

Issued: February 15, 2017
RFQ # 71010-17-02

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. Friday, March 10, 2017, for furnishing the following services for the summer months during 2017:

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
Nick Grow, Program Coordinator
18 Government Center Lane
P.O. Box 590
Verona, Virginia 24482

Questions concerning the items are to be directed to:
Nick Grow at 540.245.5727 or ngrow@co.augusta.va.us

NO Email or Fax quotations will be accepted.

Company: _____ Date: _____

Address: _____

City/State/Zip: _____

Phone #: _____

Official Signature: _____

SCOPE OF WORK

The County of Augusta Parks and Recreation Department invites quotes on hourly wages and requirements listed below. Questions about the informal solicitation may be directed to Nick Grow, Program Coordinator.

The Contractor shall provide all services necessary to operate the Stuarts Draft Park's outdoor pool and the Natural Chimneys Park's outdoor pool. The opening for the season is on Saturday of Memorial Day Weekend and the closing for the season is Monday, September 4, 2017. The schedule will consist of a minimum of 45 operational days up to a maximum of 90. Daily hours of operation to the public will be 9 a.m. to 9 p.m. The daily schedule for the summer will be finalized by April 15, 2017. Contractor agrees to meet all schedule needs requested by Parks & Recreation. At least 2 weeks' notice of changes to the schedule will be given to the Contractor unless otherwise mutually agreed upon. Contractor shall insure that assigned lifeguards will have appropriate certification to insure the safety of all swimmers.

The Contractor will staff the pool as needed throughout the summer and bill the County of Augusta/Parks and Recreation on a per hour, per guard basis. The County of Augusta reserves the right to limit or increase the number of lifeguards based on daily attendance. The County of Augusta shall pay for all repair work, mechanical parts, equipment and chemicals needed for pool operations, including start up and close down.

The Contractor shall provide all services and labor necessary to conduct swim lesson instruction at the above mentioned pools. This instruction will follow a schedule to be mutually agreed upon by the the designated programmer of the Augusta County Parks & Recreation Department staff and the swim instructor supervisor for the Contractor. This schedule must be planned and set by April 15, 2017.

The Contractor will staff the pool as needed for this planned instruction time throughout the summer and bill the County of Augusta/Parks and Recreation Department on a per hour, per instructor basis. The County of Augusta shall pay for all instructional supplies and materials.

The personnel employed by the Contractor shall be responsible for various housekeeping and hospitality tasks to be mutually agreed upon by Augusta County Parks & Recreation Department staff and the Contractor. These tasks include but are not limited to the following: checking bathroom facilities regularly, checking trash receptacles and emptying when necessary, sweeping the pool house general areas, regularly checking pool skimmers, keeping pool furniture orderly on the pool deck, and regularly checking and reporting pool chemicals. The Contractor will provide staff to monitor and supervise admission to the facility and collect scheduled fees as directed by Parks & Recreation. These tasks are to be done in order to keep the pool facility in good condition for the general public.

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.

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.

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 date and time specified for the opening will not be considered. It will be the responsibility of the bidder to see that his quotation is in this office 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.