



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

**REQUEST FOR PROPOSAL
2022- 2024 POOL MANAGEMENT
EMMITSBURG COMMUNITY POOL**

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I. INTRODUCTION

The Town of Emmitsburg is requesting proposals from qualified pool management companies for labor and materials in regards to the operation and management of the Town’s Community Park Swimming Pool and Splash Pad (“Pool”) for the 2022, 2023 and 2024 pool seasons. Sealed proposals are due by 4:00 p.m. on Monday, January 10, 2022. Please see “Submittal Requirements” on how to submit your bid.

The successful bidder will enter into an agreement with the Town of Emmitsburg (“Town”) for management of the pool owned by the Town for the 2022, 2023 and 2024 pool season, which runs approximately 88 days (+/- 5 days) each pool season. The pool is open Memorial Day weekend until Labor Day weekend each year. The pool will open for the full time season the first Saturday after the Memorial Day weekend until mid-August, when Frederick County Public Schools resume for the school year. At that point the pool will be open *weekends only* until Labor Day weekend. *Other than these weekends the pool is open (7) days a week.*

Due to the fluctuating Frederick County school schedule the Town asks the successful bidder to work with the Town if the school schedule varies by a few days in the beginning or end of the pool season.

The winning bidder will have the option to open weekends after Labor Day if interested. The fee would be separate from the contract fee.

All bidders should be able to provide professional services for swimming pool management services adhering to national, state, and local requirements, codes and applicable standards.

Please direct any questions to Amy Naill at 301-600-6303, anaill@emmitsburgmd.gov.

II. BACKGROUND

The pool is owned by the Town. The pool is located at 201 West Lincoln Avenue, Emmitsburg, MD 21727 and is a 4,200 sq. foot “Z” shaped pool with a 440 sq. foot beach entry. Pool depths are 0’0” – 3’0” in the beach entry, 3’0” – 5’0” in the racing lane area, and 5’0” – 9’6” in the

diving area. The swimming pool features a small 8' diving board. The pool is also equipped with one American with Disabilities Act (ADA) chair lift and one Automated External Defibrillator. Although the pool has existed for almost 45 years, the Town recently received grant money to demolish the old pool and replaced it with a new pool in 2018 with the grand opening occurring in June 2018. The new pool features all new plumbing, conduits, decking, and filtration equipment. There is also a separate splash pad on the pool premise. The pool site has a pool bathhouse, pavilion, and concession stand. The pool bathhouse was fully renovated in winter 2018-2019. Concessions will be provided by a separate organization.

POOL SEASON

The Town's pool season runs approximately 88 days each year between May and September. The pool opens the Saturday of Memorial Day weekend and closes the Monday on Labor Day weekend each pool season. The pool will open for the full time season the first Saturday after the Memorial Day weekend until mid-August, when Frederick County Public Schools resume for the school year. At that point the pool will be open *weekends only* until Labor Day weekend.

The Town realizes that it is asking for a bid to include the 2022 and 2023 pool season in addition to the 2024 pool season. The Town anticipates the season of 2022 and 2023 to run approximately 88 days within a plus or minus (+/-) five-day window. This is due to the pool season following the Frederick County Public School's Calendar and this information is not available till the end of each calendar year.

Vendors are invited to schedule a site visit if they desire. Please contact Amy Naill at 301-600-6303 or anaill@emmitsburgmd.gov to schedule a visit.



Figure 1: Emmitsburg Community Pool as of June 2018 (newly renovated in 2018).

III. SCOPE OF WORK

All bids must meet and/or exceed the requirements contained herein. All bidders must adhere to national, state, and local requirements, codes and applicable standards. The successful bidder will be responsible for the maintenance of the pool to include the pool, splash pad, restrooms, bathhouse, and pool grounds including the pool parking lot. The successful bidder must be able to provide for the operation, management, and supplies of Emmitsburg pool to include the following:

A.) Daily Services:

