



REQUEST FOR PROPOSAL
Swimming Pool Maintenance for Aquatic Facilities

Objective: Pleasant Hill Recreation & Park District (District) is requesting proposals for pool maintenance services for the two pools the District is responsible for. The services requested include regularly scheduled and as needed cleaning and maintenance services from July 1, 2017 through June 30, 2019, with a District option to renew the contact for two (2) additional years for superior service.

Key Dates:
Proposals Due: Proposals must be **received** by May 19, 2017 by 5:00 p.m.
Postmarks not accepted; faxes not accepted

All submissions must be hand delivered, mailed or emailed to Korey Riley.

Contact: Korey Riley, Aquatics Supervisor
Pleasant Hill Recreation & Park District
147 Gregory Lane
Pleasant Hill, CA 94523
(925) 682-0896
kriley@pleasanthillrec.com

Pleasant Hill Recreation & Park District Aquatics Facility Summary

The District has two aquatic facilities, Pleasant Hill Aquatic Park and the Pleasant Hill Education Center Pool. The facilities and the required maintenance service and service frequency for each facility is reflected in the following scope of services.

I. PLEASANT HILL AQUATIC PARK

	Gallons	Surface Area (sq ft)	Description	Ideal Temperature
Dive Pool	146,600	3,375	6 lanes, 25 yard Pool Depth: 3.5-10 feet	82
Training Pool	47,800	1,796	4 lanes, 20 yard Pool depth: 3.5-4 feet	84
Sprayground	4,000 (reservoir tank)	3,192	Variety of interactive spray features	NA

A. Operational Schedule

1. March 31-November 1
2. 7 days per week

B. Pre-Operation

1. Inspect all pool systems and prepare pools for use
2. Inspect all sprayground features

C. Daily Services

1. Test the water chemistry in each body of water.
2. Test the water chemistry at each chemical controller and calibrate units as needed.
3. Add and/or adjust chemicals as needed.
4. Adjust water as needed to maintain appropriate level in pools and sprayground.
5. Check pool temperature and make adjustments to keep at ideal temperature (see chart above)
6. General upkeep of the filter and pit areas. Dispose of trash from filter pit in the appropriate dumpster.
7. Check flow meters and pressure gauges.
8. Empty/clean all skimmer baskets and vacuum pump strainers. Replace skimmer parts as needed for proper operation.
9. Skim each pool
10. Check all bodies of water for algae and take necessary steps to remedy.
11. Check operating pressure and flow to all effects (sprayground only).
12. Clean pool vacuum/robot filter bags
13. Inspect pool ladders and handrails. Repair and replace parts as needed for safe use.

D. Weekly Services

1. Fully vacuum one time per week. Uncover and recover the pools as necessary.
2. Test total alkalinity and calcium hardness.
3. Inventory pool chemicals.
4. Inspect pool accessibility equipment and make repairs as needed.

5. Check operation of jets and nozzles and clean as required.
 6. Check valve operating assemblies.
 7. Other preventative maintenance.
- E. Bi-weekly Services
1. Backwash Filters (or more often as needed).
 2. Inspect diving boards for cracks.
 3. Clean pool tiles
- F. End of Season - Pools
1. Winterize and inspect pool systems. Submit a report with cost estimates for any additional repairs* that are needed.
- G. End of Season - Sprayground
1. Drain sprayground tank. Keep tank drained during the off season.
 2. Inspect all sprayground features, including paint and/or galvanizing. Submit a report with cost estimates for any additional repairs* that are needed.
 3. Clean components as needed
 4. Remove, label, and store small parts
- H. General Service Frequency
- The service frequency below is to give prospective vendors an overview of the District's service frequency needs. The District reserves the right to change the service frequency based on pool use and needs of the District at any time.
1. 5 days per week from April 1 to May 30
 2. 7 days per week from June 1 to August 31.
 3. 5 days per week from September 1 to October 31
 4. 3 days per week from November 1 to March 31.
- I. *Additional Repairs
1. Additional repairs beyond the scope of the maintenance contract will be authorized upon submission of cost estimates to the District and at the discretion of the District. Cost estimates for additional repairs exceeding \$1,000 must comply with prevailing wage and DIR reporting requirements.

