



Millcreek City
HR-Finance Department
1330 E Chambers Ave
Millcreek, UT 84106
801-214-2748

REQUEST FOR PROPOSAL

PURPOSE OF REQUEST:

Millcreek City is requesting proposals (RFP) from qualified proposers to enter into a contract to provide a comprehensive physical wellness program for its employees. The goal of this program is to provide a hands-on approach that will promote a healthy lifestyle and improve overall well-being and productivity among Millcreek employees. Millcreek City hereinafter may be referred to as the City.

RESPONSE DATE AND LOCATION:

Offers must be received by 2:00 PM on September 3, 2024. Proposal must be received electronically to Lisa Dudley, HR-Finance Director, at ldudley@millcreekut.gov. Any proposal that is received after this due date and time will be returned. If it becomes necessary to revise the RFP in whole or in part, an addendum will be provided to all those on record who received the original RFP.

ADMINISTRATIVE GUIDANCE:

The information provided herein is intended and designed to provide those interested in responding sufficient basic information regarding minimum requirements. It is not intended to limit a proposal's content or exclude any relevant or essential data therefrom. **Proposers are at liberty and are encouraged to expand upon the specification to evidence service capability under any agreement.** The City **will not** be liable for any costs proposers may incur in the preparation or presentation of this proposal.

PROPOSAL CONSIDERATION:

The City may award a contract based solely upon the merits of the initial proposal, without any oral commentary. In light of this possibility, proposers should present the most favorable price

and service available. The City may require an oral presentation from a short list of the top two or three proposers to make a final selection. If necessary, this presentation will be scheduled after the closing date and prior to the award of the contract. The City reserves the right to reject any or all proposals received and to waive any informality or technicality in any proposal in the interest of the City.

TERMS OF CONTRACT:

The successful proposer will be required to enter into a contract with the City to provide the services described herein. If the selected proposer and the City Attorney are unable to negotiate an acceptable agreement, then another proposer(s) will be selected by the Mayor, or his designee, and negotiation will continue with such other proposer(s) until an acceptable agreement is completed.

All provisions of the agreement must be in compliance with established laws and ordinances of the State of Utah and its political subdivisions.

The agreement will be in accordance with requirements set forth in the terms of the agreement of this RFP. The term of this agreement shall be for a period of six (6) months with one (1) one-year option to renew. The contract may be terminated at any time by either party with advance written notification of at least 30 calendar days.

If there is a change to the personnel assigned from the personnel proposed in the RFP, during the initial contract period, the City reserves the right to review the resume(s) and give approval of the proposed new personnel. If the City does not approve of the personnel, another must be proposed. This procedure will be followed until the proposer and the City can agree upon personnel. If the City and the firm cannot come to an agreement on personnel, the contract may be terminated.

SCOPE OF SERVICES:

The services provided would require the firm to provide fitness classes, health screenings, health workshops, personalized coaching fitness plans, access to a gym facility located within five (5) miles of Millcreek City Hall, and a customizable program that works in tandem with City Hall quarterly wellness challenges. The program would be intended for up to 100 City Hall employees and anticipated to start October 1, 2024. City Hall is located at 1330 E Chambers Ave, Millcreek, UT 84106.

PROPOSAL FORMAT:

Proposals must be concise and in outline format. Please furnish one (1) original copy and one (1) committee member copy of your proposal. Both copies are to be an electronic copy (electronic copies are to be in Adobe Reader Format and not to exceed 5MG). **The committee member copy is not to include pricing, or anything regarding pricing; the pricing will be scored by the HR-Finance Department.** Pertinent supplemental information should be referenced and included as attachments. All proposals must be organized and tabbed to comply with the following sections. If they are not, they may be rejected. Each tabbed section must clearly and fully address the subject and be understandable. Failure to do so will negatively impact the evaluation of your submitted RFP. Proposals should be long enough to expand on the qualifications and experience; however, lengthy, encyclopedic RFPs are not encouraged.

Tab I. Letter of Transmittal.

- Prepare a one-page letter that declares interest and provides contact information. The letter must be on company letterhead, signed in ink. The letter should be addressed to:

Lisa Dudley
HR-Finance Director
Millcreek City Hall
1330 E Chambers Ave
Millcreek, UT 84106
ldudley@millcreekut.gov

Tab II. Proposed Program.

