



**Southwestern Community College District  
Office of Procurement, Central Services & Risk Management  
RFP 1415-141 District's Wellness Center Management & Operation Services**

Addendum No. 2  
October 7, 2014

  
\_\_\_\_\_  
Priya Jerome  
Director of Procurement, Central Services  
& Risk Management

10/7/2014  
\_\_\_\_\_  
Date

**Note**

All documents remain unchanged except sections or parts added to, revised, deleted and clarified by this addendum.

1. The deadline has been extended to **Monday, October 13, 2014 at 2:00 PM**
2. To ensure receipt of all mailed hard copy RFP responses (prior to the deadline) please note that the hours of operation of the Office of Procurement, Central Services and Risk Management is as follows:
  - Monday to Friday: 8:00 AM to 4:00 PM

All packages sent outside of the business hours are not guaranteed to be received or stamped. It is the primary responsibility of the proposer to ensure that the RFP package is received by the office of Procurement, Central Services and Risk Management during the above stated business hours and before the Deadline.



**3. Section 3: FEE/COST/REVENUE OVERVIEW; Item 6 on page 23.**

- District would **prefer** (but not mandatorily required) that responses to this request be submitted using the attached Proforma template.
- Submit this form with the title: "Appendix E: Sample Copies: ix. Budget Proforma."
- While the District RFP requires a proposed first year budget Proforma, the attached 5 year projection is preferred.

# **SCCD Wellness Center Membership Pricing** **Wellness Center Membership Pricing Analysis**

Rates Proposed List	Sales % of Total	Description/Comments
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## **Registration Fee**

Yr 1

Student  
Faculty/Staff  
Community Individual  
Adult Add-On  
Family  
Corporate

\$ - \$ - 0%

## **Monthly Dues**

Student  
Faculty/Staff  
Community Individual  
Couple  
Family  
Corporate

\$ - \$ - 0%

# SCCD - Wellness Center Operating Proforma

	<u>Charter Grand Opening</u>	<u>1/1/2017-12/31/2017</u>	<u>1/1/2018-12/31/2018</u>	<u>1/1/2019-12/31/2019</u>	<u>1/1/2020-12/31/2020</u>	<u>1/1/2021-12/31/2021</u>	<u>Notes</u>
<b>Membership Size</b>							
Beginning Membership							
New Membership Sales							
Attrition							
Ending Membership							
Average Membership							
Avg Membership Dues							
Ave Registration Fee							
Avg New Member Dues							
<b>Sales Department</b>							
Registration Fees							
Day Use Fees							
Deferred Reg Fees							
Scholarships							
Total Sales Revenue		=====	=====	=====	=====	=====	
<b>Sales Personnel</b>							
Sales Staff							
Sales Commissions							
Sales Bonus							
Total Sales Personnel		=====	=====	=====	=====	=====	
<b>Advertising/Promotion</b>							
Advertising/Promotion							
Collateral Sales Material							
Public Relations							
Events							
Sales Promo Items							
Website							
Presales Office							
Total Advertising/Promotion		=====	=====	=====	=====	=====	
% of Gross Revenue							
<b>Sales Contribution</b>							

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<b><u>Fitness/Sports Department</u></b>							
Personal Training/Coaching Revenue							
FH&W programming							
<b>Total Fitness/Sports Revenue</b>		=====	=====	=====	=====	=====	
<b>Fitness/Sports Cost of Sales</b>							
		=====	=====	=====	=====	=====	
<b>Fitness/Sports Net Revenue</b>							
<b><u>Fitness/Sports Personnel</u></b>							
Fitness Manager							
Floor Service Staff							
Maintenance Staff							
Fitness Staff Bonus							
<b>Total Fitness Personnel Expense</b>		=====	=====	=====	=====	=====	
<b>Fitness Supplies</b>							
		=====	=====	=====	=====	=====	
<b>Fitness Contribution</b>							

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<b>Group Exercise Department</b>							
Specialty Group Ex Revenue							
Dance Class Revenue							
Pilates Revenue							
<b>Total Group Exercise Revenue</b>		=====	=====	=====	=====	=====	
<b>GE Cost of Sales</b>							
GE Camp Commissions							
Dance Class Commissions							
Pilates Commissions							
<b>Total GE Cost of Sales</b>		=====	=====	=====	=====	=====	
<b>Group Exercise Net Revenue</b>		=====	=====	=====	=====	=====	
<b>Group Exercise Personnel</b>							
GE Director							
GE Staff							
GE Bonus'							
GE Contract Services							
<b>Total GE Personnel</b>		=====	=====	=====	=====	=====	
Group Ex Supplies							
<b>Group Exercise Contribution</b>		=====	=====	=====	=====	=====	

