



City of Richmond

Request for Qualifications For Pool Equipment Supplies and Services

Quotes must be submitted
no later than 3:00 p.m.
Thursday, April 21, 2022

Questions regarding this RFQ can be made to:

Carl Capistrano, Stationary Engineer Supervisor
510- 620-5479
City of Richmond
Department of Public Works
6 – 13th Street
Richmond, CA 94801

Purpose

It is the intent of the City of Richmond to establish a list of Qualified Service Providers to provide a wide variety of swimming pool equipment, parts, supplies, services, and related products for the care and maintenance of its aquatics facilities.

The list of Qualified Service Providers will remain in effect for three years, with a not to exceed amount of \$150,000.00 over a three (3) years. After three years the list may be updated and / or have a possible two year \$50,000 extension with Department Head approval. Such products and/or services will be requested on an “as needed” basis after price, availability, lead time to delivery, and skillset needed have been considered by the City.

Service providers who wish to participate must meet certain criteria, such as; possess appropriate California State Contractors licenses, be a member in good standing with the California State Licensing Board, be registered with the City’s “Bids Online” program, and have all required licenses and permits, and insurance.

Depending on the nature of equipment, parts, or service requested, a competitive bid may be solicited prior to placing an order for parts or service.

It is recognized some companies will specialize only in specific areas of pool care, such as tile and coping repairs, plaster repairs, filter service, general pool supplies, etc. These companies are encouraged to submit replies for their respective specialties.

Receipt of Quotes

One original copy of RFQ and two sealed copies must be submitted no later than 3:00 p.m. on April 21, 2022 at #6 13th street, Richmond CA 94801 addressed to Jose Urquilla, Facility Maintenance Superintendent. Incomplete or late RFQ’s will not be considered.

Scope of Work and General Conditions

The City of Richmond desires to engage qualified service providers to provide a wide variety of equipment, parts, materials, and/or supplies for the care and maintenance of its aquatics facilities.

Services may include but are not limited to:

- Pool plaster, coping, and tile repairs
- Pool leak detection
- Filter sand replacement
- Surge pit repairs or service
- Booster, circulation, sump, and chemical feed pumps.
- Furnace or heat exchanger annual service or repairs
- UV system inspections and repairs
- ADA lift repair and service.

Products and parts include but are not limited to:

- Circulation, sump, chemical feed, and booster pumps
- Variable frequency drives
- UV system and repair parts
- Chemical feed systems, and accessories
- Chemical storage and containment supplies
- Filters
- Accessibility equipment
- Safety equipment
- Pool covers and reels
- Pool deck equipment
- Pool sweeps, vacuums, cleaning supplies, and products.
- Other products as needed to care for and maintain a large aquatics facility.
- Any and all parts needed to repair and maintain a large aquatics facility.

City owned aquatics facilities that may require service include, but are not limited to:

- Richmond Municipal Natatorium aka “The Plunge”
1 Richmond Avenue
Richmond, CA 94801
- Richmond Swim Center aka “Kennedy Swim Center”
4300 Cutting Blvd
Richmond, CA 94804
- All Services & products shall be delivered in an efficient and professional manner. Services or products shall meet the satisfaction of the Facilities Maintenance Superintendent, Supervisor, or other City designee.
- All work and materials shall be in accordance with the City’s Building Regulations Department. Any and all applicable permits and fees shall be the responsibility of the service provider.
- All equipment used on-site by the service provider shall be provided by the service provider, and shall be maintained in good working order. Equipment used for all projects shall be within industry standards.
- There shall be adequate personnel for any services provided. All persons shall wear clothing with markings identifying the service provider, and all employees shall have the necessary safety equipment on site per local City, State, and Federal standards.
- The Service Provider shall provide and maintain, in accordance with Labor Code section 6708 and OSHA requirements, adequate emergency first-aid treatment for its employees and anyone else who may be injured in connection with the work.
- All works areas shall be kept clean and neat.

- The Service Provider shall deliver exceptional customer service, and shall meet or exceed industry standards of workmanship.
- The Service Provider agrees to disclose an annual report to the City of Richmond's Department of Public Works a report which includes, but is not limited to the number, type, and cost of service provided for each structure.

Hours

The Service Provider shall be available during normal business hours 8:00am – 5:00pm, Monday's through Friday's, 52 weeks per year, excluding holidays. In addition ...

- Scheduling of services must be available within 48 hours notice by the Facilities Maintenance Superintendent, Supervisor, or other City designee.
- Two (2) failures to show will result in being removed from the qualified service provider list.

