

Issued: January 18, 2024
RFQ # 71010-24-01

REQUEST FOR QUOTATION



COUNTY OF AUGUSTA
PARKS and RECREATION OFFICE
18 Government Center Lane
PO BOX 590
VERONA, VA 24482
PHONE (540) 245-5727 FAX (540) 245-5732

Price Quotations for the following services, subject to the conditions and instructions attached hereto, will be received at the above office until, but not later than 2:00 o'clock p.m. Tuesday, February 20, 2024, for furnishing the following services for the summer 2024 aquatics season:

QUANTITY/DESCRIPTION	PRICE PER HOUR
Lifeguards at Stuarts Draft Park Pool	\$
Lifeguards at Natural Chimneys Park Pool	\$
Swim Lesson Instructors at Stuarts Draft Park Pool	\$

SUBMIT QUOTATIONS TO:

Augusta County Parks & Recreation
Scott Farris, Parks Services Manager
P.O. Box 590
Verona, Virginia 24482

Questions concerning the items are to be directed to: Scott Farris at 540-245-5727 or sfarris@co.augusta.va.us

No Email or Fax quotations will be accepted.

Company: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone #: _____

Representative's Name: _____

Official Signature: _____

The County of Augusta Parks and Recreation Department invites quotes on hourly wages based on the requirements listed below. The Contractor shall provide all services necessary to operate the Stuarts Draft Park pool and the Natural Chimneys Park pool. Bids may be submitted for one or both locations. Partial bids on one location are open to negotiation and the contractor will agree to the terms of the contract as written if bidding on one location. The County of Augusta Parks and Recreation Department reserves the right to negotiate terms of this Request for Quotation with the contractor(s).

SCHEDULE

The pool season at both locations will run from late May/Memorial Day weekend through Monday of Labor Day weekend. The schedule will consist of a minimum of 50 operational days up to a maximum of 110 operational days. Daily hours of operation to the public will range between 9am and 8:30pm. The daily schedule for the summer will be finalized by the Parks and Recreation Department on or about May 1, 2023, after consultation with the chosen Contractor(s). The contractor agrees to meet all schedule needs requested by Parks and Recreation. At least 2 weeks' notice of changes to the schedule will be given to the Contractor unless otherwise mutually agreed upon.

STAFFING

The Contractor will staff the pools as needed throughout the summer. The County of Augusta reserves the right to limit or increase the number of lifeguards based on daily attendance. Contractor is to ensure that personnel are responsible individuals and that they are able to maintain a courteous and welcoming atmosphere at the pools. Horseplay and obscene behavior are strictly prohibited. Personnel must pass a routine background check without any major criminal records. In the event of any behavioral or performance issues, appropriate disciplinary measures must be taken. If the County determines that a staff member is unable to adequately perform the duties and responsibilities of the position, the Contractor must remove such staff member from employment at County facilities.

The Contractor shall be responsible for payment of compensation to its personnel. Contractor shall pay and report all federal and state income tax withholding, social security taxes and unemployment insurance applicable to such personnel as employee of contractor. Contractor shall bear sole responsibility for any health or disability insurance, retirement benefits, or other welfare or pension benefits to which such personnel may be entitled.

CERTIFICATION

Contractor shall ensure that lifeguards will have appropriate certification to ensure the safety of all swimmers. All certifications are to be up to date and lifeguards should be proficient at all rescue procedures.

RENTALS

Both Natural Chimneys and Stuarts Draft pools are available for rentals throughout the season. Possible time slots for rentals are Thursday through Sunday evenings from 6:30pm to 8:00pm. Contractor agrees to provide at least two staff during these rentals as scheduled. A minimum of two weeks' notice will be provided for such rentals. In the event that Contractor's staff are not present for a rental which subsequently must be cancelled when proper communication has been provided from Parks and Recreation, Contractor agrees to reimburse the rental fee to Parks and Recreation.

LESSONS

The Contractor shall provide all services and labor necessary to conduct swim lesson instruction at the above-mentioned pool(s). This instruction will follow a schedule to be mutually agreed upon by Augusta County Parks and Recreation Department and the Contractor. This schedule must be planned and set by May 1, 2024. Instructors are to keep detailed records including attendance, evaluations, and progress reports which will all be provided by Parks and Recreation. The County of Augusta will pay for all instructional supplies and materials as necessary.

