

BID #2024 - 01 - CITY OF LEON VALLEY POOL MANAGEMENT

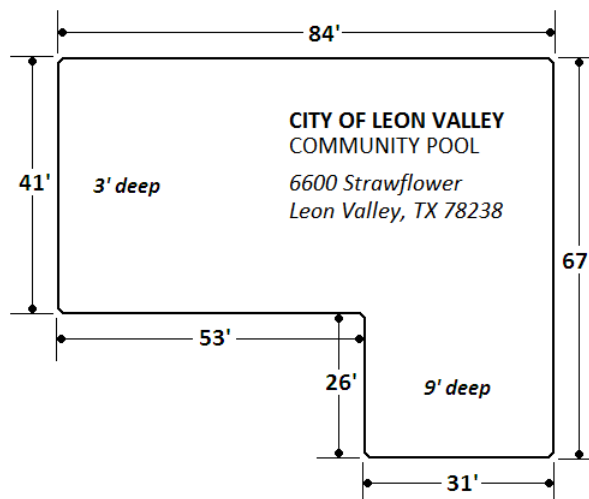
The City of Leon Valley is seeking a qualified professional Pool Management company to manage the Forest Oaks Pool, located at 6620 Evers Rd., Leon Valley, TX 78238. The company will be responsible for managing the pool before, during, and after the pool season from the Memorial Day weekend, 2024 through Labor Day, 2024. Any questions regarding this request for bids shall be directed to David Dimaline at d.dimaline@leonvalleytexas.gov or call 210-681-1232.

Sealed bids will be received until Tuesday, February 27, 2024 at 10:00 a.m. by the Purchasing Agent of the City of Leon Valley, Texas, 6400 El Verde, Leon Valley, TX 78238. Bids will be publicly opened and read aloud at 10:00 a.m. in the City Council Chamber of City Hall located at 6400 El Verde, Leon Valley, TX 78238. The City of Leon Valley reserves the right to reject any and all bids, to award the bid to the lowest responsible bidder or to the bidder who provides the best value to the City, and to waive any informality or technicality in the bid. **The City may accept all, or some of the bid items listed under the Bid Form on Page 7.** The City agrees to take action within sixty (60) days after the bid opening.

Specifications are free and only available electronically. Please visit the City of Leon Valley website at www.leonvalleytexas.gov/government/finance/purchasing.php or Public Purchase at www.publicpurchase.com. Bidders must use the bid form provided in the request and submit bid in a sealed envelope. The outside of the envelope must be clearly endorsed "**BID #2024-01 - CITY OF LEON VALLEY POOL MANAGEMENT**". Any bid received after closing time will be rejected and returned unopened.

Pool management companies submitting a response must provide a certificate of assumed name or Tax ID, 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.

Below is a diagram of the Forest Oaks Pool located at 6620 Evers Rd.



SPECIFICATIONS

1. The 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
 - 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 and onsite buildings
 - Maintain Electrical equipment to include pool pumps, vacuum, and lights
 - Provide termite and 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- the Friday before Memorial Day 2024.
3. Company will provide the following:
 - Staffing of lifeguards during pool season (Memorial Day weekend to Labor Day weekend, 2024).
 - 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 provide a blood borne pathogen exposure control kit.
 - Certified Pool Operators (CPO) will train all management personnel on independent mechanical operation of City's facilities.
 - Company's full time management staff will supervise personnel. Company supervisors will inspect City's facilities 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 - Labor Day the company ensures the following:
 - Clean pool (pool bottom must be visible)
 - Clean pool decking (no landscaping)
 - Clean pool deck drains
 - Maintain water quality to properly operate the pool
 - Inspect chemical feed pumps
 - Inspect pool water level
 - 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 and 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
- Must keep daily attendance records and submit to the City weekly
- Must use Active Net system for point of sale and each entry daily

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 immediately report in writing any repairs needed to meet these minimum standards. During operating hours, the company will provide **three (3) lifeguards at the Forest Oaks Pool** and the company will 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.

