



## Department of Purchasing

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February 14, 2020

To All Interested Parties:

**Subject: Addendum #2,-1736 P  
Provide a Traveling fitness and wellness initiative program**

**Question:** The successful proposer will be required to provide 1 to 3 personal trainers per school location. Is the word Trainer synonymous with group fitness instructor?

**Answer:** Yes

**Question:** The successful proposer shall provide all necessary staffing, materials and management to effectively operate the proposed program. Is the word materials synonymous with fitness equipment?

**Answer:** Yes; but also includes any materials to effectively use the equipment

**Question:** Regarding the Instructional Calendar - Which Federal Holidays are observed by Suffolk Public Schools?

**Answer:** The School division observes most federal holidays. We also have two weeks off during the winter holidays and one week off for spring break. In addition to the holidays, there are a number of teacher work days, half days at the end of semesters, and different schedules that take place due to standardized testing.

**Question:** Provide booklets and materials with personalized assessment details and information regarding health, wellness, and how to sustain what is learned in sessions. Can you elaborate on what is being requested from the Vendor to satisfy this requirement?

**Answer:** We are asking for the potential proposer to provide information to the class as a whole that can be used to supplement the fitness program and/or health lessons taught during their session(s). Samples of such material can be included in the submission.

**Question:** The School Board reserves the right to charge the successful vendor for space, personnel, utilities, etc. during regular operating hours as well as for any times when the building is otherwise closed to students, ie: holidays, summer months, etc. Why is the Vendor being

charged for providing services requested per the days and times of Suffolk Public Schools?  
What is the estimated charge for the Vendor?

**Answer:** It is not the intent of Suffolk Public Schools to charge the vendor but since this can be a long term contract, it is unknown as to what the financial status of the school division may be in coming years. This is standard language that is added to all contracts that require an outside entity to use our facility for the execution of any contract. The program would likely be terminated before we would charge the selected partner(s) for the use of the facility.

**Question:** Is the vendor allowed to utilize Independent Contractors to satisfy the requirements of this proposal and have the Contractors listed on their General Liability Insurance?

**Answer:** A vendor may use independent contractors to act as a subcontractor to your firm but Suffolk Public Schools must have the insurance requirements found in the RFP met by either the proposer or by the contractor providing the service.

**Question:** Does Suffolk Public Schools have an electronic payment system in which the Vendor will submit invoices? If no, what is the approved payment method?

**Answer:** You can submit your invoices by way of email and or mail for payment. Also, we can set up ACH payments for you if you wish. Also, we can pay your invoices by way of credit card.

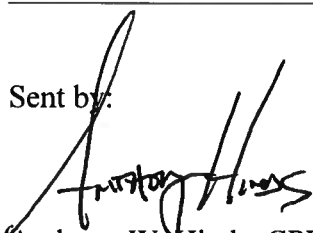
**The deadline for questions will be February 25, 2020 by 5:00 PM in order to obtain answers and publish the final addendum. No other questions received after this date will be answered. The questions and answers will be compiled and answered in an addendum.**

Please email Anthony Hinds at [anthonyhinds@spsk12.net](mailto:anthonyhinds@spsk12.net) if you have any additional questions and sign below to acknowledge receipt of the addendum and include with your proposal.

Addendum 2 Acknowledged:

\_\_\_\_\_ Date \_\_\_\_\_

Sent by:



Anthony W. Hinds, CPPB  
Purchasing Manager