II. PLEASANT HILL EDUCATION CENTER POOL

Gallons	Surface Area (sq ft)	Description	Ideal Temperature
146,600	3,375	10 lanes, 25 yard x 25 meter Pool Depth: 3.5-12 feet	80

- A. Operational Schedule
1. May 1-September 30
 - a) 7 days per week
 2. October 1-April 30
 - a) 5 days per week
- B. Daily Services
1. Test the water chemistry in the pool.
 2. Test the water chemistry at the chemical controller and calibrate units as needed.
 3. Add and/or adjust chemicals as needed.

4. Adjust water as needed to maintain appropriate level in pool.
 5. Check pool temperature and make adjustments to keep at ideal temperature (see chart above)
 6. General upkeep of the filter and pit areas. Dispose of trash from filter pit in the appropriate dumpster.
 7. Check flow meters and pressure gauges.
 8. Empty/clean all skimmer baskets and vacuum pump strainers. Replace skimmer parts as needed for proper operation.
 9. Skim the pool
 10. Check for algae and take necessary steps to remedy.
 11. Clean pool vacuum/robot filter bags
 12. Inspect pool ladders and handrails. Repair and replace parts as needed for safe use.
- C. Weekly Services
1. Fully vacuum one time per week. Uncover and recover the pool as necessary.
 2. Test total alkalinity and calcium hardness.
 3. Inventory pool chemicals.
 4. Inspect pool accessibility equipment and make repairs as needed.
 5. Check operation of jets and nozzles and clean as required.
 6. Check valve operating assemblies.
 7. Other preventative maintenance.
- D. Bi-weekly Services
1. Backwash Filters (or more often as needed).
 2. Inspect diving board for cracks.
 3. Clean pool tiles
- E. General Service Frequency
- The service frequency below is to give prospective vendors an overview of the District's service frequency needs. The District reserves the right to change the service frequency based on pool use and needs of the District at any time.
1. 7 days per week from May 1 to September 30.
 2. 5 days per week from October 1 to April 30.
- F. Additional Work
1. Additional repairs beyond the scope of the maintenance contract will be authorized upon submission of cost estimates to the District and at the discretion of the District. Cost estimates for additional repairs exceeding \$1,000 must comply with prevailing wage and DIR reporting requirements.

III. **GENERAL MAINTENANCE**

- A. Maintain an onsite record of all chemical tests, chemical additions and other work performed on the pools/system, including the time.
- B. Check all pools for algae and take necessary steps to remedy.
- C. Other preventative maintenance, including, but not limited to maintenance of chemical feeders, chemical controllers, circulation pumps/VFDs and heaters.
- D. Inventory pool chemicals.
- E. General upkeep of the filters for each circulation system.

- F. Complete and submit checklists and maintenance reports.
- G. Interact with the Contra Costa County Health Department as needed.

IV. OTHER MAINTENANCE AND REPAIR SERVICES AS NEEDED

- A. On call availability when a maintenance or repair situation occurs.
- B. Minimum response time of 30 minutes when maintenance issues occur during operational hours and impact the use of a pool or attraction.
- C. Response time of 24 hours or less when maintenance issues do not impact the use of a pool or attraction.
- D. Coordinate with Aquatics Supervisor or designee regarding seasonal opening/closing, programming schedule, ordering of pool chemicals and scheduling of maintenance tasks

V. FINANCIAL RELATIONSHIP

- A. The proposal should include all fees, including delivery charges for the described maintenance services.
- B. Invoices should be submitted to the District on a monthly basis.
- C. The District agrees to pay contractor 30 days after receiving a completed service invoice.
- D. The District has the right to contest an invoice prior to making payment.

