



**REQUEST FOR PROPOSALS**

**BID 2023-0014**

**For**

**Spalding County Aquatic Center Management**

**ISSUE DATE: May 6, 2023**

**BID DUE DATE: Thursday, June 1, 2023 at 2:00 PM (EST) in HARD COPY.**

**Electronic submissions via email or fax will NOT be accepted.**

**Instructions to Bidders**

Questions should be directed in writing to the Spalding County Purchasing Department,  
Terri Bass, via email to: [tbass@spaldingcounty.com](mailto:tbass@spaldingcounty.com)

**The deadline to submit questions is Tuesday May 23, 2023, at 2:00 PM (EST).**

All spaces below are to be filled in and the BID FORM **must** be signed where indicated.  
**Failure to sign and return all required documents may result in rejection of the bid.**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



Sealed bids will be received at the Spalding County Board of Commissioners office, 119 East Solomon Street, Room 104, Griffin, GA 30223 no later than, **until 2:00 p.m. on June 1, 2023**. Bids received after this time will not be accepted.

Spalding County wishes to enter into a renewable contract to include eleven months of the 2024 fiscal year (August 2023 through June 2024) and the 2025 fiscal year (July 2024 – June 2025) with the option of three one-year extensions.

A **MANDATORY** pre-proposal conference is scheduled for **May 16, 2023 at 9:00 a.m.** local time at the Spalding County Annex Room 108 located at 119 East Solomon Street, Griffin, GA 30223. **ANY PROPOSER WHO INTENDS TO SUBMIT A PROPOSAL IS REQUIRED TO ATTEND THIS MEETING.** A site visit is available and optional after the pre-proposal conference.

Bid Opening will be conducted on **June 1, 2023 at 2:00pm** at the Spalding County Annex Room 108 located at 119 East Solomon Street, Griffin, GA 30223.

Four copies of the proposals (one original and three copies) are to be submitted in a sealed envelope, with the name of the project **“Spalding County Aquatic Center Management”** clearly marked on the front. **The date and time of opening are also to be included, along with the name of the company submitting the proposal.**

The County reserves the right to award the contract on the phases it deems to be in the County’s best interest.

The County will exercise its discretion in awarding the contract to the company who best satisfies the needs of the County. The County also reserves the right to reject any and all proposals and to waive any and all irregularities. The County’s policy and procedures for this process are available in the Purchasing Department for inspection.

Proposals will not be accepted from any person, firm, or corporation who is, or whose subcontractors are in arrears in any debt or obligation to Spalding County or any other governmental entity.

Ownership of all data, materials, and documentation prepared for and submitted to the County in response to this request for proposals shall belong exclusively to the County and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et.seq., unless otherwise provided by law.

**1. Introduction**

This Request for Proposals (RFP) is for Aquatic Center Management Services at the Spalding County Aquatic Center located at 561 Rehoboth Road, Griffin, GA 30224. The anticipated completion and opening of this new facility is early 2024. This is the only public aquatic facility in Spalding County.

**Spalding County Aquatic Center**

A one story, indoor aquatic center located at the intersection of Rehoboth & Barrow roads in Griffin, Georgia. The facility will include the following features:

- A 20,750 sq ft indoor aquatic center with an 8-lane x 25-yard competition pool with a diving board and a 4-lane x 25-yard therapy/instructional pool. The building is a combination of pre-engineered metal building and traditional construction on concrete slab. The building exterior consists of masonry veneer, cement board siding, and storefront glass system with a TPO roof. The building is fully conditioned and includes a lobby, office space, restrooms, locker rooms, classroom, lifeguard room, and various support spaces.
- The site includes parking for approximately 150 cars and 9 buses, fencing, hardscape, and basic landscaping.
- The Water maintenance system is Pulsar Cal-Hypo systems with provisions for both Muriatic Acid and CO<sup>2</sup> as ways to balance the PH.

