



ADVERTISEMENT for CONTRACTUAL SERVICE

RFP – MILAN POOL LIFEGUARD & MANAGEMENT - 012225

ADDENDUM No. 2

OWNER'S BID PROPOSAL FORM

OWNER: CITY of CLARKSTON
Clarkston, GA 30021

PROJECT: Milan Pool Lifeguard & Management

DATE: January 14, 2025

BID #012225 is hereby revised as instructed throughout attached ADDENDUM No. 2.

This Addendum forms a part of the contract documents and modifies the original bid documents. The following items shall take precedence over the originally published bid documents for the above-named project and shall become a part of the contract documents.

During the mandatory pre-proposal meeting held January 7, 2025, with site visit, the following items were discussed.

1. Timeline

- a. Q&A close – Jan 14th @ 12:00 pm
 - b. Final Addendum published – Jan 17th
 - c. Bid Close – Jan 22nd @ 9:30 am
 - d. Bid Open – Jan 22nd @ 9:45 am
2. There is not a link for the bid open, since everything is electronic. This process literally takes 2-5 minutes to complete.
 3. All questions should be submitted via BidNet.
 4. NO bond required in bid package, just the companies COI.
 5. Make sure to include a copy of all business and individual certifications in the bid package.
 - a. **The City want a copy of certifications for hired Contractor staffed people that will work at pool.**
 6. If your company recruits for positions, please consider Clarkston residence.

7. One (1) vendor will be selected.
8. Sears Pool Management Consultants, Inc is the contract incumbent.
9. The official contract starts April 1, 2025.
10. Be mindful of the pool operation hours as outlined in the RFP.
11. Only mandatory pre-bid attendees are allowed to bid on this project.
12. A test email will be sent with a copy of the sign-in sheet for your records.
13. If you need to return to look at the pool area (ONLY) you will need to schedule an appointment.

See list of Pre-Bid Attendees:

1. Aquatic Management
2. Dynamo Pool Management
3. Sears Pool Management Consultants, Inc
4. United Pool Maintenance, LLC

BidNet questions and responses (Q1 – Q25):

1. We would like to confirm the list of holidays that the pool may be closed for (if any) during the pool season? Can you confirm if there are any holidays in-season that the pool is closed for?
 - a. **The pool will be open all three (3) holidays during pool season.**
2. In Sub-Section A, it states the contractor is to have a site supervisor. Is it the intent of the City for there to be a dedicated on-site manager in addition to the lifeguards, or is the intent for the supervisor to be in the lifeguard rotation as essentially a head guard? Please also confirm if the site supervisor is a field position and managing multiple facilities, but we do not read this option as your intent.
 - a. **Yes, it the intent for there to be a dedicated on-site supervisor in addition to the lifeguards. The City of Clarkston prefers to have the site supervisor on site and not in the field.**
3. Is there an incumbent contractor, or is the City doing this scope of work in-house? If there is currently a contractor, can we review a copy of the last procurement's bid tabulation?
 - a. **As mentioned during the pre-bid meeting, Sears Pool Management Consultants, Inc is the contract incumbent.**
 - b. **This service was last bid February 2020.**
4. Can you please confirm if the pool coordinator will be an internal City staff hire and position working directly for the City? We are needing clarity that this position will not be employed or paid for by the contractor when it comes to budgeting our submission.
 - a. **The pool coordinator will be a staff member from the City of Clarkston.**

