

Request for Proposal
City of Nicholasville
January 16, 2024
#2024-252

This RFP should not be construed as a commitment on City of Nicholasville's part to obtain any Services from any vendor or to fully implement this project. At any time, the City of Nicholasville (The City) may terminate or modify this RFP and request revised proposals from respondents. The City may reject any or all proposals at its sole discretion. All expenses associated with providing the information requested in this RFP are borne solely by the respondents to this document. The City assumes no legal or financial responsibilities for such expenses.

A. RFP PURPOSE AND SCOPE:

The City of Nicholasville is seeking qualified professional Pool Management Companies to manage the Jessamine County Swimming Pool located at 300 Martin Luther King Blvd, Nicholasville Kentucky.

B. DESCRIPTION OF SERVICES:

The following description outline's the Scope of Work for the Proposal.

1. Proposer's will thoroughly examine the Facility prior to bidding.
Contact Pauline Horsley, Purchasing Agent to schedule an onsite visit.
2. Proposer's will make all investigations necessary to thoroughly inform themselves Regarding performance of services as required by the RFP Documents. No plea of ignorance as a result of failure to make the necessary examinations and investigations will be accepted as a basis for varying the requirement of the City.
3. If a bidder needs clarification of the RFP documents, bidder must submit a written Request to the Purchasing Agent. A request for clarification must be in writing and Received by the Purchasing Agent, not later than (4) days prior to the scheduled bid opening.

C. SUBMISSION OF RFP:

1. All RFP's shall be enclosed in sealed envelopes and submitted to the City of Nicholasville, 517 North Main Street, Nicholasville, Kentucky 40356, Attention: Pauline Horsley, Purchasing Agent. The Name and address of proposer, date of bid opening and bid name will be shown on the outside of the envelope. All RFP's must be received on February 2 2024, at Noon which at that time will be recorded as being received.
2. **Proposer's agree that the price will remain firm and subject to acceptance by the City for a period of 60 calendar days from the bid opening date.**
3. RFP'S received after the time set for the RFP opening will not be considered.

D. PROPOSER'S EXPERIENCE/REFERENCES:

1. Each Proposer shall have at least (5) five years' experience, and have a minimum of three (3) references of Pool Management.

E. SCHEDULED START DATE/ENDING DATES:

1. Starting Date: To be determined upon award of RFP.
2. Ending Date: To be determined upon award of RFP.

F. PROPOSER'S REQUIREMENTS

1. **Contract Price:** Contract Price set forth in the RFP shall become a part of the contract.

2. **Liability Clause:** Successful Proposer's shall furnish the following insurance Certificates in full amounts Required by Kentucky Statutes. All Certificates shall Remain up to date and on file during duration of the contract.
 1. A current Certificate of Liability Insurance must be provided to the Purchasing Department with the following minimum coverage:
Broad Form Comprehensive General Liability, including Products and Completed Operations.

Bodily Injury: \$1,000,000 each occurrence
 \$2,000,000 aggregate

Property Damage: \$1,000,000 each occurrence

 2. Automobile Liability, including any auto, hiring autos and non-owned autos.
 3. Workers Compensation for all employees used on the job pursuant to statute.
 4. Contractor must hold a current City of Nicholasville Occupational License. Business License, Contractor shall provide proof of Business License for the City of Nicholasville.

G. PRIMARY CONTACTS:

Name: Pauline Horsley
Phone: 859-885-1121 or 859-519-6556 City Cell
Email: Pauline.horsley@nicholasville.org
Address: 517 North Main Street, Nicholasville, Ky 40356

Name: Doug Blackford, Director of General Government
Phone: 859-885-1121 extension 251

H. TIMELINE & BUSINESS REQUIREMENTS

All Request for Proposal MUST be received no later than
February 2, 2024 at Noon
517 N Main Street
Nicholasville, Kentucky 40356
Attn: Pauline Horsley, Purchasing Agent
RFP 2024-252

I. WORK UNDER THIS CONTRACT IN NON-TRANSFERABLE OR SHALL NOT BE SUBLET.

The City of Nicholasville reserves the right to reject any and all proposals and to waive Any minor informality in proposals received.

BID SPECIFICATIONS:

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

2. City of Nicholasville will provide the following:
 - a. Water
 - b. Electricity
 - c. Receptacles for trash
 - d. Garbage pick-up
 - e. First Aid Kit – Company will re-supply at no cost to City of Nicholasville during the swim season – Band aids, gauze pads, bee sting swabs and antibacterial cream)
 - f. Telephone that is accessible to Company’s lifeguards at the pool site.
 - g. Lifeguard Stands and Umbrellas for lifeguard stands.
 - h. Equipment to operate pool required by local county health codes
 - i. Complete written copy of pool rules.

3. **Opening:** Company will make the pool “ready to swim” by completing the following services.
 - Type of equipment
 - Condition of the pool
 - Gallons of water
 - Filter type and status
 - Pool pump type and status
 - General condition of pool status
 - Electrical equipment status
 - Clean Pool (pool bottom must be visible)
 - Clean Pool decking (no landscaping)
 - Clean Pool deck drains
 - Inspect chemical feed pumps
 - Inspect all filtration equipment
 - Inspect flow meters, pressure gauges and valves
 - Mount diving boards, guard chairs and ladders
 - Clean bathhouse
 - Inspect water testing supplies
 - Inspect underwater lights
 - Clean and fold pool cover(s)
 - Order, store and inject all necessary chemicals to establish proper levels

According to local health department standards.
Set out and clean deck furniture
Startup filtration system
Perform routine repair work as needed
Inspect all skimmers and clean, if applicable.
Inspect vacuum system.
Inspect return inlets.
Inspect pump room valve system.

4. **Permits:** City will apply for and obtain from the local health department a swimming pool operating permit for the city and pay all fees associated with Obtaining the permit. Company shall advise and assist the City regarding the Permit and will make any necessary repairs, provide those parts and items Required to satisfy health department requirements.
5. **Minimum Safety Standards:** City agrees and acknowledges that is the City's responsibility and duty to operate City's Pool with all health departments standards. Local health department codes are available from the county Health Department. Company shall bring the City's pool into compliance within the minimum Standards to operate a pool.
6. **Hours of Pool Operations:**
Monday – Friday: 11 am-7pm
Saturday – 11 am – 7pm
Sunday – 1pm – 7pm
Holiday Schedules – Open Regular Hours
Memorial Day, Independence Day and Labor Day
7. **Staffing/Personnel:** Responsible to employ the necessary Personal to conduct The operations in order to meet the terms and conditions of this RFP and the Agreement.
8. **Rainy Days:** Pool will be closed during inclement weather conditions.
9. **Water Quality:** Per State Health Regulations, water quality of the pool and Splash pad will be tested at least 3 times per day and readings properly logged.
10. **Chemicals and Supplies:** Company shall purchase all necessary chemicals and Products to insure compliance with State and Local Health Departments Regulations.
11. **Repair Work:** Company is responsible for the operational maintenance of facilities and grounds to insure public safety. Capital needs must be immediately reported to the City.

12. **Closing**: Company shall provide winterization services of the swimming pool, Splash pad and pump house after operation closed after the Labor Day weekend.
A Winter Service agreement may be required as an Addendum to Contract.

13. **Payments**: Payment schedule will be agreed upon prior to purchasing supplies and instigating services.