

REQUEST FOR PROPOSALS

For the Lease of Commercial Swimming Pool Calcium Hypochlorite Tablet Chemical Sanitation Delivery System



Response Deadline

March 5, 2015

10:00 a.m. Central Standard Time (CST)

To:

Tami Nagar

Brushy Creek MUD

16318 Great Oaks Drive

Round Rock, TX 78681

t.nagar@bcmud.org

BRUSHY CREEK MUNICIPAL UTILITY DISTRICT

REQUEST FOR PROPOSALS FOR THE LEASE OF COMMERCIAL SWIMMING POOL CALCIUM HYPOCHLORITE TABLET CHEMICAL SANITATION DELIVERY SYSTEM

1. INTRODUCTION

Brushy Creek Municipal Utility District (the “District”) is accepting pricing proposals from qualified vendors to provide a lease for Commercial Swimming Pool Calcium Hypochlorite Tablet Chemical Sanitation Delivery System for four (4) aquatic facilities consisting of seven (7) bodies of water located within the District.

2. SCOPE OF SERVICES

2.1. General

The District’s Board of Directors has approved Staff’s project concept plan and work plan for the Lease of Commercial Swimming Pool Calcium Hypochlorite Tablet Chemical Sanitation Delivery System. Staff is seeking pricing proposals from qualified vendors to upgrade its facilities to an automatic sanitation system that adjusts feed based on demand and to provide the chemicals for this system. The contractor is to provide all labor, equipment and process machinery required for the proper system upgrade as listed in accordance with the attached specifications.

2.2 Instructions to Proposer

1. Acceptance Period: Unless otherwise specified herein, proposals are firm for a period of 90-days.
2. Authorized Signatures: Every proposal must be signed by the person or persons legally authorized to bind the Proposer to a contract for the execution of the work. The name, address and telephone number of the firm being represented must also be specified.
3. Award of Proposal: Award will be made to the Proposer offering the most advantageous proposal after consider of all Evaluation Criteria set forth within. The criteria are not listed in any order of preferences. The District will evaluate all proposals received in accordance with the Evaluation Criteria. The District shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the District after all factors have been evaluated.
4. Cancellation of Solicitation: The District may cancel this solicitation at any time.
5. Compliance with Laws: All proposals shall comply with current federal, state, and other laws relative thereto.
5. Documents to be returned with the Proposal: Failure to completely execute and submit required documents before the Submittal Deadline may render a proposal non-responsive. The documents that must be returned by the Submittal Deadline are listed in Section 3.2: Items to be Provided with Proposal Submittals.
6. Prices: All Proposals shall give the prices proposed, both in writing and in figures, shall give all other information requested herein, and shall be signed by the Proposer’s authorized representative. Proposals prices shall include everything necessary for the completion and fulfillment of the contract.

2.3 Facilities Requiring Equipment Upgrades:

Sendero Springs Pool – 4203 Pasada Lane, Round Rock, TX 78681
Creekside Pool – 4200 Brushy Creek Road, Round Rock, TX 78681
Cat Hollow Pool – 8600 O’Connor Drive, Round Rock, TX 78681
Highland Horizon Pool – 416 Highland Horizon, Austin, TX 78717

2.4 Specifications (Exhibit A)

Attached are the specifications and other information regarding the Lease of Commercial Swimming Pool Calcium Hypochlorite Tablet Chemical Sanitation Delivery System.

Vendors shall be responsible for providing the equipment and installation that meets or exceeds all of the requirements as set forth in the specifications.

Included in the specifications is a Bidder Questionnaire. This Questionnaire must be completed and included with the bidder’s pricing proposal.

3. PROCEDURAL INSTRUCTIONS

3.1. Intent

This procurement is intended to result in the selection of a contractor that is most advantageous to the District, and that will result in the best and most economical upgrade of the Commercial Swimming Pool Calcium Hypochlorite Tablet Chemical Sanitation Delivery System. Proposer must describe in detail how he will meet the requirements of this RFP and may provide additional related information with his proposal. The proposal should be presented in a format that corresponds to, and references, the sections outlined in the Section 3.2 below. Responses to each section and subsection should be labeled to indicate which item is being addressed. Proposals should be straightforward and concise. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer.

