



MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

Lifeguard Services

RFP 23-033-LH

99058

MACON-BIBB COUNTY

ISSUE DATE: February 21, 2023

DUE DATE: Thursday, March 23, 2023

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 Cherise Stephens, Small Business Affairs at (478) 300-2297 or cstephens@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposal for Lifeguard Services (1 original **plus 3 copies and 1 Flash Drive**) in the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **Thursday, March 23, 2023**, for **Lifeguard Services** for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, March 23, 2023**, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located at 700 Poplar Street, Suite 308, Macon, Ga 31201.

**The deadline for submitting questions will be Friday, March 10, 2023, at 3:00 p.m. (EST).
All questions to be submitted via email only to Lhardwick@maconbibb.us**

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 Professional Services 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. 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

Any other applicable insurance required by law to provide Lifeguard Services

E. Submittals

Technical and Cost Proposals must be submitted in separate envelopes with flash drive. Responses must be sealed and identified on the outside of the package as and delivered to

“RFP #23-033-LH – “Lifeguard Services”
Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, Georgia 31201
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and 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.

F. Responsiveness

To be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

G. Responsibility

To be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing Lifeguard Services described herein.
- Licensed to do business in the State of Georgia.
- Financially and legally responsible to perform the services described herein.

H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Nonresponsive submissions will not be reviewed for potential award.

II. MINIMUM REQUIREMENTS

To be considered as “responsive”, all Proposers must provide documentation for the minimum requirements listed below.

1. Provide all appropriate Licenses and Certifications required in the State of Georgia to provide the goods and/or perform the Services stated in this RFP.
2. Have a minimum of three (3) years’ experience in providing Lifeguard Services described in this RFP.

3. Financially and legally responsible to perform the services included herein.

III. SCOPE OF SERVICES

The purpose of this RFP is to select the best-qualified Contractor and award a County approved contract to perform all activities associated with the goods and services described herein.

The successful Contractor shall recruit, screen, and hire staff required by law and best practice, each as mutually agreed on by client and contractor to be necessary to operate the aquatics area (includes the pool and deck area) of all recreation centers and parks. Through the term of the contract the aquatics staff will be designated to be on site for the operating hours of the building/park.

Manage and assume accountabilities for all aspects of requirements stated in this scope of work to include the following:

Item 1. Contract Duration. The contract duration shall be for one (1) year with one (1) additional one-year options to renew. MACON BIBB COUNTY CONSOLIDATED GOVERNMENT reserves the right to terminate this contract at any time with 30 days written notice to the contractor.

Item 2. Personnel.

The Contractor shall recruit, screen, and hire staff required by law and best practice, each as mutually agreed on by client and contractor to be necessary to operate the aquatics area (includes the pool and deck area) of all recreation centers and parks. Through the term of the contract the aquatics staff will be designated to be on site for the operating hours of the building/park.

Two weeks look ahead staff schedules will be provided to the MACON BIBB COUNTY CONSOLIDATED GOVERNMENT project manager.

The contractor shall provide one point person/Manager for regular contact.

Provide five (5) certified, trained lifeguards daily on duty per eight (8) hour shifts. Facility hours will be provided by the MACON BIBB COUNTY CONSOLIDATED GOVERNMENT project manager. These hours and number of staff may be adjusted, and the Contractor will be given prior notice.

Item 3. Safety. Contractor shall prepare and provide the materials below to satisfy event needs. The list includes most of the materials needs but some may be added depending upon the event.

The Contractor shall take appropriate safety measures that meet CDC and GADOH (Georgia State Dept. Of Health) guidelines and protocols for COVID-19.

In the event a regularly scheduled lifeguard is unable to come to their assigned shift due to COVID-19 quarantine, other related medical or personal reasons, the contractor will replace the personnel with another certified lifeguard, pre-approved by MACON BIBB COUNTY CONSOLIDATED GOVERNMENT, from its staffing division for the shift needed at its discretion.

The Contractor shall perform a water test a minimum of three (3) times per day. The results of this test will be logged and kept in the lifeguard station. Should any abnormal reading arise, the contractor's staff will contact a MACON BIBB COUNTY CONSOLIDATED GOVERNMENT representative immediately.

Track patrons use and ensure adherence to all COVID-19 rules and safety regulations in full.

Provide lifesaving and CPR/First Aid training for the designated lifeguard staff in accordance with the American Red Cross standards.

Lifeguard staff will enforce all GADOH and MACON BIBB COUNTY CONSOLIDATED GOVERNMENT swimming pool rule and report to security any patrons who repeatedly act in an unsafe and/or unlawful manner when using the pool and deck area. Reasonable attempts, within the scope of the

Lifeguard training, will be used to ensure safety. However, staff/security within the building, would need to be contacted to handle any situations that are unmanageable by the lifeguard on duty should any issues arise.

The contractor shall provide all safety equipment required for the aquatics center in alignment with the American Red Cross.

The contractor shall require lifeguards to perform monthly lifesaving drills to ensure safety methods are executed precisely.

Item 4. Reporting.

On the 1st of each month, the contractor shall provide the monthly reports listed here:

- Sign in sheets from safety drills.
- Sign in sheets from lifeguard shifts.
- Inventory of safety equipment kept on site.
- Water test results.

Item 5. Operating Hours.

The anticipated operating hours for Macon Bibb County Recreation Department/ Lake Tobesofkee are outlined below. The operating hours may be adjusted by MACON BIBB COUNTY CONSOLIDATED GOVERNMENT at any time. Notice will be provided to the Contractor with as much advance notice as possible.

