

# ADDENDUM No. 1

## RFP No. 23-18

### On-Site Wellness and Tactical Athlete Fitness Services

**Due: April 26, 2023, at 2:00 P.M. (local time)**

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes 2 pages.**

**The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.**

**The following forms provided within the RFP Document should be included in submitted proposal:**

- **Attachment A - Itemized Bid Form (Fee Proposal)**
- **Attachment B - Legal Status of Offeror**
- **Attachment C - City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document**

**Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.**

#### I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: How many tactical athletes/first responders are eligible for the services requested?

Answer 1: There are approximately 245 employees within the Fire and Police departments.

Question 2: What is the number of facilities at which the contractor will provide service? What is the average distance between facilities?

Answer 2: The city intends to use facilities in Fire Station 1 (111 N. Fifth Ave) and the Justice Center (301 E. Huron) which are located adjacent to each other at the intersection of Fifth Ave. and Huron St.

Question 3: What facilities/equipment are available to treat minor acute/chronic injuries?

Answer 3: The city intends to utilize existing workout/gym areas available in both facilities which include typical exercise/weightlifting equipment. Prospective vendors should plan to provide any specialized equipment needed to treat minor acute/chronic injuries.

- Question 4: What facilities/equipment are available for conditioning/fitness services?  
Answer 4: Existing workout/gym areas are available in both facilities which include typical exercise/weightlifting equipment as well as access to power and internet.
- Question 5: Is the City or the Contractor responsible for equipment, maintenance and/or treatment related supplies?  
Answer 5: The city maintains existing exercise/fitness equipment. Additional equipment or supplies brought on-site would be the vendors responsibility.
- Question 6: Is this a new program?  
Answer 6: Yes.
- Question 7: What business hours is the contractor expected to cover/be available for services?  
Answer 7: Prospective vendors are encouraged to provide availability within the proposal. Ann Arbor Fire and Police Services operate 24/7 on variable shifts. Therefore, a mix of daytime, evening and early morning availability would be ideal.
- Question 8: Page 10 of the RFP states "Start times for testing may vary". What testing is the contractor required to perform?  
Answer 8: Reference to "testing" is a typo and can be disregarded.
- Question 9: The Scope of Work includes "Manage injury data and documentation on appropriate secured devices". Is the contractor required to provide hardware and/or software to meet this requirement?  
Answer 9: No. The city has existing processes in place to document injuries.
- Question 10: Would the RFP allow for pro rated charges should a specific scheduled day exceed 4 hours or 8 hours?  
Answer 10: Yes.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.