The District is not liable for any costs incurred by Proposers before entering into a formal agreement. Costs of developing the proposals and any other such expenses incurred by the Proposer in responding to the RFP are entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the District.

3.2. Items to be Provided with Proposal Submittals:

All proposals must include the following information; failure to completely execute and submit the required documents before the Submittal Deadline may render a proposal non-responsive:

1. Pricing- Vendor shall specify the pricing for the following components of this project as indicated in detail in the Specifications:
 - a. The lease and installation of an automatic Commercial Swimming Pool Calcium Hypochlorite Tablet Chemical Sanitation Delivery System, including related maintenance.
2. Photos or Rendering- Vendor shall submit photographs or rendering of proposed swimming pool sanitation equipment.
3. Work Plan/Timeline- Vendor shall submit a project work plan and timeline outlining the project plans and the timeline of each step; including target completion date.

4. Experience - Proposer must provide a company overview including Company ownership, length of time in business, qualifications, office location(s), number of employees, and key staff assigned to this project if awarded.
5. Insurance- As an independent contractor, Contractor acknowledges that it is solely responsible for providing its own insurance coverage, including, but not limited to, unemployment compensation and workers' compensation to its employees. Statutory Workers Compensation Insurance (statutory coverage) and Employer's Liability insurance with limits of not less than \$500,000 per occurrence; Commercial General Liability insurance providing coverage against liability arising out of or based on any act, error or omission of Contractor or any of the Agents under this Agreement, with limits of not less than \$500,000 for each occurrence of bodily injury and property damage liability, \$1,000,000 general aggregate and products/completed operations coverage; and Business Automobile Liability insurance with a limit of not less than \$500,000 per occurrence for bodily injury and property damage liability written to cover all owned, hired and non-owned automobiles arising out of the use thereof by or on behalf of the Contractor and Agents.
6. References- Proposer must identify three references, including the name, title, daytime telephone number of the references and project description of similar work to that which is requested, with starting and ending dates.
7. Warranty- Vendor shall specify the warranty information on both the equipment and workmanship.
8. Conflict of Interest Statement –Vendor shall submit their responses to the Conflict of Interest Statement in Section 4.0
9. Bidder Questionnaire within the Specifications (Exhibit A) and separate Questionnaire and Information Form – (Exhibit B).
10. Vendor's Lease Agreement – the form of the Agreement to be entered into regarding the Lease of Commercial Swimming Pool Sanitation Equipment. Prior to the execution of the Agreement, District's Legal Counsel will review and evaluate the Agreement.

3.3 Questions

Questions regarding the Commercial Swimming Pool Calcium Hypochlorite Tablet Chemical Sanitation Delivery System RFP sought by the District must be in writing via e-mail to t.nagar@bcmud.org no later than **10:00 AM (CST) February 25, 2015**. The subject line shall read: ***“Questions for Swimming Pool Chemical Sanitation System.*** Answers, if any, made by the District will be sent in writing to all know proposal bidders.

3.4. Timeline

Procurement package distributed to Vendors:

Friday, February 13, 2015

Site visit to preview swimming pool sites

Monday, February 23, 2015

10:00 a.m. Meet in Brushy Creek Community Center Lobby

16318 Great Oaks Drive, Round Rock, TX 78681

Deadline for Written Questions:

10:00 a.m. Wednesday, February 25, 2015

Pricing due from Vendors:

10:00 a.m., Thursday, March 5, 2015

Staff Recommendation to Board of Directors:

Thursday, March 12, 2015

Estimated Implementation & Completion Date:

Begin mid-March or April 2015 with completion by end of April 2015

3.5. Vendor Pricing Proposals

Pricing Proposals must conform to the requirements set forth herein. Pricing Proposals and required information must be submitted in writing either by postal service mail or electronic mail to the attention of:

Tami Nagar
Administrative Services Specialist
Brushy Creek Municipal Utility District
16318 Great Oaks Drive
Round Rock, TX 78681
t.nagar@bcmud.org

by **10:00 a.m. (CST) on Thursday, March 5, 2015**. Any pricing proposals received after the above date and time will not be considered. No oral proposal information or modifications will be accepted.