5. Is a Bid Bond or any other Bond required to bid?
 - a. As mentioned during the pre-bid meeting and under the “Additional Information” section of the RFP - No bonds will be required for this project.
6. What date will the contract be awarded?
 - a. As mentioned during the pre-bid meeting and stated in paragraph two under Purpose where it states, “This contract will start on April 1, 2025, to December 31, 2025.”
7. Please provide additional job description for the Site Supervisor.
 - a. See Staffing section of RFP
8. Is the supervisor expected to be on call 7 days a week? Or can it be multiple people to cover 7 days a week?
 - a. It can be multiple people if the city has a schedule on who is the person(s) on call each day.
9. Who will be responsible for yearly pressure washing of the pool deck?
 - a. The City of Clarkston will be responsible.
10. Will the City be responsible for cleaning/sanitizing the restrooms?
 - a. Yes, the City of Clarkston will be responsible for this task.
11. Will contractor be responsible for cleaning and trash removal outside of the pool fence?
 - a. See Facility Operations section of RFP
12. Will the City provide a blower for blowing debris off the pool deck daily?
 - a. The City of Clarkston will be responsible for task.
13. Do chemical delivery companies need to be listed as subcontractors?
 - a. As mentioned during the pre-bid meeting, no delivery companies should be listed since there are numerous chemical companies on the market.
14. The RFP states that staff need to arrive 1 hour before opening. Please provide clarification on this. What is the actual expectation? How many staff members need to arrive 1 hour early, if any?
 - a. Yes, the pool lifeguards should arrive early to prepare for the day. The expectation is that the lifeguards will have everything set up for the arrive of the patrons.
15. Who will be responsible for unlocking and locking the facility each day, especially on weekends and evenings?
 - a. The pool company will receive the code to get into the pool area when schedule to enter each day.
16. Will the City be responsible for winterizing municipal water lines? e.g. drinking fountains, water spigots, restrooms, etc.
 - a. Yes, the City of Clarkston will be responsible for task.
17. This is not a construction bid, we wanted to verify that bid bond, Performance & Payment Bonds are not needed.
 - a. As mentioned during the pre-bid meeting and under the “Additional Information” section of the RFP - No bonds will be required for this project.
18. Who is responsible for providing pool chemicals? This is not listed under pool supplies.
 - a. The pool company will be responsible for providing the necessary pool chemicals for the pool.

19. Does the City have a pool cover, if not would they want to consider getting a pool cover for the pool?
 - a. Yes, both swimming pools are covered with separate covers at Milan pool.
20. Seeing in the RFP 4 guards each day, and is this from open to close? Also see the 1 additional after 50 attendees are in and we are to add a guard after 74 attendees are at the pool during the day? Trying to understand the coverage you are looking for and know this pool gets very busy and will the gate attendant stop admission?
 - a. The purpose of having a certain number of lifeguards on duty is to prevent the city from stopping patrons from entering the pool and creating a long line to get in. Last season our pool capacity was too low based on the number of lifeguards on duty.
21. Does the Milan Pool have on site a battery-operated leaf blower AND a power vac - Hammerhead pool vac to have at the pool every day?
 - a. The City of Clarkston will provide a leaf blower on site for daily use.
22. Just want to confirm our meeting - the city will pressure wash the pool deck prior to opening and we are to just submit a quote should the City elect us to do this prior to opening?
 - a. Correct, the City will complete pressure washing of the pool areas.
23. The City is hiring the Pool Coordinator, and we are to train. This position will be the gate attendant when there - are we to assist with the gate attendant position when the Pool Coordinator is not there? Or are we just to provide lifeguards
 - a. The City of Clarkston will hire the Pool Coordinator. The gate attendant will be a separate position provided by the City of Clarkston.
24. With the City restocking and keep the bathrooms stocked. Can we have the city staff report the supply levels so we know when to restock the closets of the paper products? Also stating the City will OPEN and lock up at night - will our staff be doing any of this?
 - a. The City of Clarkston will keep a daily inventory list and will notify the pool company when stock is running low. Also, the pool company will have the ability to open and close the pool as well.
25. See that Tuesday May 27th - the Milan Pool will be closed because it will be open Monday Memorial Day May 26th. Any plans to reduce the pool hours on Wednesday May 28th and Thursday May 29th as DeKalb County schools will not be out until May 29th
 - a. Yes, the City of Clarkston will reduce the schedule on those days.