VI. SUBMISSION OF THE PROPOSAL

- A. One original proposal and Bid Form (reproducible and submitted in loose-leaf, letter sized 8.5" x 11" format, with numbered pages) must be received by Pleasant Hill Recreation & Park District, 147 Gregory Lane, Pleasant Hill, CA, 94512, by May 19, 2017 by 5:00 p.m. Faxes will not be accepted.
- B. A complete proposal should contain:
 - 1. Biography of the organization.
 - 2. Listing of current clients.
 - 3. A minimum of 3 client references.
 - 4. Proposal of all fees for services (see Bid Form).
- C. All proposals, as well as any modifications, received at the District after the hour and date specified above, will not be accepted. Postmarks not accepted. All proposals will become the property of the District and will not be returned.
- D. The proposal shall be signed by an officer or officers authorized to execute legal documents on behalf of the Proposer and shall contain a statement to the effect that the proposal is a firm offer for a 60-day period.

VII. PROPOSAL ACCEPTANCE

Primary consideration will be given to the general appropriateness and completeness of the proposal for the services, and the company's willingness to work cooperatively with District Staff. The District reserves the right to reject all proposals.

VIII. DISTRICT REQUIREMENTS

The contract will be awarded only to a responsible company. In order to qualify as responsible, a prospective vendor must meet the following standards, as they pertain to this Request for Proposals.

- A. The Vendor must have adequate experience, financial resources for performance, and staffing to coordinate the deliveries and service as required during the performance period of the proposed contract.
- B. The Vendor must be able to comply with the proposed or required performance schedule.
- C. The Vendor must have a satisfactory record of contractual performance.
- D. The Vendor must maintain all liability insurance, including worker's compensation, and agree to hold the Pleasant Hill Recreation & Park District harmless, consistent with the following:

CONTRACTOR further agrees to assume all hazards and risks which CONTRACTOR may incur in the course of performing this contract and agrees to indemnify and hold the Pleasant Hill Recreation & Park District harmless and release the Pleasant Hill Recreation & Park District, its officers, employees, agents and participants, from any and all liability for any injury arising out of, or in any way connected with participating in this program. CONTRACTOR understands that DISTRICT has no accident or Workmen's Compensation insurance for persons performing services as an independent contractor.

- E. The selected vendor must comply with all applicable laws including, but not limited to, Department of Industrial Relations prevailing wage and reporting requirements for public works projects over \$1,000, Business License requirements, and holding a current and active license with the Contractors State License Board.

IX. DISTRICT CRITERIA FOR SELECTING VENDOR

The District's criteria in selecting a Company will include but is not limited to:

- A. The Vendor's bid prices, qualifications, current and past service performance as well as meeting the District's background and reference checks.

X. SELECTION PROCESS

- A. All proposals are due by May 19, 2017 by 5:00 p.m.
- B. A Committee of District Staff, which may include the General Manager, Aquatics Supervisor and Parks Superintendent, will review the proposals and select the vendor based on the responsiveness to the RFP.
- C. A decision should be made on or before May 31, 2017 and will be followed by approval at a Board of Directors meeting on June 8, 2017 for services beginning July 1, 2017.
- D. The Company would begin work following the signing of the Agreement.

XI. LIMITATIONS

- A. The District reserves the right to extend the time allotted for the proposal to examine verbally the bidder in person, and to request and review a best and final offer, should the District deem that it is in its best interests to do so.
- B. This Request for Proposal does not commit the District to award a contract, or to pay any costs incurred in the preparation of the proposal. The District reserves the right to accept or reject any or all proposals received as a result of this Request for Proposal, to negotiate with any qualified vendor, or to cancel this request in part or in its entirety. The District may require the selected Company to participate in negotiations and to submit such technical, price, or other revisions to their proposal as may result from negotiations.

**PLEASANT HILL RECREATION & PARK DISTRICT
POOL MAINTENANCE SERVICES - BID FORM**

Company	
Address	
City, State, ZIP	
Phone	
Email	
Authorized Representative	
Signature	
Date	

**Pleasant Hill Aquatic Park
Regular Maintenance Services**

\$ _____ per month for service 7 days/week

\$ _____ per month for service 5 days/week

\$ _____ per month for service 3 days/week

**Pleasant Hill Education Center
Regular Maintenance Services**

\$ _____ per month for service 7 days/week

\$ _____ per month for service 5 days/week

As Needed Maintenance and Repair Services

\$ _____ per hour for repair work and emergency maintenance work

_____ Response time for emergency repair or maintenance work

Other Charges (if any)

\$ _____ for _____

\$ _____ for _____