

MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

to provide

South Bibb Recreation Swimming Pool Management Services

18-038-CW



MACON-BIBB COUNTY

ISSUE DATE: March 08, 2018

DUE DATE: April 05, 2018

Please direct questions related to this solicitation to Chauncey Wilmore, email preferred at cwilmore@maconbibb.us

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or jbumpus@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses from qualified pool management service providers to the Request for Proposals (original copy **plus 5 copies**) in the Procurement Department, 700 Poplar Street, 3rd Floor, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, April 05, 2018 for South Bibb Recreation Swimming Pool Management Services for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, April 05, 2018 at 2:00 P.M. in the Macon-Bibb County Conference Room, located on the 3RD Floor of the Government Center at 700 Poplar Street, Macon Georgia 31201.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Proposals may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Mandatory Pre-Submittal meeting

A pre-submittal conference is scheduled for **10:00 o'clock a.m., Wednesday, March 21, 2018** at located at 150 Willie Smokie Drive, Macon GA 31201. Please meet in the main lobby. This conference is mandatory; contractor must be present in order to submit a proposal.

E. Bid Bond

Bids, in order to be considered, shall be accompanied by a bid bond, payable to the Owner, in amount not less than five-percent (5%) of the total base bid.

This bid security shall become payable to the Owner only if the bidder, to whom award is made, should fail to execute a contract with the Owner and furnish bond and insurance in accordance with terms of the contract within ten (10) days after notification of award.

F. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory
Errors and Omission: \$1,000,000
General Liability: \$1,000,000
Automobile Liability: \$1,000,000

G. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

“RFP # 18-038-CW – “South Bibb Swimming Pool Management Services”

Macon-Bibb County Procurement Department

700 Poplar Street

Suite 308

Macon, Georgia 31201

Telephone: (478) 803-0551

Submissions may not be withdrawn for a period of one hundred-twenty (120) days after the deadline on date of closing. Macon-Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

I. Evaluation, Selection and Award

A. General Selection Process

The services being sought under this Request are considered to be professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the respondents that will result in an award that is in the best interest of the Owner. The Owner may, at their discretion, short-list and interview firms.

B. Scoring Breakdown

Experience 40pts

Project Approach 25pts

Project Timeline 5pts

Price 20pts

II. Additional Conditions

The Owner reserves the right to reject any or all Proposals received. The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner reserves the right to extend the deadline for submittals.

Upon receipt of a proposal by the Owner, the proposal shall become the property of the Owner without compensation to the Respondent, for disposition or usage by Macon-Bibb County, Georgia at its' discretion. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

The Owner assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposals. Costs incurred in responding to the request for qualifications are the Respondents' alone and the Owner does not accept liability for any such costs.

III. Scope of Project

Company shall make pools "ready to swim" by completing the following services, where applicable:

1. Clean pools. Pools must be clean and algae free.
2. Clean pools decking; (no landscaping) pressure washing available for an

additional charge.) (See section _REPAIR WORK.)

3. Inspect chemical feed pumps
4. Inspect all filtration equipment
5. Inspect flow meters, pressure gauges, and valves
6. Mount diving boards, guard chairs and ladders
7. Clean bathhouse
8. Inspect water-testing supplies. (Each year Company shall supply an appropriate test kit as provided for in section REPAIR WORK. During the swim season Company shall re-supply test kit at no additional charge.)
9. Order, store and inject all necessary chemicals to establish proper levels for
 - a. Free chlorine
 - b. Total Alkalinity
 - c. PH
 - d. Cyanuric acid
 - e. Calcium hardness
10. Start-up filtration system.
11. Perform requisite repair work as authorized and needed by Owner. (see section REPAIR WORK) Note: Company shall have the option to install and/or replace pools items necessary to meet code requirements.
12. Inspect all skimmers/gutters
13. Inspect vacuum system
14. Inspect return inlets
15. Inspect pump room valve system
16. Pools shall be ready to be opened (clean, etc.) 15 days prior to opening date.
17. Provide a list of pool staff at least 5 days prior to pool opening

A written record of maintenance visits will be kept in a central location available to both owner and company personnel. Each visit will be recorded by company personnel with a brief description of services performed.

Company will be responsible for collecting all admissions fees for all facilities.

Company shall provide Owner with a weekly summary of collections for each facility. Company will issue a check to Owner for these funds at the end of the swim season. All additional hours will be covered by two lifeguards. If bathing loads are high for two consecutive days, the company shall staff additional lifeguards as follows until crowd size subsides.

