



# TOWN CANTON

## REQUEST FOR PROPOSALS TO PROVIDE ROUTINE POOL MAINTENANCE SERVICE

RESPONSES DUE: April 17, 2015, 11:00 am, EST

---

### GENERAL INFORMATION

The Town of Canton, Connecticut, (hereafter referred to as “The Town” or “Town”), seeks a qualified company or individual to provide routine pool maintenance services for the Mills Pond Pool, located outdoors at 10 East Hill Road, Canton, CT, 06019, for the period of spring of 2015. The selected respondent to this Request for Proposals (hereafter referred to as “RFP”) shall serve as an independent selected respondent (not as an employee) and therefore shall not be entitled to any employment benefits. To be considered for this Contract, respondent must have an SP-1 License, as required by the State of Connecticut.

### SCOPE OF SERVICES

Routine pool maintenance shall consist of opening the Mills Pond Pool in the spring of 2015. Work is required to be completed by Friday May 22, 2015. The selected respondent shall use its own labor, tools and transportation. Drawings giving the dimensions and geometry of the pool are attached to this RFP. The following is a Scope of Work that shall be performed:

✓ **TS-1: Pool Washing**

Description: The Work shall consist of the cleaning and washing of the pool and the gutter systems.

Materials: The materials for this Work shall consist of diluted muriatic acid, TSP and water. Soda ash or other acid neutralizer shall be used to buffer the Ph of the wastewater to 7.0 prior to discharge to The Town's sanitary sewer system. The materials used shall be checked by the selected respondent to insure they are compatible with the paint manufacturer's recommendations for the application. The selected respondent shall make such modifications in the materials as may be advised by the manufacturer's representative.

Methods: The selected respondent shall drain the pool, remove gutter covers (Koro seal grill) to the extent necessary to wash out the gutter, and remove all debris and foreign matter from the pool, gutter and associated areas. Debris and foreign matter shall be disposed of by the selected respondent in a safe and environmentally sound manner. The selected respondent shall remove all loose or peeling paint and wash the pool with one cup of TSP to 4 gallons of water as required to remove stains and discolored areas. The treated areas shall then be rinsed with water. A 15-20% solution of muriatic acid shall be sprayed on all painted surfaces to etch the sound old paint. The solution shall be rinsed with a TSP rinse to re-neutralize the surfaces. The waste solution shall be neutralized to a Ph of 7.0 prior to discharge into The Town's sanitary sewer system. The selected respondent shall coordinate with the Water Pollution Control Authority on the allowable release rate and

timing of the discharge to The Town's system. Work shall be performed in accordance with the attached Specification Section 099000-"Swimming Pool Paint".

✓ **TS-2: Repairs to the Pool Floor, Pool Walls, and Expansion Joint**

Description: The Work shall consist of the repairs to the Pool Floor, Pool Walls, and Expansion Joint prior to painting the pool.

Materials:

1. Damaged plaster shall be repaired with an acceptable white plaster designed for swimming pool use.
2. Damaged concrete shall be patched with Portland cement-based patch with acrylic admixture.
3. Cracks shall be repaired with polyurethane injection.
4. Sealants shall be polysulfide sealants suitable for immersed conditions.

Methods: Damaged, pitted, cratered, or other distressed areas shall be repaired prior to painting. The repair shall consist of the removal of all loose material, cleaning the surface to remove any foreign matter, and applying repair material as necessary to achieve a smooth surface for painting. Any sharp or protruding edges shall be ground smooth to prevent injury to bathers. The existing expansion joint shall have any loose material and foreign matter removed, cleaned, primed, and refilled with expansion joint sealer. All Work shall be performed in accordance with the following Specification Sections:

1. Specification Section 042000-"Pool Plaster"
2. Specification Section 049500-"Portland Cement Based Patch"
3. Specification Section 031400-"Liquid Polyurethane Injection"
4. Specification Section 079000-"Sealants"

✓ **TS-3: Painting**

Description: The Work shall consist of the application of rubber based paint over a prepared surface on the pool walls and floor. Racing lines, racing line targets, depth markings, and safety lines shall be painted in contrasting colors. Additional six (6) racing lines are to be added width wise in diving well portion of pool. Painting must be completed no later than Friday May 22, 2015.