Warranty / Guarantee

All work and products furnished shall be guaranteed by Service Provider against defects in materials and/or workmanship for a minimum of thirty (30) days from date of acceptance. The Service Provider shall repair or replace any such item(s) necessary during the guarantee period at the Contractors own cost and expense without cost to the City.

Special Conditions

- For larger repairs or replacements, competitive bidding may be required prior to service. Pre-qualified service providers will be asked to visit a selected job site with a representative from the Maintenance or Facility Department. At this time, each service provider will be informed of what the project is and what the problems are. It then will be the service provider's responsibility to develop a scope of work in writing of how the project will be completed, including a cost for labor, materials, and equipment.
- All work and materials shall be in compliance with regulations of all applicable codes and standards of governing authorities having jurisdiction, including provision for adequate protection to persons and property by means of insurance, bonding, traffic, etc.
- All applicable permits and fees shall be the responsibility of the service provider.

- Services provided shall be subject to general oversight, quality assurance, and final acceptance by representatives of the “City”, including, but not limited to, Facility Maintenance staff, Building Regulations officials, Fire officials, and/or other City representatives.

Qualifications Criteria

Statement of qualifications shall relate specifically to the following items, listed in general order of importance, for evaluation and selection purposes.

- All employees must conduct themselves courteously and professionally and be drug and alcohol free while working for the City of Richmond. The service provider is required to provide a copy of their policy on substance abuse.
- After hours service potential
- Where applicable, the service provider is licensed and in good standing with the California State Contractors License Board.
- The service provider must be registered with the City of Richmond’s “Bids Online” program.

Content of RFQ Response

The service provider’s response shall include the following.

- Experience.
- Description of services performed or products offered.
- Cost: Hourly or daily rates where appropriate.
- Names and contact information managers and supervisors.
- Description of vehicles, equipment, or resources available.
- A brief description of current financial status. Examples would be Gross Sales, Years of profitable and successful operation etc.
- Brief assessment of the present workload capacity.
- List of three (3) verifiable current business references.
- Verification of California State Contractors License (if applicable)
- Verification of City of Richmond Business License (upon award)
- Verification of compliance with City ordinances (ban the box)

c. ORGANIZATION

20 points

- Available staff and specialized resources.
- Capacity and flexibility to meet schedules, including any unexpected work
- Compliance with City Ordinances
 - The contractor and all subcontractors shall comply with the City of Richmond Nondiscrimination Clauses in City Contracts Ordinance ([Richmond Municipal Code \(RMC\) Chapter 2.28](#)), Business Opportunity Ordinance ([RMC Chapter 2.50](#)), Local Employment Program Ordinance ([RMC Chapter 2.56](#)), Living Wage Ordinance ([RMC Chapter 2.60](#)) and Ordinance Banning the Requirement to Provide Information of Prior Criminal Convictions on all Employment Applications (“Ban the Box”) ([RMC Chapter 2.65](#)), which are incorporated into the Contract Documents by this reference.
- Answers to Supplemental Questions

d. COST

15 points

- Proposed rates and fees

Reservation of Rights by the City

- The City is in no obligation to accept any submittal or to negotiate with any service provider. The City reserves the right to accept submittals which are deemed most favorable and in the best interest of the City after all submittals have been examined and canvassed, to reject any or all submittals, and to be the sole judge of the best service provider suited for the City.
- The issuance of this RFQ and the acceptance of an RFQ response does not constitute an agreement by the City that any contract shall actually be entered into by the city. The City expressly reserves the right to:
- Waive any immaterial defect or informality in any RFQ response or proposal procedure.
- Reject any or all RFQ responses.
- Reissue a RFQ.
- Procure any service by any other means.
- Request additional information and data from any or all companies.
- Negotiate with any qualified service provider.
- The City may confirm any information provided in the service providers submittal, or inspect any of the service providers facilities that would be utilized in connection with performing services under any resulting contract.

Required Documents Submitted with Quote

1. Background of company with indication of how long company has been a successful established business, and the completed to supplemental question section.
2. Proof of licensing and certification.
3. Your company's substance abuse policy.
4. Your company's injury & illness prevention policy.
5. A blank copy of your company's employment application. (It will be used to verify compliance with the City's "Ban the Box" ordinance).
3. References – a minimum of three (3) verifiable references from local municipalities, building authorities, counties, utility districts, school district, transportation authority, housing authority, or other organization with a similar facility complex.

Required Documents upon Award

Within five days of award, the awarded contractor must sign the purchase of services contract and submit the following documentation. Other documentation may also be needed, and will be noted in the final contract.

- Sign the City's Purchase of Services Contract – Attachment A
- Provide a "Certificate of General Liability Insurance" with an attached "additional insured endorsement" that names the City of Richmond as additional insured. – Attachment B
- Provide a copy of a current "Business License" with the City of Richmond, which will remain in effect for the duration of the project.

