REQUEST FOR PROPOSAL (“RFP”) #5071DT

University Recreation Management

RFP Issued Date: 09/1/2026

ADDENDUM #1, Questions/Answers, and Chart results Q #11

Questions due by: 9/15/2026 by 2:00 pm ET via email with the RFP #5071DT in the subject line

Proposal Due Date /Time: 10/30/2026 by 2:00 pm ET via email with the RFP #5071DT in the subject line

Contact:
Debbie Thomas
Purchasing Analyst
bids@csuohio.edu

Proposals must be received by the due date/time specified above. Proposals received after the due date/time will be returned unopened to the supplier

Please refer to the attached sheets for Instructions & Information. Proposals must be submitted on the form(s) provided and signed by an authorized representative in ink in the proper spaces. Vendors are cautioned to read this entire document carefully and to prepare and submit their Proposal providing all requested information in accordance with the terms and conditions set forth herein.

2026 #5071DT RFP for Campus Recreation Management: Questions and Answers

1. Describe the renovation and expansion plans and timeline for the Recreation Center, Busbey Natatorium & Woodling Gymnasium to support Athletics and the Wolstein Arena transition and other CSU priorities? CSU is proceeding with an architect & engineering firm that will provide various due diligence and predesign services, including a constructability (feasibility) exam and cost analysis (project estimating) that will help guide the renovation and expansion plans and timeline for the Recreation Center & Woodling Gymnasium.

2. What are the retail outcomes for the Recreation Center? Strategically added each year and they vary.

3. What current third-party contracts, leases, operating agreements, or service commitments are in place for the Recreation Center and related facilities? Currently they have agreements with Pink Gloves, F45 Fitness, and external hires for PT and massage

4. Clarify the operator's financial and operational responsibilities for recreation and shared-use facilities, including utilities, custodial services, maintenance, equipment replacement, lifecycle capital costs, facility scheduling, event support, and other operating expenses. The operator will partner with the University to determine the fiscal and operational goals and responsibilities. The greater university oversees the utilities expenses, the operator with help with coordination of unexpected custodial services and facility maintenance requirements. The operator with be expected to provide quarterly updates on equipment replacement and a plan will be developed for replacement. The greater university oversees lifecycle capital costs and will coordinate a plan with the operator to strategically execute. For facility scheduling, the operator will coordinate facility use with its strategic (Conference and Event Services, Parking, Dining, etc) partners. This may include the need for event support as well.

5. How will operating costs be allocated among the University, Athletics, and the selected operator for facilities that are shared or may transition to Athletics controlled or shared-use arrangements? Student Fees and Revenue generated from the programs and facility will develop the budget. Athletics is a separate budget not part of the campus recreation budget.

6. Will the selected operator be expected to staff intercollegiate athletic events, swim meets, competitions, camps, tournaments, or other Athletics-sponsored activities occurring in recreation or shared-use facilities? If so, please identify the required positions, service levels, scheduling expectations, and cost reimbursement mechanisms. Within the PE Building, Recreation would only be responsible to staff lifeguards for all meets and rentals. If there is a rental within the recreation center controlled by the Rec Staff, then they would staff it like any other rental. If we decide to transition the east side of the recreation center to athletics you will have no supervision responsibilities.

7. What expenses are paid directly by the University, reimbursed by the University, or included in and managed through the operator budget. All expenses are funded by the University

8. Clarify the University's expectations regarding capital maintenance, lifecycle replacement, deferred maintenance, and major asset renewal for all facilities within the scope of services. Please identify which responsibilities remain with the

University and which, if any, will be assigned to the selected operator, and provide any available facility condition assessments, deferred maintenance inventories, and planned capital improvement schedules. We would expect the operator to handle all preventive maintenance plans, risk management plans, maintenance plans for equipment, and a capital project plan for all recreation facilities.

9. Clarify expectations regarding the transition and management of existing recreation staff, including which positions are University employees, student employees, graduate assistants, or federally funded work-study positions; the anticipated employment relationship after contract award; and the selected operator's authority for hiring, supervision, scheduling, performance management, organizational restructuring and staffing model changes. Right now, all part-time and full-time are employed by the operator. We currently have no hiring process or Once we Identify a partner the transition of the staff will be established.

10. Please describe how Federal Work-Study and other student employment programs are currently funded, administered, and allocated to Campus Recreation, including any University subsidies, cost-sharing arrangements, wage reimbursements, or restrictions that would apply to the selected operator. Currently the campus recreation department has all its part-time employees being hired and trained by the current partner. They do not go through our current student employment. Therefore, CSU work study and hiring doesn't go through the University. We are open to conversation about this.