**Facility accessibility and programming**

The Spalding County Aquatic Center is built for the purpose of providing a safe environment in which residents and users have access to the many benefits of affordable water-based activities and programming. The management company awarded the contract will be responsible for all aquatics management functions, which includes day-to-day operations and management, programming, staffing, fee collection, and year-round operations.

The pools shall be accessible to the public for open swim during designated times. There is one Spalding County recreation swim team that will use the facility year-round. There are two local high schools who will be seeking seasonal practice times as well. These programs will expect a reasonable fee for usage and may consider hosting swim meets. Additionally, Spalding County offers summer camps serving approximately 120 children. Summer schedules should include at least one swim time weekly for the camps. This facility is expected to offer swim lessons as a part of their regular or seasonal program schedule.

Tentative Pool Hours			
Monday	6:00a.m.	to	8:00p.m.
Tuesday	6:00a.m.	to	8:00p.m.
Wednesday	6:00a.m	to	8:00p.m.
Thursday	6:00a.m	to	8:00p.m.
Friday	6:00a.m	to	8:00p.m.
Saturday	12:00pm	to	6:00p.m.
Sunday	12:00pm	to	6:00p.m.

The following are recognized holidays and Spalding County facilities are closed and County employees will not be on duty.

New Years Day
MLK Day
Good Friday and Easter Sunday
Memorial Day
Juneteenth
4 <sup>th</sup> of July
Labor Day
Halloween
Veteran’s Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Years Eve Day

The management company awarded the contract will be responsible for managing and operating the facility and programs at their expense and maintaining a revenue sharing agreement with the County.

Proposers shall make NO CONTACT - either written or verbal - with any County employee or elected official, with the exception of the Purchasing Agent, during the period beginning with the issuance of this document through approval of award unless authorized. Any attempt by a vendor/proposer to influence a member or members of the aforementioned may be grounds to disqualify the Vendor from participation in the selection process of this Proposal.

All inquiries for information shall be directed to Terri Bass, Purchasing Agent, [tbass@spaldingcounty.com](mailto:tbass@spaldingcounty.com).

**2. Purpose of Request for Proposal**

The intent and purpose of this RFP is to solicit sealed proposals from qualified pool management contractors to establish a contract for: Swimming Pool Management Services at Spalding County Aquatics Center and the required water quality testing and assurance thereof.

The management company awarded the contract will enter into an agreement with Spalding County (the “County”) for management of the facilities owned by the County prior to the completion of the aquatic facility construction expected January 2024.

It is the County’s intent that this RFP permit competition to the maximum extent possible.

The management company awarded the contract shall operate and manage the Spalding County Aquatic Center from date of opening through June 30, 2025, inclusively, with the option for three (3) one-year renewals (July 1, 2025 through June 30, 2026; July 1, 2026 through June 30, 2027; and July 1, 2027 through June 30, 2028.)

### **3. Technical Proposal - Successful Management Company requirements**

**Transition Plan:** The management company awarded the contract must be prepared to operate the Spalding County Aquatic Center on or around January 1, 2024, based on facility construction completion.

**Full-time, onsite, Director/Manager:** The County requires that the management company awarded the contract provide a full-time AFO or CPO certified, on-site director/manager to manage all aspects of the contract and to be the direct liaison between the company and the County staff. This position will have an office at the Aquatic Center.

**Lifeguards:** All lifeguards shall be at least 16 years of age and must hold Red Cross Lifeguard, CPR and First Aid certification or equivalent certification by a comparable licensed agency approved by the County. **Background checks for all successful contractors' employees must meet county standard practices at a minimum and be conducted prior to each person's first day of employment.**

**Staffing Plan:** The staffing plan must meet national aquatic facility standards to provide sufficient and appropriate staffing levels at all times of operation.

**Swim Lesson Program:** The management company awarded the contract must have a plan for offering swim lessons to the public. Must describe in detail the type of lessons, levels offered, age ranges, guard to student ratios, and fees.

**Accessibility:** The management company awarded the contract must present a policy designating the age of a child's accessibility without an adult and a plan through which assistance is given to those who cannot afford swimming fees.