Materials: The paint used for this Work shall be equal to RAMUC Type A-2 Rubber pool paint as manufactured by Ramuc, Beachwood, Ohio.

Pool Floor and Walls - #3011	Brilliant White
Lines and Targets - #321	Black

Methods: The selected respondent shall follow manufacturer's literature and recommendations as to surface preparation, coverage, working conditions, and application methods. Paint applied to flat surfaces shall be treated such that it will not create a slippery surface when wet. Depth markings and safety lines on the edge of the pool shall be treated in this manner. The painted surfaces shall be uniform in texture, free of runs, sags, and other defects, and shall have a paint thickness not less than 3 mills dry film thickness. The selected respondent shall advise The Town when to refill the pool with fresh water upon adequate drying of the painted surfaces. All painting shall be done in accordance with Specification Section 099000-"Swimming Pool Paint".

✓ **TS-4: Installation of new tiles**

Description: The Work shall include the removal of all tiles in the wading pool. Removal will be followed by the installation of new quality tiles. Wading pool is 20 ft x 35 ft (tiles go all around it). Work must be completed no later than Friday May 22, 2015.

✓ **TS-5: Remove and Replace Existing Tiles**

Description: The Work shall include the removal and replacement of cracked tiles in the wading pool. Wading pool is 20 ft x 35 ft (tiles go all around it). There are several damaged tiles in need of replacement. Work must be completed no later than Friday May 22, 2015.

**PAYMENT**

Selected respondent will be paid for the performance of work in one full payment be made payable after the Parks and Recreation Director has accepted the selected respondent's work performance for the opening of the pool.

**SELECTION CRITERIA**

Proposals will be reviewed and analyzed based on the following criteria:

- ✓ Respondent's completion of all RFP requirements.
- ✓ Respondent's experience providing pool maintenance.
- ✓ Respondent's professional references from prior serviced clients.
- ✓ Respondent's ability to meet The Towns' pool maintenance needs.
- ✓ Respondent's Fee for Services.
- ✓ Verification of Respondent's SP-1 License.
- ✓ Respondent's performance in possible interviews.

**RFP TIMELINE**

The projected timeline for this RFP is listed below and is subject to change

<b>EVENT</b>	<b>DATE</b>
RFP issued	03/30/2015
Deadline for RFP submission	04/17/2015

**GENERAL CONDITIONS AND INSTRUCTIONS**

Disclaimer: This Request for Proposals (hereinafter, "RFP") is not a contract offer.

Proposal Submittals: Proposals must be received by the Office of the Chief Administrative Officer no later than April 17, 2015, Noon, EST. Respondents must submit one original and one copy. Proposals may not be provided by electronic mail or facsimile. Proposals must be hand delivered or mailed to:

Office of the CAO  
4 Market Street  
P.O. Box 168  
Collinsville, CT 06022-0168

Questions about Proposal Requirements: Respondents with questions regarding this RFP may contact **only by email**:

Joshua T. Medeiros  
Director of Parks and Recreation  
Jmedeiros@townofcantonct.org

Any questions determined to be of interest to all prospective bidders will be answered in writing and provided to all bidders either by mail or by e-mail.

Except as authorized by Joshua Medeiros, no Respondent may contact any other employee or elected or appointed official of The Town with respect to the RFP or the submission of a bid.

Addendums: Addendum(s) to the RFP may be issued by The Town. When issued, addendum(s) will be posted on The Town's website under the "Request for Proposals" link. It is the Respondent's responsibility to check to see if RFP addendum(s) have been issued by The Town and to ensure that its proposal addresses all addendum(s).

Bid Security: The Bid must be accompanied by a Bid Security, which shall be not less than ten (10%) percent of the amount of the Bid. Bid Bond shall be prepared in the form of the bid bond attached hereto, duly executed by Respondent and his Surety and shall be subject to the review and approval of The Town's Legal Counsel. Respondent's Surety shall be licensed and Insured by the State of Connecticut. Certified Checks may be accepted by The Town, in lieu of a Surety Bid Bond, subject to review and approval of The Town's Legal Counsel. Respondent's Bank shall be licensed and Insured by the State of Connecticut and the Federal Deposit Insurance Company. The failure of The Town's Legal Counsel to approve the form of Bid Security shall be grounds for The Town to reject the Bid.

Proposal Package Form: All proposals shall be typed. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposal, or the party's authorized representative.

