



Town of Fountain Hills
16705 East Avenue of the Fountains
Fountain Hills, Arizona 85268
Phone: 480-816-5100
Fax: 480-837-3145

REQUEST FOR QUOTATION

For
Yoga Classes

C2016-104

All quotes due by Thursday, June 11, 2015, 3:00 P.M., Local Time, Phoenix, Arizona.

The Town of Fountain Hills (the "Town") is seeking a licensed and qualified vendor to provide all labor and materials required as described below.

Section I – Project Information

This solicitation is for yoga classes with variable experience levels and areas of focus. All registrations will be taken by the Town's Community Services Department. The contract will be effective July 1, 2015 through June 30, 2016, and may be renewed for up to four successive one-year terms by written notice and upon mutual agreement of the parties executed prior to the end of the then-current term. Interested vendors shall submit the following information with their quotation:

1. A course outline including descriptions, times, dates and locations.
2. Safety plan.
3. Facility and equipment provisions.
4. Communication and course evaluation plans.
5. Fees, payment requirements, etc.
6. Marketing and promotions.
7. Studio membership participation within designated Town courses.
8. Drop-in participation.
9. Membership enrollment as a result of Town courses.

Section II Instructions and Conditions

1. Quotation price shall assume F.O.B. Fountain Hills to the designated delivery point within the Town.
2. This is an indefinite quantity and indefinite delivery Agreement for Services, which shall only be provided when the Town chooses to move forward with a pending project and proper authorization and documentation have been approved. The Town does not guarantee any minimum or maximum amount of Services will be requested under this Agreement.
3. Vendors must state the manufacturer of each product quoted on in conformity with the specifications.
4. All quotations must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
5. Award will be made to the Vendor whose quotation is the most advantageous to the Town.
6. Please attach your Quotation behind the Exhibit A cover sheet and submit this document to the address above.

If you need additional information or have questions please contact Rachael Goodwin at 480-816-5135 or by email rgoodwin@fh.az.gov.

Section III – Pricing

The Quotation shall be attached hereto as Exhibit A and shall contain pricing. **Note:** Prices offered shall include applicable state and local taxes.

The awarded vendor shall submit an invoice to the Town following class completion. Town checks are issued on the 1st and 15th of each month and invoices must be received at least ten days prior to the check run date to ensure payment on that check run.

Section IV – Execution and Submission

By executing this document and submitting a quotation to the Town of Fountain Hills, the authorized agent agrees (i) he/she has read the Town's Standard Terms and Conditions, dated December 3, 2014, as set forth on the Town of Fountain Hills website (www.fh.az.gov/po-terms), which are incorporated into and become a part of the company's quotation offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated December 3, 2014. By signing below the company is offering to provide the services set forth in Exhibit A and upon written acceptance of the company's offer by the Town, it will have entered into a binding agreement. The offer shall be considered held open for 60 days from the quotes due date set forth above.

Signature: Cindy Holliday Date: 6/10/15
Printed Name: Cindy Holliday Title: Owner
Company Name: Trafit Studio
Address: 16835 E Palisades
City: Fountain Hills State: AZ Zip: 85268
Email Address: Cindy@trafitstudios.com Telephone No. 480-272-0547

Quotations for \$30,000 or greater will not be authorized and will require a formal procurement process.

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For Town of Fountain Hills Use Only)

The Contractor Offer is hereby accepted. The Contractor shall not commence any billable work or provide any materials or service under this Contract prior to the date this Contract is executed.

Town of Fountain Hills, an Arizona municipal corporation

Doug Miller, Acting Town Mgr. Date: 6/18/15
[Name, Title]

M.C.M.
City Attorney Approval: 40111

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR

[Vendor's Quotation]



TruFit Studios

Town of Fountain Hills
16705 East Avenue of the Fountains
Fountain Hills, Arizona 85268
Phone: 480-816-5100
Fax: 480-837-3145
Att: Town's Community Services Department

Response to Request for Quotation for Yoga Classes
Town of Fountain Hills
June 11, 2015

TruFit Studios is responding to the request for quotation to work with the Town of Fountain Hills to provide a series of yoga classes with variable experience levels and areas of focus effective July 1, 2015 – June 30, 2016. We have addresses each of the requested areas of focus in the summary below. Please let us know if you need additional information. TruFit Studios thanks you for this opportunity.

TruFit Studios Overview

In business for over seven years in Fountain Hills, TruFit Studios is dedicated to supporting the community that we live and work and operating our studio at the highest standards. We are committed to providing a variety of fitness and wellness classes to all ages and skill levels to help the Fountain Hills community get an overall, full body workout.

TruFit Studios offers a true sense of community in a welcoming, judgment-free workout environment. Our certified instructors are friendly, supportive, professional and knowledgeable, and they give individualized attention for every student. Our instructors have solid educational backgrounds and strong teaching experience.