1. Opening the pool during the stated hours of operations (noon – 7:00 p.m.). The contractor should have a daily schedule and checklist for cleaning, opening, and closing the pool and pool area.
2. Collect pool fees and balance the cash box nightly.
3. Administer all pool chemicals.
4. Pool vacuuming should be scheduled on a daily basis. Pool will be vacuumed before the public enters the pool.
5. Pool/Splash pad must be backwashed as needed.
6. The selected contractor shall remove all trash daily, including garbage, clothing, debris, etc. from the pool house and swimming pool area and pool parking lot. The selected contractor will be responsible for placing all trash, garbage and debris generated by the selected contractor's operation in a trash container. Clothing and swimming items left behind by customers should be collected at the end of the day and placed in a lost and found box in the pool house.
7. The selected contractor shall have the responsibility for ensuring that high standards of sanitation, cleanliness and safety exist at all times. Duties will include, but not limited to cleaning the bathrooms sinks/toilets/floors/showers, restocking toilet paper, picking-up and disposing of trash on the floor and pool grounds, pool parking lot, wiping off counters, cleaning and disinfecting pool chairs and picnic tables, etc. A daily cleaning checklist will be provided by town staff. Town staff reserves the right to inspect the cleanliness of the facility and request modifications at any time.
8. The selected contractor shall adhere to all applicable Town, County, State and Federal laws concerning sanitation, water quality, cleanliness and safety.
9. The pool contractor will be responsible for coordinating operations with Town staff.

B.) Supplies:

1. Chlorinators: Contractor will be responsible for providing, installing and maintaining chlorinators for the pool during the pool season.
2. Chemicals: Contractor shall be responsible for ordering and stocking adequate quality and quantity of pool water sanitation chemicals for the entire pool season(s) and facility, at its cost.
3. The contractor will be asked to supply pool umbrellas for the lifeguard stands each season. There are four lifeguard stands.
4. The contractor will supply all Covid-19 related cleaning supplies and disinfectants for pool furniture cleaning
5. The Town shall provide janitorial supplies (paper towels, soap, trash bags, toilet paper, cleaners and light bulbs) for the facility. The Town shall furnish water, telephone, electricity and pay for the same.
6. The Town shall furnish all first-aid supplies for the pool during the season.
7. The Town shall furnish hand-sanitizer for patrons.

C.) Other Management Services:

1. The contractor will be responsible for opening the pool and splash pad for the season. The Pool/Splash Pad opening requires inspection of all bathhouse plumbing; assembly and testing of filtration and plumbing equipment; draining, cleaning and filling pool with water to proper level and appropriate chemical balance. Replace all plugs in filter system removed for winterization, assemble chlorinating tube system, start systems and advise owner of any needed repairs. Inspect, mount and assemble all other pool facility equipment.
2. The selected contractor shall apply for all necessary health department permits and have the permits ready before the start of the pool season and provide original documentation of same to owner.
3. Contractor will perform, to industry standards, maintenance of the equipment and pump room.
4. The contractor will notify the Town promptly regarding any required repair work. The contractor will be given the opportunity to bid on said work. Likewise, the contractor must designate a representative contact for twenty-four (24) hour on-call service in the event of pool facility emergencies.
5. The Town of Emmitsburg hosts three after hour pool parties each season for two hours (Friday 6:00 – 8:00 p.m. These are scheduled one a month in June, July, and August. These events will require four lifeguards and one dedicated gate guard.
6. Pending interest, swim lessons must be offered/taught by the pool management company.

D.) Recruiting and Staffing:

1. Contractor will be responsible for payment of wages, withholdings, and any applicable insurance to its employees.
2. Provide a qualified and professional lifeguard team. Contract should include four lifeguards at all times and one dedicated gate guard. All lifeguards must be Red Cross Certified.
3. All persons employed by the selected contractor and the selected contractor itself must be licensed to do the work being performed in accordance with all federal state local and OSHA laws or regulations.
4. Lifeguards should be trained on the use of the Automated External Defibrillator and the ADA Chairlift. Selected contractor shall maintain a work force of sufficient size to handle the contract and meet the required Department of Health and Environmental Control minimum lifeguard standards, including reserve personnel to fill vacancies during absences because of illness, vacations and holidays.
5. A pool manager shall be on duty at all times and in possession of a certified pool operator's license.