RESPONSIBILITIES

In addition to life guard and swim instruction duties, personnel employed by the Contractor shall be responsible for various cleaning, housekeeping and hospitality tasks at each pool facility. These tasks will include but are not limited to the following:

- Checking bathroom facilities regularly and restocking paper towels and toilet paper
- Checking trash receptacles and emptying when necessary
- Sweeping the pool house general areas, to include common areas, bathrooms, kitchen, etc.
- Picking up and properly disposing of any litter found on premises, including pool deck, breezeway, kitchen and bathroom floors
- Regularly checking and emptying pool skimmers
- Keeping pool furniture orderly on the pool deck
- Regularly checking and reporting pool chemicals
- Monitoring and supervising admission to the facility, collecting fees and completing daily attendance/financial reports as directed by Parks and Recreation
- Keeping counters, sinks, refrigerators, etc., in common areas and kitchens clean
- At Stuarts Draft Park pool facility, keeping the staff bathroom clean

Specific procedures will be set by the County at each location for the handling of admission fees and end-of-day procedures for daily deposits. Contractor personnel are responsible for following these procedures carefully and precisely. Any deviation from established procedures will not be tolerated.

Mandatory lifeguard orientation sessions will be held preceding the pool opening date. All lifeguards are required to attend one of these mandatory orientation sessions.

LIABILITY INSURANCE

Contractor shall furnish the County of Augusta with a certificate of insurance and add the County of Augusta as an additional named insured under its general liability policy. Contractor shall pay the entire cost of all insurance obtained by Contractor pursuant to this agreement and agrees to indemnify and hold harmless the County of Augusta, including the employees, agents and directors from any loss, cost, or expense resulting from Contractor's failure to maintain the required insurance. The County of Augusta agrees to issue a certificate of insurance to the named Contractor as an additional insured on its general liability policy.

BILLING

The Contractor will bill Augusta County Parks and Recreation on a per hour, per guard basis. Costs are also to be separated by location (Stuarts Draft and Natural Chimneys). Billing should begin no earlier than July 1, 2024 in order to coincide with the start of the County fiscal year.

IN-SERVICE TRAINING

Contractor may hold in-service trainings at both locations as needed. However, Parks and Recreation staff must be notified in advance of any scheduled trainings.

REQUEST FOR QUOTATIONS CONDITIONS AND INSTRUCTIONS

- 1) All informal price quotations must be submitted on and in accordance with this form. If more space is required to furnish a description of the commodities and/or services offered or delivery terms, the bidder may attach a letter hereto which will be made a part of the quotation.
- 2) Quotations received by the County after the deadline date and time specified for the opening will not be considered. It will be the responsibility of the bidder to ensure that submitted quotation is received by Augusta County Parks and Recreation by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Fax and email quotations will NOT be accepted.
- 3) The time of proposed delivery must be stated in definite terms.
- 4) Quotations must show line items at hourly rate.
- 5) Unless qualified by the provision "NO SUBSTITUTE", the use of the name of a manufacturer, brand, make or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired. Any item which the County in its sole discretion determines to be the equal of that specified, considering price, quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, and technical detail to enable the County to determine if the product offered meets the requirements of the solicitation.
- 6) The County reserves the right to reject any and all quotations and to waive any informality or technical defects if, in its judgment the best interests of the County will be served.
- 7) All quotations must include the company name and be signed by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
- 8) If you do not quote, return this Request for Quotation and state reason, otherwise your name may be removed from our mailing list.
- 9) The successful bidder will be notified by receipt of Purchase Order.
- 10) Non-discrimination. During the performance of this contract, the vendor agrees as follows:
 - a) The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the vendor. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b) The vendor, in all solicitations or advertisements for employees placed by or on behalf of the vendor, will state that such vendor is an equal opportunity employer.
 - c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 - d) The vendor will include the provisions of the foregoing paragraphs in every purchase order of over ten thousand dollars (\$10,000), so that the provisions will be binding upon each vendor.
 - e) Where applicable, laws protecting the rights of the disabled, including the Virginians with Disabilities Act and the federal Americans with Disabilities Act, shall apply.

11) Prohibition of Alcohol and other Drugs:

- a) During the performance of this contract, the vendor agrees to (i) provide a drug-free workplace for the vendor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the vendor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the vendor that the vendor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every purchase order of over \$10,000, so that the provisions will be binding upon each vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a vendor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- b) The vendor shall also establish, maintain and enforce policies which prohibit the following acts by all vendor personnel on County premises: (1) the manufacture, distribution, dispensation, possession, or use of alcohol, marijuana or other drugs, except possession and medically prescribed use of prescription drugs; and (2) the impairment of judgment or physical abilities due to the use of alcohol, marijuana or other drugs, including impairment from prescription drugs.

12) Nondiscrimination against Faith-Based Organizations:

It is the policy of the County not to (i) discriminate against a faith-based organization on the basis of the organization's religious character or (ii) impose conditions that (a) restrict the religious character of the faith-based organization, except for sectarian worship, instruction, or proselytizing; however this prohibition shall not apply to expenditures pursuant to contracts, if any, for the service of chaplains, or (b) impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursement.

13) Cancellation of Contract:

The County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor.