

**CITY OF LEON VALLEY
REQUEST FOR BIDS
POOL MANAGEMENT FOR THE
LEON VALLEY COMMUNITY POOL**

The City of Leon Valley is seeking qualified professional Pool Management contractors to manage the Leon Valley Community Pool located at 6600 Strawflower, Leon Valley, TX 78238. Sealed bids will be accepted until **2:00 p.m., Tuesday, March 11, 2014**, in the office of the Purchasing Agent located at 6400 El Verde Road, Leon Valley, TX 78238, where all bids will be publically opened and read aloud. The City of Leon Valley reserves the right to reject any and all bids. Bids received after closing time will be returned unopened.

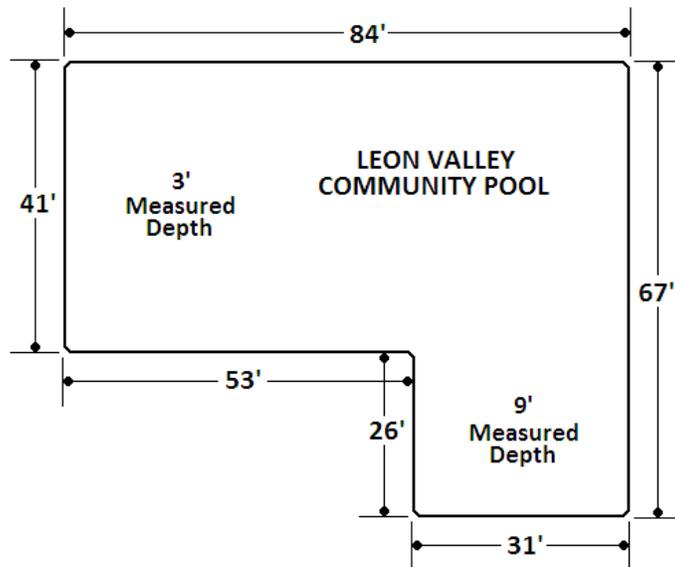
Any questions regarding this request for bids shall be directed to Rhonda Hewitt, Purchasing Agent at (210) 684-1391, ext. 222 between the hours of 7:30 a.m. - 5:30 p.m., Monday - Thursday and 7:30 a.m. - 11:30 a.m. Friday.

Project Description

The City of Leon Valley, through the Public Works Department, seeks a contractor to manage the City owned pool. The contractor will be responsible for managing the pool during the pool season beginning Memorial Day weekend, May 24, 2014 through Labor Day, September 1, 2014.

Contractors submitting a response must have a certificate of assumed name or Tax ID, provide a certificate of a Certified Pool Operator and a copy of required insurance as identified below. The company must be able to manage a large public pool and a minimum of two references must be provided.

- Baby Pool - 25 feet by 25 feet, 18 inches in depth.
- L-Shape Pool - See below (not to scale)



General Conditions

It is the desire of the City to award an exclusive Agreement to one Contractor for the right to manage and operate the facility. The Agreement is valid for the 2014 pool season only, with the City having the option to renew annually for up to three additional years under the same terms and conditions. The Agreement shall be subject to termination by the City in the event of sale or destruction of the facilities or because of misfeasance or nonfeasance by the Contractor. Further, the City may terminate the Agreement for non-compliance with the requirements as set forth in this request. The City reserves the right to terminate the Agreement for any reason, including convenience, with a thirty (30) day written notice. The City also reserves the right, by the Agreement, to cancel any part or all of the same for failure by the Contractor to follow the terms of said Agreement. The Contractor will be required to meet all Health and Safety standards and regulations set forth by ordinances of the City of Leon Valley, Bexar County, and the State of Texas.

Performance Bond

A performance bond or an irrevocable letter of credit of 100% of the guaranteed amounts of the Bid will be required prior to signing of the Agreement.

Bid Contents

No Contractor will be selected who, as determined by the City, has an unsatisfactory performance record or experience, or who lacks the necessary capital, organization and equipment to conduct and complete the services in strict accordance with the specifications. Each Contractor must submit as a part of its Bid, a written statement covering the following points:

- A. Number of employees who will render services to the City, and number of employees to be used at the facility listing the specific responsibilities of each.
- B. Previous experience in operating and managing an aquatic facility. Contractors must have at least three (3) consecutive years of experience in pool management services.
- C. It may be to the Contractor's advantage to briefly state any additional information it believes to be pertinent to the evaluation of its Bid.

