



REQUEST FOR PROPOSALS FOR POOL CHEMICALS AND LIMITED SERVICES

The Sunrise Recreation and Park District is soliciting proposals from interested, highly qualified, and experienced firms for the District's Pool Chemicals and Limited Services. A Request for Proposal (RFP), which includes instructions for its completion, is attached.

Respondents to this RFP shall submit completed proposals in a sealed envelope, clearly marked with "Bid for District's Pool Chemicals and Limited Services" and the name of the bidder. Proposals must be submitted by 2:00 pm on September 15, 2017, to the following address:

Sunrise Recreation and Park District
Colin Smith
7801 Auburn Blvd.
Citrus Heights, CA 95610

If you have any questions about the RFP, please submit your inquiries in writing, via e-mail to:

Colin Smith
Senior Recreation Coordinator
csmith@sunriseparks.com

QUESTIONS - Please direct questions in writing to Colin Smith, Senior Recreation Coordinator for the Sunrise Recreation & Park District, by e-mail at csmith@sunriseparks.com. Deadline for questions is 5:00 pm August 31, 2017. Addendums and answers to all questions will be posted on the District's website (www.sunriseparks.com) no later than 48 hours prior to the Request for Proposal due date and time. It is the Contractors responsibility to check the District's Website for updates.



REQUEST FOR PROPOSAL

Pool Chemicals and Limited Services



SEALED SUBMITTALS DUE:
Friday, September 15, 2017 by 2:00 PM

CONTACT:

Colin Smith

Senior Recreation Coordinator
Sunrise Recreation and Park District
7801 Auburn Blvd.
Citrus Heights, CA 95610
csmith@sunriseparks.com

Notice to Contractors Inviting Fee Proposals

Notice is hereby given that the Sunrise Recreation and Park District is requesting proposals for the DISTRICT's pool chemicals and limited services.

Project Scope

Description of Facilities

The Sunrise Recreation and Park District has two pool complexes. The Antelope Aquatic Complex is located at 7990 Palmerson Drive, Antelope, CA 95843. The Antelope Aquatic Complex is comprised of:

- 2 500 gallon tanks for Liquid Chlorine (Sodium Hypochlorite 12.5%)
1 ½ inch male Camlock Hose Fitting
- 1 350 gallon tank for Muriatic Acid (15%)
1 inch male Camlock Hose Fitting

The Rusch Park Pool is located at 7801 Auburn Boulevard, Citrus Heights, CA 95610.

The Rusch Park Pool is comprised of:

- 2 500 gallon tanks for Liquid Chlorine (Sodium Hypochlorite 12.5%)
1 ½ inch male Camlock Hose Fitting
- 2 15 gallon Carboy Muriatic Acid containers (15%)

The pools are owned and managed by the Sunrise Recreation and Park District, a special district of Sacramento County.

Scope of Services

The DISTRICT is seeking a company to supply chemicals to both sites referenced above and service the drums (that supply the 15 gallon Carboy's of Muratic Acid) at the Rusch Park Pool, as needed. The types of chemicals used are listed on the Bid Sheet on page 4. Delivery must be made to the facilities listed above. Business hours are Monday through Friday 6:00 am to 2:30 pm. The DISTRICT will provide the Contractor with a schedule of delivery dates for both sites listed above for the peak season. Afterward, the District's off-peak season begins and deliveries will be on an as needed basis.

Timeline

The following timeline is an estimation of the schedule expected for proposals. The timeline for requested proposals is fixed and non-negotiable. Staff Recommendation to Advisory Board of Directors and Award of Contract – Finalize Agreement may vary due to unforeseen occurrences.

Date: August 17, 2017 Thursday	<u>Release RFP/RFP Period Starts</u>
Date: August 31, 2017 Thursday	<u>Questions Received, 5:00 pm Deadline</u>
Date: September 15, 2017 Friday	<u>Proposals Received, 2:00 pm Deadline</u>
Date: October 19, 2017 Thursday	<u>Staff Recommendation to Advisory Board of Directors</u>
Date: October 25, 2017 Wednesday	<u>Award of contract – Finalize Agreement</u>

Request for Proposals and Selection Process

Selection Process

Only responsive proposals received at the designated location at or prior to the submittal deadline will be considered. Each proposal must identify the individual who will be the prime contact person to district staff. All responsive proposals will be reviewed by the DISTRICT for accuracy and identification of lowest responsible bidder.