Late Proposals: Proposals received after the deadline for submission shall be returned unopened.

Exceptions to RFP: Any and all exceptions of the Respondent(s) to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the Respondent. The Towns reserve the right to reject proposals which contain exceptions that The Town deems to be unacceptable.

Review of Proposals: The Town reserves the right to waive informalities, non-material defects, or clerical errors in any proposal. The Town also reserves the right to reject any and all proposals, or any part of a proposal, when said action is deemed to be in the best interest of The Town. The Town reserves the right to negotiate with one or more Respondents as it sees fit. Proposals will be evaluated based on what is in the best interests of The Town. Cost will not be the sole factor in evaluating proposals. No contract rights shall accrue to a Respondent unless and until The Town and the Respondent execute a binding contract.

Proposal Costs: All costs incurred in the preparation of the proposals will be borne entirely by the individual/firm submitter.

Ownership of Proposals: All proposals submitted become property of The Town.

Freedom of Information: All proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.

Period Commitment: Proposals shall be final and binding and may not be withdrawn or amended for 60 days from the date and time when proposals are due.

Irrevocability of Proposals: Respondent(s) may amend or withdraw their Proposals prior to this RFP's due date and time by submitting a clear and detailed written notice to The Town. Subject to the Period Commitment provision detailed herein, all Proposals become irrevocable after the date and time they are due.

Assignment and Subselected Respondents: Assignment by successful Respondent(s) to third party of any contract based on the Request for Proposal or any monies due is prohibited and shall not be recognized by The Town unless approved by The Town in writing.

Collusion: Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person responsible for said misrepresentation or collusion. In the event that The Towns enter separately into a contract with any Respondent who is responsible for a misrepresentation or collusion and such conduct is discovered after the execution of said contract, each Town may cancel said contract without incurring liability, penalty, or damages.

Workers' Compensation Insurance: In accordance with the State of Connecticut Workers' Compensation laws, a person contracting with The Town must carry Workers' Compensation and Employers' Liability Insurance for all persons employed in the performance of services under this RFP. Selected respondent shall provide The Town with a certificate verifying such coverage before commencing services under this RFP. Such policy shall require thirty (30) days notice to The Town in writing prior to alteration, cancellation, termination or expiration of any kind.

Commercial General Liability Insurance: Selected respondent shall carry Commercial General Liability Insurance (Bodily Injury, Property Damage, Products and Completed Operations) in an amount of not less than one million dollars (\$1,000,000) per occurrence with a two million dollar (\$2,000,000) aggregate, combined single limits. Selected respondent shall provide The Town with certificates verifying such coverage acceptable to The Town before commencing services under this RFP. Such policy shall require thirty (30) days notice to The Town in writing prior to alteration, cancellation, termination or expiration of any kind. All Commercial General Liability Insurance shall name The Town as additional insured and shall be primary and noncontributory to any valid and collectible insurance carried by The Town.

Automobile Liability Insurance: Selected respondents shall be required to carry Automobile Liability Insurance in limits, based on the services to be provided, in limits of not less than one million dollars (\$1,000,000), combined single limits. Selected respondent shall provide The Town with certificates verifying such coverage acceptable to The Town before commencing services under this RFP. Such policy shall require thirty (30) days notice to The Town in writing prior to alteration, cancellation, termination or expiration of any kind.

Defense and Indemnification: Any person contracting with The Town must, to the fullest extent permitted by law, indemnify, defend, and hold harmless The Town and its agents and employees from and against all claims, damage, loss or expense including reasonable attorney's fees arising out of or resulting from the performance of the contract. Selected respondents shall pay any and all attorneys' fees incurred by The Town, its agents, or its employees, in enforcing any of The selected respondent's defense or indemnification obligations. In any and all claims against The Town, or any of its agents or employees, by any employee of a selected respondent, or anyone directly or indirectly employed by a selected respondent, or anyone for whose acts a selected respondent is liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or a selected respondent under Workers' Compensation Acts, disability benefits acts, or other employee benefits acts.

Conflict of Interest: By submitting a proposal the Respondent certifies that no officer, agent or employee of The Town who has a pecuniary interest in this request for proposal neither has nor shall participate in the contract negotiations on the part of The Town, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Respondent of the same call for proposals, and that the Respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm. Respondents must fully disclose, in writing to The Town on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Respondent were to become a contracting party pursuant to this RFP. The Town shall review any submissions by Respondents under this provision and may reject any Proposals where, in the opinion of The Town, the Respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Respondent were to become a contracting party pursuant to this RFP.