Spring Opening

Access to the Facilities for this preparation work is to be coordinated with the Public Works Director.

1. Setup or install all movable equipment, including tables, chairs, lifeguard stands
2. Clean, inspect and prepare vacuuming equipment
3. Inspect and prepare all hoses
4. Check and clean all gutters and drains, including gutter covers
5. Check ladders for usage; clean lifeguard stands and furniture
6. Check and test equipment, i.e. chemical feeders, etc. and report status to City

7. Check all pumps and motors
8. Clean pool area
9. Circulate water through filtration system
10. Furnish, store and inject necessary chemicals for operation of the pools
11. Backwash filters and inspect for any defects
12. Make all plumbing fixtures fully operational
13. Have pools ready for operation at least fourteen (14) days before opening day
14. Report to City all operating deficiencies
15. Responsible for check out and handling of facility keys to staff
16. Other items as assigned by the City

Fall Closing / Winterizing

At the end of the swimming season, as herein specified or as extended by mutual agreement between the parties, Contractor will winterize and close the Facilities and perform and furnish services specified below in Part 9 of the Specifications.

Maintenance and Replacement of City Owned Equipment

The Contractor shall perform minor adjustments and maintenance to the equipment as part of its Agreement. The City shall pay for the cost of parts and materials upon prior approval of the City. All other repairs and replacement of equipment needed during the season to continue the operation of the pool and to maintain health and safety standards shall also be performed by the Contractor, at the City's discretion and at the City's expense; provided that the Contractor shall advise of needs in writing and receive approval from the City of the cost of major repairs (over \$100) prior to the performance of such repairs. The City will be responsible for the maintenance and replacement of the buildings, structures, utilities and surrounding areas including shrubbery. Contractor will be responsible for the care and repair of City property used for the operation of the Pool. Any said equipment shall be returned to the City at the end of the season in the same condition as received, reasonable wear and tear expected. The Contractor will be held accountable for those losses and damages to buildings and City owned property due to theft or abuse during the hours of operation of the Aquatic complex. The Contractor will try to prevent losses and damages to City owned property during hours of operation. Damaged or malfunctioning equipment should be reported immediately to the Public Works Director. If not reported, Contractor will be responsible for damages.

Personnel

The Contractor shall furnish sufficient personnel for the operation of a safe and sanitary pool. All lifeguards will hold a minimum qualification of an advance lifeguard certificate from Red Cross, and preferably be at least 16 years of age. Said personnel will be furnished in a manner to operate the pool in the safest manner possible and in the best interest of the City. The City reserves the right to approve or reject any proposed staffing schedules. All personnel must be uniformly identified at all times. Contractor will provide uniforms for lifeguards that are mutually agreed upon by the City. All personnel employed by the Contractor in the performance of fulfilling a

contract for the operation of the pool shall be considered employees of the Contractor and not of the City. All personnel employed by the Contractor shall be paid in accordance with the minimum Federal Wage and Hour Laws. The Contractor shall be responsible for the payment of all employment taxes and Social Security taxes related to the employment of said personnel. The City shall have the right to request replacement of any of the Contractor's employees whose conduct, character, or performance is detrimental to the best interest of the City, and the Contractor agrees to make such replacement within seven (7) days. The Contractor shall give Leon Valley residents first priority when hiring for all positions. The Contractor shall provide to the City a complete list of employees, ten (10) days prior to the beginning of the season. This list shall include the names, addresses, ages, and phone numbers of each employee. An updated list will be provided at such time as additional personnel are hired.

Specifications

1. City of Leon Valley will provide sets of keys to Company for all locks to operate the pool. Company shall keep and safeguard keys and release keys only to authorized personnel. Keys will be returned to City of Leon Valley in the event of termination of the contract.

2. City will provide the following:
 - Water
 - Electricity
 - Receptacles for trash
 - Garbage pick-up
 - Telephone that is accessible to company's lifeguards at the pool site
 - Stands and umbrellas for lifeguard stands
 - Equipment to operate pool required by local county health codes, i.e. ring buoys, rescue tubes, Sheppard's Hook, etc.
 - Complete written copy of pool rules
 - Maintain Structural Element of the pool & onsite buildings
 - Maintain Electrical equipment to include pool pumps, vacuum, and lights
 - Provide termite & pest control
 - Provide Lawn Services
 - Will turn over the pool for the season in operating order to the Company 48 hours prior to opening day - Memorial Day weekend Saturday, May 24, 2014