E.) Does Not Include:

1. Winterization at the end of the pool season.

IV. PERFORMANCE STANDARDS

- A.) Operating Dates:** The 2022 pool season runs Saturday May 28, 2022 to Monday September 5, 2022. The pool is open on weekends ONLY on May 28th, May 29th, May 30th (Memorial Day), August 20th, August 21st, August 27th, August 28th, September 3rd, September 4th, September 5th (Memorial Day). The pool is expected to be open 7 days a week starting Saturday, June 4th, 2022 until the end of the pool season on Tuesday, August 16, 2022.
- Emmitsburg Community Heritage Day:** Community Heritage Day occurs each year usually on the last Saturday in June. On Community Heritage Day the Town does not charge for entrance into the pool. Extra staff (about 2 extra employees) will probably be needed this day as pool attendance is usually at a max capacity.
- B.) Operating Hours:** Standard pool operating hours are 7 days a week 12:00 p.m. (noon) to 7:00 p.m. The successful bidder will be required to be onsite by 11:30 a.m. to prepare the pool for opening. The pool contractor will be responsible for coordinating routine operating hours with Town staff.
- i. Closings:** If the pool is to be closed to the public due to health or weather concerns, the contractor's staff will be required to stay at the pool premise until the required pool cleaning has been completed and/or the bad weather has passed. In addition, notice must be given to Town staff via telephone of the temporary closing and signs must be posted on the front doors of the pool house as soon as the pool is closed.
- C.) Uniforms:** The successful bidder will need to stock and supply uniforms for all staff. The uniforms should consist of a t-shirt with "lifeguard" across the back and the pool company logo on the front of the t-shirt.
- D.) Customer Service:** Although the winning bidder will be a contractor with the Town, the contractor should be aware that all work performed by its employees, whether face-to-face or telephone conversations, reflect upon the Town of Emmitsburg. Thus the contractor's employees must look and act professionally at all times.

V. SUBMITTAL REQUIREMENTS

Please submit at least four (4) hard copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727. No email submittals will be accepted. Please note on bids, “**Pool Bid, Do Not Open.**” Contractors can either mail submittals, deliver submittals to the Town Office on the 2nd floor, or place submittals in the black drop box labeled “Town of Emmitsburg” at the rear of the Emmitsburg Community Center (300A South Seton Ave.). If a submittal receipt is requested, please email info@emmitsburgmd.gov or call 301-600-6300. At the minimum, all bids must include the following:

A.) Cover Letter: The cover letter must contain the following information:

1. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed regarding the bid and any questions.
2. Length of time in business.
3. Location of headquarters office.
4. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

B.) Table of Contents

Please number all the pages in your bid packet and include a table of contents. In the table of contents, please list the documents included with your bid in the order they are organized in. Please include page numbers in the table of contents so documents can be easily referenced.

C.) Detailed Cost Statement

The detailed cost statement should include the monthly charge to provide the services outlined in the *Scope of Service* and any other charges. It should be clear the factors that make up the monthly payments (i.e. personnel costs, overhead cost, chemical supplies, etc. for the season). The Town prefers all invoices for the pool season are provided to the town office at the beginning of the pool season. There should be one invoice for each month (e.g. May, June, July, etc.).

D.) Plan for Offering Swim Lessons

Pending interest, the Town of Emmitsburg would like the winning bidder to offer swim lessons during the pool season. Please submit a plan detailing when the lessons would be offered, how they would be solicited, and the cost of the lessons. The vendor is expected to provide staff for the swim lessons.

E.) Copy of Organizations Safety Manual and Employee Guidelines

F.) Copies of Current Operating Licenses

Please provide sufficient proof that all appropriate business licenses and pool operating licenses have been obtained.

G.) References

Provide at least three (3) client references for pool management work completed within the past five (5) years. Please provide the organization, name, address and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications/expertise of your organization/staff.

H.) Proof of Insurance

The successful proposer must have and maintain current worker’s compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the *minimum amount* of one million (\$1,000,000) per occurrence with the Town of Emmitsburg as an additional name insured. Please submit proof of insurance. Policy number, insurance company, and expiration date must be provided at a minimum for bids.

VI. PROPOSED TIMELINE

Tuesday, November 16, 2021	RFP available on the Town of Emmitsburg’s website.
Tuesday, November 16, 2021	RFP published on eMaryland Marketplace.
MONDAY, JANUARY 10, 2022	DEADLINE: Bids due by 4:00 p.m.
Monday, February 7, 2022	<i>Tentative:</i> Term review/approval by the Board of Commissioners.
Tuesday, February 8, 2022	<i>Tentative:</i> Announcement of winning

VII. MISCELLANEOUS INFORMATION

- *The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.*
- *The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.*
- *The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.*
- *Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.*
- *The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, sexual orientation, religion, age and disability in employment or the provision of services.*

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