Questions

Questions regarding this RFQ are to be directed by e-mail to: carl_capistrano@ci.richmond.ca.us by April 11, 2022 at 12:00pm. All questions should be in writing and such contact shall be for clarification purposes only. Any questions, which in the opinion of the City warrant a reply or material changes to the scope of services or proposal procedures will only be transmitted in writing to all parties receiving this RFQ.

Terms

By submitting a quote, as a bidder, declares this quote is made without collusion with any other person, firm or corporation; that bidder has carefully studied the proposed minimum specifications and scope of work and bidder proposes and agrees if this quote is accepted that they will supply and service the City of Richmond.

The City of Richmond reserves the right to reject any or all quotes. In case of default, the City of Richmond may procure its materials/services from other sources and shall hold the original bidder or contractor liable for resulting increased costs. Quantities and optional items listed are the City's best estimate for Quote purposes, actual order quantities and options may vary.

Quote Section

(This page is required to be submitted with Quote)

License

The undersigned hereby declares that he is a Contractor and has been in business for ____ years with store front; has a valid State of California Contractor's License sufficient to qualify as Contractor in this case, and a current City of Richmond, CA Business License (needed upon contract award); and will obtain all required permits.

California Contractors License Number (If applicable) : _____

Expiration Date: _____ Classification Number: _____

Name: _____ Signature: _____

Title: _____

Service Contact Information

Service Provider shall indicate person and phone number to contact for during normal working hours repairs:

Service Provider shall indicate person and phone number to contact for after hours repairs:

(This page is required to be submitted with Quote)

Please answer the following Supplemental Questions

1. What applicable California state contractor licenses does your company and workers possess?

2. What are the qualifications of key personnel?

3. What applicable licenses, certifications or required training does your company require employees to have?

4. What is your company's safety record? Has your company had any serious injuries or deaths for the past three years?

5. Will your company be able to meet or exceed city insurance, licensing, bonding, and hiring requirements? (see attachments)

6. What products and/or companies is your company an authorized service provider for? Please be specific, and use additional pages as needed.

(This page is required to be submitted with Quote)

7. What is your business record / financial condition? Examples may be liens, suits, judgments, payment record, gross yearly sales, years of successful operation?

8. How many years has your company been able to successfully operate?

9. Describe your company's main office, operations facility, warehouse facility, service personnel, support staff, vehicles, available equipment, and specialized equipment? Please be specific.

Summary of Quote Items

Service Provider is required to complete all applicable blanks below. Failure to provide requested information may disqualify quote.

Labor Rates	Field Straight Time	Field Overtime
Supervision	\$ /hr	\$ /hr
Journeyman	\$ /hr	\$ /hr
Helper / Utility Worker	\$ /hr	\$ /hr

Minimum Service Call and Mobilization Rate \$ _____

What is your company's non-emergency response time? _____

What is your company's Emergency Call and Mobilization Rate? _____

What is your company's emergency response time? _____

Describe any additional costs or fees (indicate the Cost and Justification):

Product

Line	Description	Item #	Container Size/Weight	Unit of Measure	Estimated Annual Usage	Unit Price	Extended Cost
1	Sodium Hypochlorite 12.5%		1000 Gal/tank	Gal	5000 Gal		
2	Hydrochloric Acid 15%		500 gal/tank-plunge	Case/gallon	500 Gal		
3	Hydrochloric Acid 33%		Case/4 gal-swim center	Case/gallon	200 cases/Gallon		
4	Bulk Carbon dioxide		650#/tank-plunge	Tank	35,000 pounds		
5	Bulk Carbon dioxide		750#/tank-swim center	Tank	35,000 pounds		

(This page is required to be submitted with Quote)

References

(This page is required to be submitted with Quote)

A minimum of three (3) verifiable references from local municipalities, building authorities, counties, utility districts, school district, transportation authority, housing authority, or other organization with a similar facility complex whom the bidder has provided a similar scope of work during the past twelve (12) months, of comparable settings, complexities and quantities as required of this request for proposal. These companies will be contacted prior to award of proposal.

1. Name of Business: _____
Address: _____
Approx. size of company: _____ Dates of service: _____
Contact person: _____ Phone number: (____) _____
E-mail address: _____

2. Name of Business: _____
Address: _____
Approx. size of company: _____ Dates of service: _____
Contact person: _____ Phone number: (____) _____
E-mail address: _____

3. Name of Business: _____
Address: _____
Approx. size of company: _____ Dates of service: _____
Contact person: _____ Phone number: (____) _____
E-mail address: _____