3. Contractor will provide the following:
 - Staffing of lifeguards during pool season (Memorial Day weekend Saturday, May 24, 2014 through Labor Day September 1, 2014)
 - All Company personnel who will work at the City's pool, including all lifeguards, shall be employed solely by the Company and be employees of the Company. No lifeguards shall be engaged by the Company as an "independent contractor". In addition, Company should provide a full-time adult (non-lifeguard) manager.
 - Company agrees to follow all state and federal guidelines for employment of their personnel.
 - Personnel employed by the Company shall have Red Cross Lifeguard training or

- equivalent.
 - Personnel employed by the Company will be provided chemical safety training by the company.
 - The company shall provide personnel employed by the Company with orientation training, onsite training and a post Memorial Day guard training review.
 - Personnel will be trained by the company in the area of blood borne pathogen and provided a blood borne pathogen exposure control kit.
 - Certified Pool Operators (CPO) will train all management personnel on independent mechanical operation of City's facility.
 - Company's full time management staff will supervise personnel. Company supervisors will inspect City's facility no less than two (2) times each week to check performance of personnel.
- During Operational Hours staff/ Lifeguards
 - Check water chemistry and record readings in a minimum of three (3) times a day
 - Maintain chemical balance of pool water
 - Back washing filtration system as needed
 - Cleaning main pool surge tank
 - Cleaning pump system strainer basket
 - Cleaning restrooms daily and inspecting it each hour
 - Clean swimming pool area
 - Vacuum pool two (2) times per week or as needed due to usage
 - Straighten up deck furniture
 - Replenish janitorial supplies in bathhouse, when needed
 - Enforce City's and Company's rules for the safety and convenience of pool customers
 - Maintain mechanical equipment in pump room
 - Report all medical or disciplinary action to City (copies of reports should be available to City upon request)
 - Lock and secure facility upon closing
 - Provide high customer service
- Provide a pre-season "Pool Data" report of pool facility. Report will cover the following items:
 - Type of equipment needed for opening day
 - Condition of the pool
 - Filter type and status
 - Pool pump type and status
 - General condition of pool structure
 - Electrical equipment status

- During Pool Season - Memorial Day weekend Saturday, May 24, 2014 through Labor Day, September 1, 2014, the Company ensures the following:
 - Clean pool (pool bottom must be visible)
 - Clean pool decking (no landscaping)
 - Clean pool deck drains
 - Maintain water quality sufficient to properly operate the pool
 - Inspect chemical feed pumps
 - Inspect all filtration equipment
 - Inspect flow meters, pressure gauges and valves
 - Inspect water testing supplies
 - Inspect underwater lights
 - Clean and fold pool cover(s)
 - Purchase, store and inject all necessary chemicals to establish proper levels according to local health department standards.
 - Chlorine, calcium chloride, sodium bicarb, stabilizer, algaecides, metal removal, soda ash, pool clarifier, acids and diatomaceous earth and any other chemicals required not specifically named above
 - Disinfectant, paper towels, deodorizers, toilet tissue and trash can liners for pool & bathhouse
 - The following cleaning supplies: mops, brooms, dust pan, buckets, toilet bowl brush, and sponges
 - First Aid Supplies: Band-Aids, gauze pads, antibacterial cream and bee sting swabs
 - Set out and clean deck furniture
 - Inspect all skimmers and clean, if applicable
 - Inspect vacuum system
 - Inspect return inlets
 - Inspect pump room valve system
- Operational Supplies/Utilities
 - Contractor shall furnish all chemicals and first-aid supplies as specified for the pool operation during the season.
 - Contractor shall provide, brooms, mops and scrub brushes for the facility.
 - City shall provide paper towels, soap, trash bags, toilet paper, cleaners and light bulbs for the facility.
 - City shall furnish water, electricity, gas and pay for the same. City shall provide four (4) sets of keys for locks that access the pool, bathhouse and equipment areas which should be accounted for at all times. In the event the contractor cannot account for all keys, they will be responsible for the cost of rekeying all locks.

4. Minimum Safety Standards: City agrees and acknowledges that it is the City's responsibility and duty to operate City's pool with all local health department standards. The Company shall report in writing any repairs needed to meet these minimum standards, immediately. The Company will provide the minimum number of lifeguards need to meet all State and

Federal regulations.