Bid shall include:

1. Completion of the Bid Sheets on Page 5.
2. Completion of the Contractor Agreement on Page 6.

The DISTRICT reserves the right, without limitation, to:

- Reject any or all proposals;
- Waive any minor defects, irregularities or informalities in any proposal;
- Determine in its sole discretion which proposal, if any, should be accepted;
- Cancel award of this agreement;
- Re-advertise for new proposals; and

- Split the bid award between multiple vendors

Although the intent of this RFP is to result in an agreement with one low bid vendor, the DISTRICT reserves the right to split the award between multiple vendors if deemed in the best interest of the DISTRICT. The Board reserves the right to reject any or all bids, to waive any informality in any bid, and to determine which bid in the judgment of the Board is the lowest responsive bid of a responsible bidder. By order of the Board of Directors of the Sunrise Recreation and Park District, a Special District of the County of Sacramento, California, dated July 21, 2011.

Terms and Conditions

Terms

This Agreement shall commence on the date specified in the agreement and shall continue in effect for an initial period of two (2) years; unless otherwise stated in the Bid Sheet. After this period, the agreement will continue month to month or until either party gives the other party written notice of not less than sixty (60) days in advance, specifying the date of termination.

Invoices

CONTRACTOR will submit invoices to the Sunrise Recreation and Park District, Attention: Finance, 7801 Auburn Blvd, Citrus Heights, CA 95610 and if correct are payable within forty-five (45) days from receipt.



BID SHEET

FOR

Pool Chemicals and Limited Services

The table shown below represents the chemicals and limited services that were used to maintain the DISTRICT'S pool facilities for the year listed below. The 2014/15 volume column is for informational purposes only. Your prices should not be calculated using the volume column. Please provide the DISTRICT with your current prices including 7.75% sales tax and any applicable charges that are not listed below.

Type	2014/15 Volume	Units	Price Per Unit
Liquid Chlorine (Sodium Hypochlorite 12.5%)	16,809	1 gallon	
California Pesticide Assessment Liquid Chlorine (Sodium Hypochlorite 12.5%)			
Muriatic Acid 15%	4,495	1 gallon	
California Pesticide Assessment Muriatic Acid 15%			
Muriatic Acid 15% list (Carboy Containers)	95	15 gal	
Drum Cleaning Muriatic Acid (Carboy Containers)	66	15 gallon	
Bicarb of Soda	280	50 pound bag	
Calcium Chloride 97% (Prill)	80	50 pound bag	
Sodium Thiosulfate	7	50 pound bag	
Calcium Hypochlorite Pulsar Granules	1	100 pound bag	
Fuel Surcharge			
Other			
Other			
Other			
Total Amount			

Turnaround time for ordering and delivery during off-peak season _____



CONTRACTOR AGREEMENT

FOR

Pool Chemicals and Limited Services

The Contractor will be held accountable for any fees resulting from a chemical spill while maintaining the DISTRICT'S facilities. The Contractor will be responsible for contacting and alerting DISTRICT staff; as well as, hazmat authorities immediately.

I, we, the undersigned, hereby agree to provide pool chemicals and limited services at the price listed on the completed Bid Sheet, named herein in accordance with the specifications and conditions contained in the Request for Proposal. The Sunrise Recreation and Park District reserves the right to reject any and all bids.

Bidder: _____ CA License# _____

Address: _____

Telephone: _____ Fax: _____

Signed by: _____ Date: _____

Name: _____ E-mail _____

Deadline for Proposal

Proposals must be sealed and submitted no later the 2:00 pm, Friday, September 15, 2017. Proposals shall be received at the Sunrise Recreation and Park District Office

Location:

**Sunrise Recreation and Park District
Attention: Colin Smith
7801 Auburn Blvd.
Citrus Heights, CA 95610**

Contact Person:

Colin Smith, Senior Recreation Coordinator
csmith@sunriseparks.com