51-100

101-150

151-max load

3 Lifeguards minimum

4 Lifeguards minimum

5 Lifeguards minimum

Company personnel who shall work at the Owner's pools in fulfilling the terms of this Agreement, including all lifeguards, shall be employed solely by the company and be employees of the Company.

1. The Company agrees to pay and be solely responsible for the following for Company employees, including all lifeguards:

- a. wages d. state unemployment insurance
- b. income tax withholdings e. federal unemployment insurance
- c. social security withholdings f. workmen's compensation insurance

2. The company shall train all personnel. Lifeguards not performing up to the standards of the Owner will be replaced by the Company within 48 hours of receipt of written request by Owner or designated representative.

3. Personnel employed by the Company shall have all the proper credentials required by the local Health Department.

4. Personnel employed by the Company shall go through the Company's orientation training, onsite training, and a post Memorial Day Lifeguard training review test.

5. Personnel shall be trained in the area of blood borne pathogens and provided a blood borne pathogen exposure control kit. (This is an OSHA requirement.)

6. Lifeguards shall have the authority to discipline swimmers and any and all other persons within the pools facility, within their best judgment and sole discretion consistent with the published and posted rules of the Owner and minimum safety standards as established herein.

7. Company's full time management staff shall train all personnel on independent mechanical operation of Owner's facility.

8. Company shall inspect each facility once per week after pools are closed for swimmer operations to check and maintain each facility. Company shall provide written inspections upon the request of Owner.

9. Company's full time management staff shall supervise personnel. In season, company supervisors shall inspect the Owner's facilities no less than two (2) times each week to check performance of personnel.

10. All Company on-site personnel will complete background checks and drug tests provided by Company.

WATER QUALITY:

Company shall be responsible for maintaining the condition of the swimming pools water within the tolerance of the American Public Health Association and the local health department while pool(s) is open to swimmers.

- 1. Free Chlorine
- 2. Calcium Hardness
- 3. PH
- 4. Cyanuric Acid
- 5. Total Alkalinity

If, in the discretion of the Company, it is determined that the water quality is insufficient to properly operate the pools, the Company shall have the right to close the pools for such a period of time as shall be necessary to correct the water quality. This shall not require any change or

adjustment in any provisions of the agreement.

Emergency Closing of pools:

The owner and/or the Company may close the pools in an emergency situation, whether the emergency is caused by a breakdown of equipment, vandalism, contamination, any act of God, repairs, or by any other causes outside the control of Company. This shall not require any change or adjustment in any provision of these agreement. Should a time lapse of more than five (5) days be necessary to perform repairs and/or restore pools to normal operation Company shall refund fifty percent (50%) of the daily operational cost to Owner until such time as the pools is reopened for normal operation. Any work performed by Company shall be subject to the conditions in the REPAIR WORK provision of this Agreement.

CHEMICALS AND SUPPLIES

Company agrees to supply, at its expense:

1. The following chemicals for safe and clean pools water shall be provided throughout the summer.

Chlorine
Calcium chloride
Sodium bicarb
Stablizer
diatomaceous earth
soda ash
pools acid

2. The following supplies:

mops
brooms
buckets
toilet bowl brush
scrubbies
sponges

3. Normal incandescent light bulbs for bathrooms, pump room and lifeguard room. The owner agrees to be responsible for replacing all other light bulbs.

4. Owner agrees to be responsible for providing with no cost to Company, the following items/equipment.

water hoses algae brushes chemical drums
pool vacuum heads leaf net first aid kit
pools poles shepherd hook water test kit
Pools vacuum hoses pools rules sign 2 chemical feed pumps
Ring buoys trash receptacles gas and blower
Rescue tubes safety rope and buoys

5. The following bathhouse supplies: soap, disinfectant, paper towels, deodorizers, toilet tissue, trash can liners for pools.

Price Proposal Form

South Bibb Recreation Center Swimming Pool Management Fee:

Additive Items:

The other Swimming Pool Locations:

Frank Johnson Center - 2227 Mercer University Dr.

Delores A. Brooks Center – 3326 Ocmulgee East Blvd.

Memorial Park – 2465 2nd St.

Bloomfield Park – 4115 Lions Pl.

Booker T. Washington Center – 401 Monroe St.

Management Fee: _____

All work performed under this bid and the resulting contract shall be in strict compliance with the project specifications.

Respectfully Submitted,

Authorized Signature: _____ Dated: _____

Typed Name: _____ Title: _____