5. Pool Operations: Pool will operate on the following schedule:

Saturday of Memorial Day weekend until Labor Day Monday

Pool Hours:

Sunday	Closed
Monday	Closed
Tuesday	10:00 a.m. – 7:00 p.m.
Wednesday	10:00 a.m. – 7:00 p.m.
Thursday	10:00 a.m. – 7:00 p.m.
Friday	10:00 a.m. – 8:00 p.m.
Saturday	10:00 a.m. – 8:00 p.m.
Holidays	10:00 a.m. – 8:00 p.m.

6. Additional lifeguards:

Company will provide lifeguards for special events, after hour parties and extra hours of operation at the request of the City and subject to the following:

- The Company will provide the City with a specified amount to pay the lifeguards for their services at the special event
- For parties or special events for which the Company is to providing lifeguards, the City is responsible for giving the Company seven (7) days' prior notice in writing with payment as to:
 - Time and date of party
 - Number of people scheduled to attend
 - General age group of people scheduled to attend
 - Whether alcoholic beverages will be permitted at the event

7. Insurance/Liability:

Company shall maintain and keep in full force the following coverage:

- Worker's Compensation insurance covering all persons engaged on behalf of the Company in the performance of the terms of this bid request
- General liability insurance in the amount of at least \$1,000,000 each incident and at least \$1,000,000 each person.
- Professional liability insurance on the lifeguards in the amount of \$1,000,000
- Company shall supply a copy of certificates of insurance to the City with its bid verifying the above-mentioned insurance coverage.

City will maintain and keep in full force and effect the following coverage:

- Premises liability insurance
- Comprehensive general liability insurance in the amount of \$1,000,000 each accident and \$1,000,000 each person.

City will provide Company with proof of insurance in the form of Certificates of Insurance at time contract is signed.

8. Post Walk Through: Company will invite City to join them in a complete inspection of the City's facility. Company will provide a detailed and specific account of the condition and long term as well as short term needs of the pool to the City. Company will provide a written report sent to City within 14 days of the pool being closed for the season - Labor Day September 1, 2014.
9. Closing: Unless City elects Post-Labor Day operation, the pool will be considered closed to swimming on the Tuesday after Labor Day. Company will close the pool soon after that date as Company deems possible. Company will complete the following services to close the pool:
 - Pump pool water to correct level
 - Install pool covers
 - Drain pumps and hair/lint strainer
 - Backwash and drain filter tanks
 - Open all valves to appropriate settings
 - Store City's deck furniture under patio
 - Remove and store skimmer parts
 - Remove and store all moveable ladders and lifeguard chairs in shed
 - Clean and store chemical feeders
 - Drain and store away hoses
 - Add winterization chemicals to pool to retard algae growth
 - Prepare pool and pool plumbing lines for freeze protection; Company agrees to use common and accepted winterization techniques. Company will inject anti-freeze in skimmers and related fixtures. Company assumes responsibility for any freeze damage and will repair any damage at Company's expense with the exception of damage due to circumstances beyond Company's control
 - Winterize filter if not operating (does not include restrooms and related pipes. Vacuum pool prior to installing covers.
 - Prepare inspection closing report as deemed in Part 8.
 - Send letter in August requesting City personnel walk through with Company to inspection City's facility
10. Payments: Payments by City to Company shall be made in accordance with the following schedule:
 - Twenty-five percent (25%) upon execution of contract
 - Twenty-five percent (25%) on or before June 1
 - Twenty-five percent (25%) on or before July 1
 - Twenty-five percent (25%) on or before August 1

Payments are due as indicated above.

11. Contract shall be required: Successful bidder shall be required to enter into a written contract with the City, which contract shall include the operative terms of the bid response as well as additional non- monetary terms.

**CITY OF LEON VALLEY
REQUEST FOR BIDS
POOL MANAGEMENT FOR THE
LEON VALLEY COMMUNITY POOL**

PROJECT: MANAGE AND OPERATE LEON VALLEY CITY POOL LOCATED AT 6600 STRAWFLOWER, LEON VALLEY TEXAS, 78238 DURING THE POOL SEASON- MEMORIAL DAY WEEKEND SATURDAY MAY 24, 2014 THROUGH LABOR DAY SEPTEMBER 1, 2014.

Bid Amount \$ _____

NOTE: Please provide the following information with your bid proposal:

- Certificate of Liability
- References
- Certificate of a Certified Pool Operator
- Certificate of assumed name or Tax ID

The City of Leon Valley reserves the right to reject any and all bids and may require additional information to determine bidder's ability to perform contract.

Date: _____

Company: _____

By: _____

Title: _____

Phone: _____