**TOWN OF CANTON**  
**Routine Pool Maintenance Fee Proposal Form**

Directions: Provide the information requested.  
Do not include extraneous fees on this form.

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

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

**ITEM #1      PROPOSED OPENING FEES FOR ROUTINE POOL MAINTENANCE SERVICES INCLUDING PATCHING CONCRETE 0" to 1/2" DEPTH INCLUDING SURFACE PREPARATION (CHIPPING, ETC.), BONDING AGENT, ETC.:**

(Dollar amounts must be written alphabetically)

2015 Opening	\$	
--------------	----	--

\_\_\_\_\_ DOLLARS

AND \_\_\_\_\_ CENTS

**ITEM #2      PROPOSED UNIT PRICE FOR LIQUID POLYURETHANE INJECTION:**

(Dollar amounts must be written alphabetically)

Cost Per Linear Foot	\$	
----------------------	----	--

\_\_\_\_\_ DOLLARS

AND \_\_\_\_\_ CENTS

**ITEM #3      PROPOSED UNIT PRICE FOR POOL PLASTER REPAIR GREATER THAN 1/2" to 1" DEPTH INCLUDING SURFACE PREPARATION (CHIPPING, ETC.), BONDING AGENT, ETC.:**

(Dollar amounts must be written alphabetically)

Cost Per Square Foot	\$	
----------------------	----	--

\_\_\_\_\_ DOLLARS

AND \_\_\_\_\_ CENTS

**ITEM #4      PROPOSED UNIT PRICE FOR CEMENT-BASED PATCH GREATER THAN 1" to 2" DEPTH INCLUDING SURFACE PREPARATION (CHIPPING, ETC.), BONDING AGENT, ETC.:**

(Dollar amounts must be written alphabetically)

Cost Per Square Foot	\$	
----------------------	----	--

\_\_\_\_\_ DOLLARS  
AND \_\_\_\_\_ CENTS

**ITEM #5 PROPOSED UNIT PRICE FOR CEMENT-BASED PATCH GREATER THAN 2” DEPTH INCLUDING SURFACE PREPARATION (CHIPPING, ETC.), BONDING AGENT, ETC.:**  
**(Dollar amounts must be written alphabetically)**

Cost Per Square Foot	\$
----------------------	----

\_\_\_\_\_ DOLLARS  
AND \_\_\_\_\_ CENTS

**ITEM #6 REMOVAL OF EXISTING TILES AND REINSTALL EXISTING TILES IN WADING POOL INCLUDING SURFACE PREPARATION (CHIPPING, ETC.), BONDING AGENT, ETC.:**  
**(Dollar amounts must be written alphabetically)**

Cost Per Square Foot	\$
----------------------	----

\_\_\_\_\_ DOLLARS  
AND \_\_\_\_\_ CENTS

**ITEM #7 REMOVAL OF EXISTING TILES AND INSTALL NEW TILES [APPROVED BY TOWN] IN WADING POOL INCLUDING SURFACE PREPARATION (CHIPPING, ETC.), BONDING AGENT, ETC.:**  
**(Dollar amounts must be written alphabetically)**

Cost Per Square Foot	\$
----------------------	----

\_\_\_\_\_ DOLLARS  
AND \_\_\_\_\_ CENTS

**The Town reserves the right to reject any and all proposals in whole or in part that it deems to be in the best interest of the Town**

I acknowledge that I have read and understand the RFP to provide routine pool maintenance services, and that I am both able and willing to meet the terms and conditions of this sample contract.

Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN OF CANTON**  
**Routine Pool Maintenance Reference Form**

Directions: Provide 3 (three) recent references, preferably governmental.

**(1) Company / Individual:** \_\_\_\_\_

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

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

Service Dates: \_\_\_\_\_

Services Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(2) Company / Individual:** \_\_\_\_\_

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

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

Service Dates: \_\_\_\_\_

Services Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(3) Company / Individual:** \_\_\_\_\_

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

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

Service Dates: \_\_\_\_\_

Services Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOWN OF CANTON**  
**Routine Pool Maintenance Bid Security Form**

Please provide proof of a bid bond.