11. Please provide the Recreation Center's operating results for the most recent three fiscal years, including revenues, direct operating expenses, allocated University expenses, student employment costs, work-study funding, graduate assistant costs, facility operating expenses, maintenance expenses, and any institutional subsidies required to support operations. Additionally, please identify which expenses are currently borne by departments outside of Campus Recreation (e.g., Facilities, Human Resources, Public Safety, Information Technology, Athletics, or other University units).

There are no operational expenses currently borne by departments outside of Campus Recreation (e.g., Facilities, Human Resources, Public Safety, Information Technology, Athletics, etc.,) to the Campus Recreation fiscal operation budget.

QUESTION #11 Recreation Center Operating results

Account	FY-26 Actual	FY-25 Actual	FY-24 Actual	
Revenues	706,178.23	809,835.62	657,687.58	
0180 Contract Services	783,349.03	1,079,880.61	1,137,455.56	
0185 Auxiliary Hourly - PT	592,588.27	934,544.86	992,993.10	
0187 Commissions	-	-	-	
0301 Other Operating Expenses	3,767.98	8,405.90	8,932.39	
0302 Uniforms	9,530.73	21,613.35	15,458.70	
0310 Office Supplies	(1,211.61)	2,014.41	651.45	
0320 PC's & Laptops	(346.14)	5,862.57	5,643.29	
0325 PC Peripherals & Parts	673.70	554.21	258.08	
0331 Program Supplies	68,785.46	207,564.26	114,885.47	
0340 Maintenance Supplies	22,649.89	50,054.02	19,853.86	
0350 Housekeeping Supplies	2,529.78	5,942.82	5,735.83	
0390 Other Supplies	5,555.62	3,605.50	10,585.20	
0410 Travel Expense	994.10	-	-	
0415 Conference & Meals	3,804.04	959.22	1,001.01	
0417 Student Travel Meals	753.72	4,416.59	13,442.88	
0420 Employee Recruiting	486.46	2,197.07	1,884.92	
0511 Subscriptions	37,351.88	69,419.97	61,773.26	
0520 Institutional Member	810.67	6,042.00	1,327.00	
0535 In-House Duplic & Printing	2,666.25	5,355.25	7,269.14	
0539 Outside Printing	-	3,950.40	11,522.83	
0545 Advertising	20,104.81	42,720.14	12,278.24	
0550 Telecomm-Equipment	-	4,365.54	7,853.00	
0551 Telecomm-Long Distan	-	68.94	103.42	
0553 Telecomm-Installatio	-	-	50.00	
0555 Telecomm-Miscellaneo	600.00	1,434.00	-	
0556 Leased Telco Lines	-	600.00	-	
0570 Postage	4.44	1.38	46.34	
0576 Cell Phone Contracts	6,846.36	3,826.78	3,445.70	
0611 Maintenance-Structural	-	80,081.11	-	
0635 Computer Software Maint Fees	37,702.11	2,027.29	5,693.94	
0647 Rental - Other	-	-	-	
0649 Utilities - Cable	4,799.34	2,775.24	-	
0650 Utilities - Steam	70,367.12	69,527.80	87,135.39	
0660 Utilities Electric	54,851.70	50,695.81	63,199.40	
0670 Utilities Water	24,463.74	24,020.03	20,365.96	
0690 Plant Contractors	12,360.00	37,118.00	79,562.06	
0691 Maintenance Service Charge	48,252.00	44,768.35	41,467.00	
0695 Security Charge	-	-	440.00	
0696 Parking Charges	5,688.19	2,492.48	1,925.71	
0699 Plant Service Charge	14,565.41	38,681.94	24,851.07	
0710 Insurance	37,334.72	32,711.67	33,529.37	
0720 Plant Fund Interest	175,625.44	195,617.64	215,650.77	
0730 Amortization Of Debt	985,712.00	939,120.00	896,896.00	
0791 Bank Fees	16,333.97	18,083.56	14,704.17	
0793 Overhead Proration	86,262.06	79,044.25	128,576.85	**University OH**
0890 Purchase For Resale	(495.27)	24,155.40	22,152.47	
0943 Equipment-Housekeeping	-	5,081.33	-	
0965 Equipment-Other	-	77,877.16	10,293.74	
Operating Expenses	3,136,117.97	4,189,278.85	4,080,894.57	
Net (Revenue less Expense)	(2,429,939.74)	(3,379,443.23)	(3,423,206.99)	