



## Department of Procurement and Contract Compliance

### **Addendum #1**

### **RFP R41695 Fitness Center Management Services**

Release Date:  
September 24, 2025

**Refer All Inquiries to:** Kelly Regan [kregan@wycokck.org](mailto:kregan@wycokck.org)

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**ADDENDUM #1****RFP R41695****Fitness Center Management Services**

**Please be advised of the following changes/clarifications to subject solicitation.**

**QUESTION:**

Can you provide historical membership numbers and revenue for the fitness center over the past 2–3 years?

**ANSWER:**

UGPRD does not obtain or track this information directly, as it falls within the scope of the current vendor's responsibilities.

**QUESTION:**

Will the incoming vendor inherit current memberships, or will enrollment start fresh at contract start?

**ANSWER:**

UGPRD does not obtain or track this information directly, as it falls within the scope of the current vendor's responsibilities.

**QUESTION:**

Will any existing fitness equipment remain in place, and if so, can you share an inventory with age/condition?

**ANSWER:**

UGPRD does not obtain or track this information directly, as it falls within the scope of the current vendor's responsibilities.

**QUESTION:**

Are utilities (electricity, water, internet) covered by UGPRD, or the responsibility of the vendor?

**ANSWER:**

Responsibility of the vendor.

**QUESTION:**

Is 24/7 access required, or will hours of operation be coordinated with UGPRD?

**ANSWER:**

UGPRD is open to reviewing proposals as it relates to operating hours/access.

**QUESTION:**

What percentage of revenue (or flat fee) has historically been paid back to UGPRD under the current agreement?

**ANSWER:**

\$1,375/month

**QUESTION:**

Are there specific performance benchmarks or minimum expectations UGPRD would like the vendor to meet in the first year?

**ANSWER:**

UGPRD expects the vendor to establish a well-operated, community-focused fitness center in the first year, with steady growth in participation, quality programming, and strong customer service. Specific benchmarks could be developed collaboratively post-award.

**QUESTION:**

What is the anticipated budget for management of the facility? Could you share the past two years' financial statements and the current year's budget?

**ANSWER:**

UGPRD does not obtain or track this information directly, as it falls within the scope of the current vendor's responsibilities.

**QUESTION:**

What are the current membership numbers, what membership goals have been set, and has the facility been meeting those goals?

**ANSWER:**

UGPRD does not obtain or track this information directly, as it falls within the scope of the current vendor's responsibilities.

**QUESTION:**

How many staff (full-time, part-time, etc.) are currently employed?

**ANSWER:**

UGPRD does not obtain or track this information directly, as it falls within the scope of the current vendor's responsibilities.

**QUESTION:**

What core operating system(s) are used (for membership tracking, finances, maintenance, etc)

**ANSWER:**

UGPRD does not obtain or track this information directly, as it falls within the scope of the current vendor's responsibilities.

**QUESTION:**

Are there any existing, known challenges the facility is facing (financial, operational, staffing, physical condition, etc.)?

**ANSWER:**

The current state of the facility is stable. UGPRD does not obtain or track the following information directly, as it falls within the scope of the current vendor's responsibilities.

**QUESTION:**

Are all 5 facilities currently managed by the same entity, and will that continue?

**ANSWER:**

This RFP is solely for The Joe E. Amayo Community Center.

**QUESTION:**

When do the management agreements for the other 4 facilities end, and do you anticipate issuing RFPs for them?

**ANSWER:**

This does not exist.

**QUESTION:**

Will current members' access to all 5 facilities remain unchanged under any new management? Not

**ANSWER:**

Not applicable.

**QUESTION:**

Will a site visit be permitted prior to proposal submission?

**ANSWER:**

You may make arrangements with Metro 24 to go on your own to visit the site, but the UGPRD will not be facilitating site visits.

**QUESTION:**

Does the existing vendor agreement include a non-solicitation (or non-hire) clause for its staff?

**ANSWER:**

No, there is not a non-solicitation clause in the existing vendor agreement.

**THE ATTACHED SIGNATURE PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

In other respects, except as specifically stated above, the subject Request for Proposal remains unchanged.

## **SIGNATURE PAGE**

**RFP R41695**

### **Fitness Center Management Services**

Proposers are asked to acknowledge receipt of this Addendum Number One (1), by completing the information requested below and submitting this information with their proposal. Failure to do so may subject the proposer to disqualification.

**ALL OTHER SPECIFICATIONS AND CONDITIONS REMAIN UNCHANGED.**

**RECEIPT OF THIS ADDENDUM IS HEREBY ACKNOWLEDGED**

NAME/BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, STATE: \_\_\_\_\_, ZIP CODE: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ FAX NO: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

ATTENTION OF: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

All questions should be directed to the Purchasing Department at (913) 573-5440