Committed to being environmentally conscious, TruFit Studios received the GenGreen Business Certification for the Studio's ongoing sustainable business practices. Recycling programs, the use only cloth towels, and tea tree oil and white vinegar cleaning supplies are just a few of our environmentally safe practices. No chemicals are used at TruFit Studios whatsoever.



TruFit Studios

TruFit Studios' Response to Request:

Gentle Balancing Yoga

TruFit Studios offers gentle yoga, which can reduce stress, assist with weight loss, and lower high blood pressure. Through gentle yoga, students will become more flexible, centered, present and mindful as well as improve alignment and posture, which improves most back, neck, hip and knee pain.

Current TruFit Gentle Yoga Schedule:

- Mondays at 7:00 p.m.
- Tuesdays at 9:00 a.m. and 5:30 p.m.
- Thursdays at 9:00 a.m., 5:30 p.m. and 6:45 p.m.
- Saturdays at 7:45 a.m. (due to the time, this is often referred to as Rise and Shine Gentle Yoga)

Yoga classes are held at TruFit Studios in Fountain Hills and are 50 minutes in length.

If we have the opportunity to teach yoga through the Town of Fountain Hills yoga program, we are happy to fold the class into one of our existing classes from the schedule above or add one class to the schedule, if preferred by the Town of Fountain Hills.

Safety is Our Priority

Due to the nature of our business and the community we serve, TruFit Studios prioritizes safety above all else. We go above and beyond to make sure our students feel safe so that they can fully participate and get the most out of our yoga and other fitness classes.

As part of our emergency response plan, TruFit instructors are current with CPR and First Aid, AED, and other appropriate fitness certifications. In addition, in partnership with the Fountain Hills Fire Department, we offer a CPR and AED certification or re-certification class to our instructors and to the community once a year. We have a new defibrillator in the studio and our instructors and many of the members are trained to use it.

TruFit Studios has adequate space for a yoga class. We can comfortably fit 25-30 students in the yoga room. The room is well lit, located on the first floor of the building and the exit is easy to locate in case of an emergency. We also provide yoga equipment at no charge, including yoga mats, towels, and props such as blocks, straps, bolsters and blankets.



TruFit Studios

Communication is Key

TruFit is happy to help facilitate a survey or any other communications from the Town of Fountain Hills throughout and at the end of the season to help gather feedback on the overall program. We can also use our marketing tools, which are outlined below, to help communicate with program participants. You can trust TruFit with any two-way communication requirements.

TruFit Studios uses a variety of methods to help promote the studio and our classes. The most effective is the direct communication with the instructors and students or class participants. We make class and special event announcements at the end of many of our classes. We also have promotional fliers on display in the front lobby of the studio to provide information about class updates, special events, and other studio announcements.

TruFit distributes an email newsletter on a regular basis to help with our communications efforts. This is a very effective communication tool, with an email distribution list of over 500 contacts.

TruFit also leverages the web and social media to communicate with our members and the community we serve. Our website www.trufitstudios.com provides general information about our studio, where we are located within Fountain Hills and how to reach us, as well as the current class schedule, class descriptions and a list of our instructors. We are working to launch a new, enhanced website, which is scheduled to be active by the end of the summer. In addition to what is on our current site, the updated, improved site, which will have the same URL, will also provide a gallery of photos from past events and classes, a direct link to sign up for our e-newsletter and a blog where many of our instructors will contribute articles, tips and best practices.

TruFit is also very active on Facebook with over 300 followers, Twitter with over 200 followers and Instagram with almost 50 followers.

Although we do not anticipate any schedule changes, we can use these marketing tools as well as email and phone to inform each other of any schedule changes, cancellations, or instructor substitutions.



TruFit Studios

Pricing Information

Guests and visitors of the studio may take a class at a drop-in rate of \$10 per person, per class. TruFit welcomes drop-ins to our classes. Although it is financially advantageous to become a member if someone plans to take seven or more classes a month, there is never a required membership at TruFit. The fee is \$10 per person, per class. There is no further commitment with the drop-in and there is no limit to how many times someone drops in for a class.

TruFit also offers two options for membership packages. With the membership, students are welcome to participate in as many classes as they choose during the month. This does not include workshops and special events, which might be subject to an additional fee.

Current TruFit Studios Pricing:

- 1) Month-to-Month Unlimited Membership = \$75/per person, per month with option to end membership with advanced notice
- 2) Monthly Unlimited Membership = \$55/per person, per month with required six (6) month or more commitment

Upon first time to TruFit, students are introduced to the instructor and invited to share any health issues that might impact them during the class. First-time students are also asked to complete an "in case of an emergency" registration form.

TruFit recommends charging participants \$10 per person, per class or charging \$60 per person for eight-week packages. With this pricing structure, TruFit would ask to collect 70%.

Contact Information

TruFit Studios is located within the Fountain Hills Medical Campus, 16838 E Palisades Blvd, Building A in Fountain Hills, Arizona.

Cindy Holliday
Owner and Operator
TruFit Studios
480-272-0547
cindy@trufitstudios.com