**Fee Schedule:** The management company shall outline a proposed Fee Schedule for County partner swim teams to include Griffin Gators recreation swim team, Griffin Highschool, and Spalding Highschool. Fee Schedule should also include, instructional classes, lane rentals, events, user groups, private rentals of pools and activity room, and general admissions / passes for open swim.

**Management Software:** The management company shall outline how it will manage daily accounting and documentation of program registrations, collections, entries, staff schedules, water quality records etc. utilizing a software program which has the ability to accurately prepare daily, weekly, monthly reports, which is sharable with the County.

**Technology:** The management company is responsible for the purchase of computers and software needed to manage programming schedules, staff schedules, reports, and daily transactions.

**Marketing:** The management company must have a plan for creating marketing materials for programs and events. Officially released information should be shared with County staff for cohesive messaging on County website and social media.

**Water Purity:** The management company shall outline its methods for recording and maintaining water purity in conformance with County Health Department regulations and standards and applicable laws. Daily water quality reports are to be documented and provided to the County on a weekly basis.

**Cleaning:** The management company shall outline its policy for facility maintenance. Vacuuming of the pools; pool bathrooms; areas surrounding pools, etc.

**Facility janitorial:** Management company shall outline janitorial services and care of facility's interior public spaces.

**Repairs:** The management company shall notify County staff immediately of any needed repairs. County staff are responsible for providing corrective action whether done internally or by an outside contractor to accomplish the repair. The management company will have the opportunity to provide a quote on repair work if Spalding County staff cannot complete the repair.

**Supplies - Provided by Management Company awarded the contract:**

- Water treatment chemicals for the water maintenance system: Pulsar Cal-Hypo systems with provisions for both Muriatic Acid and CO2 as ways to balance the PH.
- General Cleaning Supplies: mops, brooms, dustpan, buckets, toilet bowl brushes, scrub sponges, soap, disinfectant, paper towels, deodorizers, toilet tissue, trash can liners, etc.
- First Aid Supplies.
- Automobile, fuel, and maintenance of facility staff vehicle.

**Supplies - Provided by the County:**

- Property maintenance for the park property and building exterior.
- Maintenance of facility mechanics.
- Water hoses, pool vacuum heads, pool poles, pool vacuum hoses, ring buoys, rescue tubes, safety rope and buoys, chemical feed pumps.
- AED
- Telephones and service
- Utilities and Wi-Fi
- Facility keys and alarm security system.

#### 4. Proposals - Content and Format

Proposals should be as thorough and detailed as possible so that the County may properly evaluate a contractor's capabilities to provide the required goods/services.

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

Proposers are required to submit the following items as a complete proposal.

**A. Technical Proposal:** Reference Section 3. Submit in a separate sealed envelope.

Proposer must provide names, qualifications, and experience of personnel and the resumes of those who will be assigned to the project.

Minimum of five (5) years in professional pool management experience, including a list of Local or State Government Agencies the Proposer has contracted within the past 5 years. Indicate seasonal or year-round pool operation. Indicate the number of pools operated during the summer for the same municipality or county.

**B. Cost/Revenue Proposal and Financial Standing** should be presented for the 1-year contract and subsequent three one-year contract extensions in a separate sealed envelope.

The Management Company **selected** must be able to provide proof they are in good financial standings with all vendors, subcontractors, etc. prior to the award of the contractor. Documentation in support of this requirement includes a credit report from their bank of record or a nationally recognized credit bureau indicating their credit status of current and past seven-year creditors. Subsequent proof may be in the form of a letter on company letterhead and/or contact information with the provider to which the County may use as a reference denoting vendor/subcontractor name, phone number, contract identification (if applicable). In addition, the County will require contact information with the Management Company's financial institution(s), along with the necessary consent for the County to contact the institution to inquire as to the financial status of the contractor. Finally, the Management Company selected shall identify all liens or claims made against the proposer company within the last twelve (12) months.

