENT

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

Contact Person's Name and Title: _____

PROPOSER'S Telephone and Fax Number: _____

PROPOSER'S License Number: _____

(Please attach certificate of competency and/or state registration.)

PROPOSER'S Federal Identification Number: _____

Number of years your organization has been in business, in this type of work: _____

Names and titles of all officers, partners, or individuals doing business under trade name:

The business is a: Sole Proprietorship ☐ Partnership ☐
 Corporation ☐

Name, address, and telephone number of Surety Company and agent who will provide the required bonds on this contract:

Have you ever failed to complete work awarded to you. If so, when, where and why?

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (5) years. The list shall include all case names; case, arbitration, or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

Has the Proposer, its principals, officers, or predecessor organization(s) been CONVICTED OF a Public Entity Crime, debarred, or suspended from bidding by any government during the last five (5) years? If so, provide details.

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

By _____
(Signature)

ATTACHMENT "B"
NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____ being first duly sworn deposes and says that:

Proposer _____ is _____ the

(Owner, Partner, Officer, Representative, or Agent)

Proposer is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid.

Such submittal is genuine and is not a collusive or sham submittal.

Neither the said proposal nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other proposal, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any proposer, firm, or person to fix the price or prices in the attached proposal or any other proposal, or to fix any overhead, profit, or cost element of the Proposal Price or the Proposal Price of any other proposal, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached proposal are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

By _____

Subscribed and sworn to before me this _____ day of _____,
20____.

Notary Public (Signature)

My Commission Expires

ATTACHMENT “C”
CONFIRMATION OF DRUG-FREE WORKPLACE

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibitions.
2. Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or Contractual services that are under Bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or Contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after the conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee’s community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

A signed copy of your Drug-Free Workplace Policy must be attached to this signed copy and submitted with the Bid Documents.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor’s Signature

ATTACHMENT "D"
CERTIFIED RESOLUTION

I, _____, the duly elected Secretary
(Person's name)

of _____, a corporation organized and
(Business Name)

existing under the laws of the State of _____,

do hereby certify that the following Resolution was unanimously adopted and passed by a quorum of the Board of Directors of the said corporation at a meeting held in accordance with law and the by-laws of the said corporation.

"IT IS HEREBY RESOLVED THAT _____"
(Person's name)

The duly elected _____ of _____
(Title of Officer) (Business Name)

is hereby authorized to execute and submit a Bid and Bid Bond, if such bond is required, to the City of Lauderhill and such other instruments in writing as may be necessary of behalf of the said corporation; and that the Bid, Bid Bond, and other such instruments signed by him/her shall be binding upon the said corporation as its own acts and deeds. The secretary shall certify the names and signatures of those authorized to act by the foregoing resolution.

The City of Lauderhill shall be duly protected in relying upon such certification of the secretary and shall be indemnified and saved harmless from any and all claims, demands, expenses, loss or damage resulting from or growing out of honoring, the signature of any person so certified or for refusing to honor any signature not so certified.

I further certify that the above resolution is in force and effect and has not been revised revoked or rescinded.

I further certify that the following are the name, titles, and official signatures of those persons authorized to act by the foregoing resolution:

NAME	TITLE	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Given under my hand and the Seal of the said corporation

This _____ day of _____, 20____

By: _____
Secretary

(SEAL)

Corporate Title

NOTE:

The above is a suggested form of the type of Corporate Resolution desired. Such form need not be followed explicitly, but the Certified Resolution submitted must clearly show to the satisfaction of the City of Lauderdale that the person signing the Bid and Bid Bond for the corporation has been properly empowered by the corporation to do so, on its behalf.

ATTACHMENT “E”

ACKNOWLEDGEMENT OF ADDENDUM

RLI _____
TITLE _____

Acknowledgement is hereby made of the following Addenda received since issuance of Specifications:

<u>Addendum NO</u>	<u>Dated</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Name of Vendor: _____

Address: _____

Signature _____ Date _____

This page must be submitted with RLI. Failure to provide the requested documents may result in your proposal being deemed Non-Responsive.