

Request for Proposal

Employee Gym Membership



Date Issued: 7/16/2025
Proposals Due: 7/30/2025 4 PM

Introduction

The City of Perry is seeking proposals from qualified fitness facilities to offer gym membership and wellness program services to City employees. This initiative supports our commitment to promoting a healthy and productive workforce through physical activity, stress reduction, and overall wellness engagement. The vendor should own and operate a location in the City of Perry.

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Scope of Services

The selected provider(s) will be expected to offer:

Gym Membership Benefits – provide details of the below if applicable.

- Unlimited access to gym facilities during operating hours
- Access to cardio and weight equipment, locker rooms, and group fitness classes
- Flexible membership options (monthly, annual, drop-in)
- Discounted corporate rates for employees
- Separate spouse/family membership pricing

Wellness Program Components - provide details of the below if applicable.

- Health and wellness assessments
- Group classes (e.g., yoga, Zumba, strength training)
- Nutrition or wellness coaching
- Fitness challenges or incentive-based programs

I. Proposal Requirements

Please include the following information in your proposal:

1. Company Information
 - Business name, address, and contact information
 - Description of your facility and services offered
2. Service Plan
 - Membership pricing structure per employee
 - Separate membership/discount for spouse/family
 - Wellness services included or available à la carte
 - Proposed programs for engagement (e.g., challenges, events)
 - Monthly utilization reporting

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3. Staff Qualifications
 - Overview of certified trainers, coaches, or wellness professionals
4. Accessibility
 - Location(s) and hours of operation
 - Parking and ADA accessibility
5. Implementation Plan
 - Timeline for onboarding employees
 - Coordination with HR or Benefits staff
6. References
 - At least two references from similar organizations or municipalities
7. Cost Proposal
 - Itemized pricing
 - Any enrollment or admin fees
 - Discounts for bulk participation
 - Period of time that the monthly rate will be offered and guaranteed

II. Evaluation Criteria

Proposals will be evaluated on the following:

- Quality and range of services offered (10%)
- Experience and qualifications (10%)
- Cost-effectiveness (30%)
- Ability to engage and retain employee participation (30%)
- References and reputation (10%)

III. Submission Instructions

Submit proposals via HR@perry-ga.gov by 4 PM, July 30, 2025, to:

Jenny Burdeshaw

City of Perry

1211 Washington St., Perry, GA 31069, 478-988-2713

Late or incomplete proposals will not be considered.

Questions regarding this RFP must be submitted in writing to Jenny Burdeshaw no later than 7/22/2025. Answers will be provided to all prospective respondents.

IV. Terms and Conditions

- The City reserves the right to reject any or all proposals.
- Selection does not guarantee a contract award; contract terms will be negotiated.
- Providers must comply with all local, state, and federal regulations.