The anticipated schedule is below:

Macon Bibb County Recreation Department

Locations: (6) Memorial Park Recreation Center, South Bibb Recreation, Bloomfield Park Recreation Center, Frank Johnson Recreation Center, Delores A. Brooks Booker T. Washington Community Center:

- Sunday – Monday: Closed
- Tuesday – Friday 1:00pm to 7:00pm
- Saturday 10:00am to 3:00pm

Lake Tobesofkee Park (Open Water)

Locations: (3) Claystone Park, Sandy Beach, Arrowhead

- Sunday – Saturday 11:00am – 7:00pm

Item 6. Contractor Qualifications.

Respondents are requested to provide an overview of your organizational chart, areas of specialization, number of years in operation, etc. Include an overview of similar services provided on a regional and local basis.

Provide a minimum of two (2) recent examples of success in providing lifeguard services.

Provide a minimum of two (2) business references.

Add Alternate Services

The scope of services listed below are not included in the base services and may be activated at MACON

BIBB COUNTY CONSOLIDATED GOVERNMENT's discretion.

Bidders shall submit all information available for the alternates listed below.

Add Alternate #1: Pool Repair and Maintenance

Provide personnel with a Certified Pool Operators license.

The CPO will be required to be on site a minimum of one (1) time per week.

CPO personnel will provide filter maintenance and repair to the filtration/pump system.

The CPO will provide a maintenance schedule at least one (1) month in advance to the MACON BIBB COUNTY CONSOLIDATED GOVERNMENT project manager for review and approval.

The CPO will order and maintain inventory of all chemicals required for pool operation.

All repair work will be outlined with materials and estimated timeline. The proposal will be submitted to the MACON BIBB COUNTY CONSOLIDATED GOVERNMENT project manager for approval prior to initiating repairs.

Add Alternate #2: Class Instruction

Provide a list of classes that the Contractor could provide to the community.

Example of these classes could include but are not limited to:

Learn to Swim: This program is focused on instructing adults who have no prior knowledge of swimming. Classes are broken down into different components to aid in learning, such as breathing techniques, gliding, floating and kicking, and further progressions into stroke development.

The goal of this program is to educate children on the proper swim movements in the water and teach them to be confident swimmers. It will introduce them to new and challenging drills that help to promote their strokes in the water. It focuses on mastering the streamline, establishing, and maintaining a flowline and reducing stroke counts. The goal of this program is to teach and fine tune proper techniques for their continued swimming development.

Neither the submission of a response to this Request for Proposal ("RFP") by any entity nor the acceptance of such response by MACON BIBB COUNTY CONSOLIDATED GOVERNMENT will obligate MACON BIBB COUNTY CONSOLIDATED GOVERNMENT in any manner whatsoever.

MACON BIBB COUNTY CONSOLIDATED GOVERNMENT reserves the right to accept or reject any or all proposals received in response to this RFP. Legal obligations will only arise upon execution of a formal agreement by MACON BIBB COUNTY CONSOLIDATED GOVERNMENT and the Respondent(s) selected by MACON BIBB COUNTY CONSOLIDATED GOVERNMENT.

Section 7. Term.

MACON BIBB COUNTY CONSOLIDATED GOVERNMENT is seeking the Services for a contract term of one (1) year with MACON BIBB COUNTY CONSOLIDATED GOVERNMENT's option to renew for an additional one (1) year terms.

IV. SUBMITTAL FORMAT AND REQUIREMENTS

The requested proposal documentation should be submitted on 8-1/2" x 11 soft bound sheets. Include one (1) original and three (3) printed copies. In, addition, submit one (1) flash drive of the entire proposal.

Submissions must be limited to a total of twenty (20) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

Firm's History / Background

- Letter of Interest
- History of the Firm (including years in business)
- Contact information (including address(es), telephone/Fax numbers, email, etc.
- Structure of the firm (include principal(s), project team, if applicable)

Experience

- Resume(s)
- Reference list
- List of Certifications

Price Proposal

- Provide prices on the Bid Proposal included herein.

V. SCORING (total possible number of points = 100)

Experience	40 pts
References	35 pts
Price	25 pts

Experience:

Provide a statement of qualifications and capability to perform the services described in this RFP, including a description of relevant experience with projects that are similar in size, scope, and complexity. The Proposer must identify their qualifications by education, license/certifications, skill set. A resume should be included in the RFP. Experience with "like" projects should be cited.

References:

Provide at least three (3) current and former clients for whom the Proposer has provided services similar to the requirements stipulated in this RFP. For each reference provide the company name, contact person's name and title, telephone number, and email address.

Price:

Fees are to be based on hourly rates.

VI. AWARD BASIS

Award will be recommended to the respondent with the highest number of points.

BID FORM COST PROPOSAL

Hours and Location of Work: Lifeguards will be expected to devote roughly 8 hour shifts equating to 40 hours per week. Services shall be performed at Macon-Bibb County Recreational Parks, Macon, Georgia, 31201.

Position	<u>Unit Hours</u>	Hourly Fee
Lifeguard	1 Hour	
Lifeguard Supervisor	1 Hour	
Overtime Rate	1 Hour	
TOTAL PRICE		

Add Alternate #1	<u>Unit</u>	Total
CPO Rate	1 each	
Chemicals	1 each	
CPO Overtime Rate	1 each	
TOTAL PRICE		

Add Alternate #2	<u>Unit Hours</u>	Hourly Fee
Class Instruction		
Instructor Rate	1 Hour	
TOTAL PRICE		

Add Alternate # 2: Contractor to provide list of classes.

NOTE: PRICE PROPOSAL MUST BE SUBMITTED IN A SEPARATE ENVELOPE.

ACKNOWLEDGMENT OF ADDENDUM

The undersigned Proposer acknowledged receipt of the following addendum, if issued, to the RPS. If none received, write "None Received."

Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:

Firm	
Signature	
Print Name	
Title	
Date	