- Provide a statement of your understanding and a general description of your proposed approach to project scope of services.
- Provide a detailed work plan outlining how you would complete the scope of services.
- In addition to the specific service proposals specified above, identify and/or recommend any additional or innovative services and products provided by you that may be related to or helpful to a comprehensive design of the proposed project. If there is a better way for the City to package or define the services that it has requested herein in order to obtain better pricing and/or service by making it easier for the selected consultant, please explain what modifications would be necessary to achieve such better pricing and/or service.

Tab III. Experience/Qualifications.

- Include a general overview and history of your company, number of years in business, name of representative who will be managing the program and communicating with city officials, credentials including certifications, experience, and background of chosen representative, and gym location.
- Provide a statement of your firm's experience and qualifications to meet the requirements of the City as outlined herein.
- Identify proposed staff members who would be involved in providing the services requested herein and submit statements or resumes detailing their qualifications. Your proposal should include information on levels of training received by each staff member and detailed descriptions of their involvement with projects of similar or identical scopes.
- Are you or your company currently involved in arbitration and/or litigation for any reason? If so, please elaborate.
- Have you or your company ever filed for reorganization or bankruptcy? If so, please provide dates and resolution.

Tab IV. Cost Proposal.

- Complete the attached price sheet. The proposal must be set forth in such a way that it will allow the performance merits of the proposal to be evaluated independent of costs.

Tab V. References.

- Detail your experience in providing the services requested herein for similar customers of similar size, provide customer name, contact person, and telephone number(s). By providing such references you agree that neither the City nor the clients referenced shall have any liability regarding the provision of such references or the City's use of such references in making selections under this request for proposal.

Tab VI. Insurance.

- Workmen's Compensation and Employer's Liability Insurance. The Contractor shall comply with the provisions of the Workmen's Compensation Act, and all other legislation, federal and state, applicable

to the work described herein, and the Contractor agrees to make all payments, returns and reports required by these acts.

EVALUATION CRITERIA:

The award of the contract shall be based upon the following factors and are listed in order of importance with their assigned weights.

1. Experience/Qualifications - 20%
2. Proposed Approach/Customizability – 40%
3. Cost – 30%
4. References – 10%

Understandability and comprehensiveness of information supplied in this RFP will affect the evaluation of the above criteria.

PROPRIETARY INFORMATION:

Proposers are required to mark any specific information contained in their proposal which is not to be disclosed to the public or used for purposes other than the evaluation of the proposals. A declaration must accompany the proposal stating the reasons the information should not be disclosed. Any proposal that is marked confidential in its entirety will be questioned. Pricing and service elements of the successful proposal **will not** be considered proprietary. All materials become the property of Millcreek City and may be returned only at the City's option. Proposals submitted may be reviewed and evaluated by any person, not competing proposers, at the discretion of the City.

The City will establish a question and answer sheet for this RFP. Please direct questions concerning this RFP in writing to:

sbond@millcreekut.gov

INVOICING AND PAYMENT:

The company shall submit a monthly written invoice, in duplicate, for services rendered and the City shall pay the invoiced fee within thirty (30) days after receipt of the invoice by the City.

Invoices shall be submitted to:

ap@millcreekut.gov

Proposal Response Price Sheet

Proposal for Employee Physical Wellness Program

I. **General**

- A. Prices stated include all costs associated with the performance of the services specified, including materials, supervision, labor, insurance, transportation, delivery, fuel or other surcharges, demurrage, and related costs. No other charges shall be allowed. All prices and fees are stated in U.S. dollars.
- B. The City is exempt from sales, use, and federal excise taxes on these products and/or services. Exemption certificates shall be furnished upon request.
- C. Fee stated shall be firm for the full term of this Agreement, including any renewal terms.

II. **Fee**

For all services provided as specified in this RFP, the firm will be paid a rate of

\$_____ a month.

III. **Invoicing and Payment**

Millcreek City will pay monthly for services rendered. The successful proposer must keep a record indicating the months of active service.

The successful proposer shall submit a written invoice with the required work record attached, in duplicate, for services rendered and the City shall pay the invoiced fee within thirty (30) days after receipt of the invoice by the City.

Invoices shall be submitted to:

ap@millcreekut.gov