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<b><u>Aquatics Department</u></b>							
Aquatics Revenue							
Aquatics event revenue							
<b>Total Aquatics Revenue</b>							
<b><u>Aquatics Personnel</u></b>							
Aquatics Manager							
Aquatics Staff							
Instructors							
<b>Total Aquatics Personnel</b>							
Aquatics Supplies							
Total Aquatics Expenses							
<b>Aquatics Contribution</b>							

SCCD - Wellness Center  
Operating Proforma

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<b><u>Retail Department</u></b>							
Retail Sales		=====	=====	=====	=====	=====	
<b>Total Retail Sales</b>							
Retail COGS							
Retail Freight							
Retail Shrinkage		=====	=====	=====	=====	=====	
<b>Total Retail Cost of Sales</b>		=====	=====	=====	=====	=====	
<b>Retail Contribution</b>							



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<b>G &amp; A Department</b>							
Dues Revenue							
Refunds		=====	=====	=====	=====	=====	
<b>Total Dues Revenue</b>							
<b>Other G &amp; A Revenue</b>							
Locker Rental Fees							
Laundry Fees							
Non EFT Charges							
Other G & A Revenue							
Sublease/Wellness Revenue		=====	=====	=====	=====	=====	
<b>Total G &amp; A Revenue</b>							
<b>G &amp; A Personnel</b>							
Club Manager							
Operations Manager							
Reception Desk Supervisor		=====	=====	=====	=====	=====	
<b>Total Club Mgmt Staff</b>							
Reception Desk Staff							
Maintenance Staff							
Housekeeping Staff							
Wellness/Program Desk Staff							
General Operations Bonuses							
Member Service's		=====	=====	=====	=====	=====	
<b>Total G &amp; A Personnel</b>							
<b>Benefits</b>							
Payroll Tax							
PTO Expense							
Medical Insurance							
Worker's Comp.							
Employee Development		=====	=====	=====	=====	=====	
<b>Total Benefits</b>							

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<b>Rent</b>							
Base Rent							
Percentage Rent							
Rental Expense Adjustment							
Other Rent							
Lease Service Fees		=====	=====	=====	=====	=====	
<b>Total Rent</b>							
<b>Utilities</b>							
Water							
Electricity							
Gas							
Steam							
Antennae/Cable		=====	=====	=====	=====	=====	
<b>Total Utilities</b>							
<b>G &amp; A Supplies</b>							
Office Supplies							
Newspapers & Magazines							
Plants & Flowers							
Printing/Forms							
Uniforms							
Lighting Supplies							
Janitorial Supplies							
Pool Supplies							
Locker Room Consumables		=====	=====	=====	=====	=====	
<b>Total G &amp; A Supplies</b>							
<b>Laundry Expense</b>							
Laundry Supplies							
Towel Purchases							
Towel Cleaning							
Laundry Cleaning		=====	=====	=====	=====	=====	
<b>Total Laundry Expense</b>							
<b>Maintenance &amp; Repairs</b>							
Repairs							
Equipment Maintenance							
Maintenance Contracts							
Maintenance Supplies		=====	=====	=====	=====	=====	
<b>Total Maintenance &amp; Repairs</b>							

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<b>Other G &amp; A Expense</b>							
Telephone							
Network Lines - BSDI fees							
Permits & Licenses							
Misc Expense							
Travel & Entertainment							
Customer Parking Expense							
Staff Parking Expense							
General Liability Insurance							
Operating Lease Expense		=====	=====	=====	=====	=====	
<b>Total Other G &amp; A Expense</b>							
<b>Billing Expense</b>							
EFT Service Fees							
Credit Card Fees							
POS Credit Card Fees							
Bad Debt Expense		=====	=====	=====	=====	=====	
<b>Total Billing Expense</b>		=====	=====	=====	=====	=====	
<b>Total G &amp; A Expenses</b>							
<b>G &amp; A Contribution</b>							

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REVENUE							
Registration Fees							
Dues							
Usage Fees							
Locker/Laundry Fees							
Fitness Revenue							
Group Exercise Revenue							
Retail Revenue							
Aquatics Revenue							
Other Revenue							
		=====	=====	=====	=====	=====	
Gross Revenue							
Cost of Sales							
Net Revenue							
Personnel							
G & A							
Sales							
Lifestyles							
Group Exercise							
Aquatics							
Benefits							
Rent							
Utilities							
Advertising/Promotion							
Repairs and Maintenance							
Supplies							
Laundry Expense							
Billing Expense							
Other Expenses							
Management Fee							
		=====	=====	=====	=====	=====	
Total Expenses							
EBITDA		=====	=====	=====	=====	=====	
		=====	=====	=====	=====	=====	
Lifecycle Equipment Replacement							
Net Operating Surplus							
Key Statistics							
Ave Membership Level							
EBITDA							
Same Store Sales Growth							
Labor Cost/Benefit							
Gross Revenues/Member							
Average Registration Fee							
Average Dues/Member							