Forest Oaks Pool Hours (6620 Evers Rd.):

Monday	Closed
Tuesday	12:00 p.m. – 8:00 p.m.
Wednesday	12:00 p.m. – 8:00 p.m.
Thursday	12:00 p.m. – 8:00 p.m.
Friday	12:00 p.m. – 8:00 p.m.
Saturday	12:00 p.m. – 8:00 p.m.
Sunday	12:00 p.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.
- The Company will provide all services for after- hours pool parties to include lifeguards and scheduling. The Company will provide a report of after-hours pool party activities to the City at the end of the swimming season.

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 spec.
- General liability insurance in the amount of at least \$1,000,000.00 each incident and at least

\$1,000,000.00 each person.

- Professional liability insurance on the lifeguards in the amount of \$1,000,000.00.
- 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 \$1,000,000.00 each accident and \$1,000,000.00 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 closing for the season - Labor Day, 2024.
9. **Closing:** Unless City elects Post-Labor Day operation, the pool will be considered closed on the Tuesday after Labor Day. Company will close the pool as soon after that date as Company deems possible. Company will complete the following services to close the pool:
 - Pump pool water to correct level
 - 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) and vacuum pool.
 - Prepare inspection closing report as deemed in part (8)
 - Perform walk through with City personnel to inspect City's facilities, after winterization.
10. **Off Season Maintenance:** The Company shall provide off season maintenance of the pool. The pool is to be checked once every week to assure chemical balance and an acceptable water level. Company will provide written reports to the City.

11. **Payments:** Payments by City to company shall be made monthly. Invoices are to be submitted to the Public Works Department and are due no later than 30 days from receipt.
12. **Contract shall be required:** Successful bidder shall enter into a written contract with the City and shall include the operative terms of the bid response as well as additional non-monetary terms.

BID FORM

BID #2024 – 01 - CITY OF LEON VALLEY POOL MANAGEMENT

PROJECT: MANAGE AND MAINTAIN THE FOREST OAKS POOL LOCATED AT 6620 EVERS RD., LEON VALLEY, TX. 78238, TO PROVIDE MANAGEMENT DURING POOL OPEN SEASON (MEMORIAL DAY WEEKEND THROUGH LABOR DAY, 2024); AND PROVIDE OFF SEASON MAINTENANCE OF THE FOREST OAKS POOL.

ITEM	DESCRIPTION	PRICE
1	Management of the Forest Oaks Pool at 6620 Evers Rd.	
2	Off Season Maintenance at 6620 Evers Rd.	
TOTAL ITEMS 1 - 2		

Optional Additional Response

The City of Leon Valley is seeking a pool management company to provide aquatic programs, such as water aerobics, and concessions to help offset some of the operating costs. Separate from your bid response for the items above, please provide information and or experience your company has with implementing and marketing these types of programs, to include management of cash handling and reporting to the City.

The following items must accompany your bid:

- This Bid Form
- Certificate of Liability
- Workers Compensation Insurance
- References
- Certificate of a Certified Pool Operator
- Certificate of assumed name or Tax ID
- Form 1295 - Texas Ethics Commission found [HERE](#) (file online & submit with bid)
- Conflict of Interest Questionnaire found [HERE](#)

Or you may also copy and paste the following in your web browser

http://www.leonvalleytexas.gov/government/finance/docs/CIQ_Revised_11_30_15.pdf

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Bidder's Certification

I have carefully examined the requests set forth in the bid documents and will furnish the goods and services specified in the bid request at the prices submitted herewith.

I verify that all information submitted in response to this request is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the company and confirm that the company is able to perform the duties set forth in this request if awarded the contract.

Business Name _____

Business Address _____

City/State/Zip Code _____

Telephone/Facsimile _____

Email/Website _____

Date _____

Signature _____

Printed Name/Title _____