Prior to the award of a contract, the Management Company shall furnish the following insurance with Spalding County named as additional insured, that must remain in force for a period of at least one year after completion of the work:

- Commercial General Liability, Contractual Liability, Products/Complete Operations Liability, Owners and Contractors Protective Liability, and Personal Injury Liability Insurance- \$1,000,000 Combined Single Limit Bodily Injury and Property Damage – each occurrence, with a \$2,000,000 annual aggregate limit.

- Comprehensive Automobile Liability Insurance - \$1,000,000 Combined Single Limit Injury and Property Damage Liability – each occurrence.
- Workers’ Compensation Insurance - \$100,000 Bodily Injury by Accident – each accident; \$500,000 Bodily Injury by Disease – policy limit; and \$100,000 Bodily Injury by Disease – each employee.

**Insurance:** The successful Proposer must provide a statement indicating that they are able to procure and maintain, without interruption and on an occurrence basis, public liability insurance in the amount of \$5,000,000.00 (five million dollars) to cover property damages and/or accidents and personal injuries that may be sustained by any patron or guest of the pools. The insurance coverage shall name Spalding County, its elected officials, officers, agents, and employees as additional insured and shall be primary as to any overlapping coverage carried by the County. The successful Proposer shall not be liable for mechanical failure or equipment damage to the pools resulting from faulty construction not performed by or on behalf of the successful Proposer.

**5. Evaluation and award criteria:**

Following receipt of proposals, County staff will review the proposals and may elect to schedule interviews. The County will exercise its discretion in awarding the contract to the company who best satisfies the needs of the County. Except for the mandatory pre-proposal site visits, proposers shall make no contact with County personnel without approval from the Purchasing Agent. The County reserves the right to reject any and all proposals and to waive any and all irregularities.

Decisions will be made using the following weighted criteria:

- Experience managing pool facilities. Demonstrated ability, capacity, skill, and reputation in the field of pool management. Provide references and resumes of individuals assigned to prior project 40%
- Record of performance with related governmental contracts 10%
- Cost/Revenue Proposal and Financial Standing 50%

The Company whose technical scores rank among the top three proposals will have their Cost Proposals opened and scored. The Cost Proposal shall remain sealed until the Technical Proposals have been opened and evaluated. These Cost Proposals will be evaluated for completeness and reasonableness as they relate to the technical proposal.

The County will award this contract to only one vendor based on overall best proposal. The County reserves the right to award the contract on the phases it deems to be in the County’s best interest.

## PROPOSAL SUBMISSION

### 1. Preparation of Proposal

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical proposal, the Proposer should reference those materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

### 2. Packaging of Proposal

The Proposer's response to this Request for Proposal must be divided into two appropriately labeled and sealed packages –a Technical Submission and a Financial Proposal.

The contents of each package will include:

1. Technical Submission
  - Experience managing pool facilities. Demonstrate ability, capacity, skill, and reputation in the field of pool management. Provide references and resumes of individuals assigned to this project.
  - Record of performance with related governmental contracts
2. Financial Proposal
  - Cost proposal  
*Do not include cost information in the Technical Submission.*

### 3. Number of Proposal Copies

1. Technical Proposal
  - a. One original and three copies
2. Financial Proposal
  - a. One original and three copies

### 4. Submission of Proposals

All proposals and supporting documents shall be submitted in a sealed envelope clearly labeled with the name of the Project and addressed to:

Spalding County BOC  
Attn: Terri Bass, Purchasing Agent  
119 East Solomon Street  
Griffin, GA 30223

Spalding County will not be responsible for the premature opening of a proposal which is not properly addressed, marked, and sealed. **Any proposal received after the due date and time will not be evaluated.**

## **5. Rejection of Proposals/Cancellation of RFP**

The County reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the county. It is also within the rights of the county to reject proposals that do not contain all elements and information requested in this document. The County reserves the right to cancel this RFP at any time. The County will not be liable for any cost/losses incurred by the Proposer throughout this process.

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**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Spalding County has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Spalding County, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. The contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Spalding County at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Firm

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(End of Form)