All proposals shall be signed and dated by an official authorized to bind the Offeror in legal matters. All submitted pricing proposals become the property of the District.

3.6. Selection Process

All proposals will be evaluated by District staff. Staff recommendations will be submitted to the Board of Directors for consideration at a regularly scheduled meeting following the proposal date deadline.

The criteria that will be used to make the selection include the following, not necessarily in the order listed:

- (a) Cost;
- (b) Proposed upgrade process and timeline
- (c) Qualifications; and
- (d) References.

If the District has experience with your firm and you do not list the District as a reference, the District reserves the right to use past experience for this proposal.

3.7 Rejection of Proposals

The District reserves the right to reject any or all proposals, or any part of a proposal.

3.8 Confidential Information

The District is subject to the Texas Public Information Act. Any information submitted to the District by an Offeror shall be available to the public, unless it is clearly marked "CONFIDENTIAL". If another party requests access to information marked confidential, then the District shall ask the Offeror if the information may be released. If the release is agreed to, the District shall release the information. If the release is denied, the matter shall be referred to the Texas Attorney General's Office where the Offeror shall be responsible for substantiating its confidentiality. The Attorney General's office shall rule on the matter. Pricing information contained in proposals or contracts is not considered confidential under the PIA and will be disclosed without making a request to the Texas Attorney General.

3.9 Taxes, Exempt

The District is exempt from Federal Excise and State Sales Tax.

3.10 Terms of the Offer

The District reserves the right to negotiate final contract terms with any Proposer selected. The contract between the parties will consist of the RFP together with any modifications thereto, the awarded Proposer's proposal, and all modifications and clarifications that are submitted at the request of the District during the evaluation and negotiation process.

4.0 **CONFLICT OF INTEREST**

The Board of Directors of Brushy Creek Municipal Utility District (the "District"), in compliance with Section 49.199 of the Texas Water Code, has adopted a Code of Ethics Policy. In accordance with this policy, please disclose the following information:

1. Whether or not any of the Board of Directors or Management Staff listed below has a substantial interest in the Contractor or its affiliates.
2. Whether or not any of the Board of Directors or Management Staff listed below has a direct or indirect contractual relationship with the Offeror or its affiliates.

2015
Board of Directors
Brushy Creek Municipal Utility District

- Rebecca Tullos, Board President
- Russ Shermer, Board Vice President
- Shean Dalton, Treasurer
- Kim Filiatrault
- Donna B. Parker, Assistant Secretary/Treasurer

District Staff

- Mike Petter, General Manager
- David Gaines, Chief Administrative Officer
- Erica Molacek, Aquatics Coordinator
- Tami Nagar, Administrative Services Specialist

Exhibit A - Information and Specifications

Brushy Creek Municipal Utility District RFP for Lease of Commercial Swimming Pool Calcium Hypochlorite Tablet Chemical Sanitation Delivery System

The Brushy Creek Municipal Utility District (the District) operates four aquatic facilities, consisting of seven bodies of water. The District is requesting pricing proposals from qualified vendors to upgrade its facilities to an automatic tablet sanitation system that adjusts feed based on demand.

The proposal includes the following components:

- A. The lease and installation of an automatic commercial swimming pool chemical calcium hypochlorite tablet chemical sanitation delivery system, including related maintenance

The District's facilities consist of:

1. Sendero Springs Pool - 4203 Pasada Lane, Round Rock, TX 78681

Baby Pool: 2,850 Gallons

Main Pool: 152,850 Gallons

2. Creekside Pool - 4200 Brushy Creek Rd. Round Rock, TX 78681

Baby Pool: 3,048 Gallons

Main Pool: 197,430 Gallons

3. Cat Hollow Pool – 8600 O'Connor Dr. Round Rock, Texas 78681

Main Pool: 132,693 Gallons

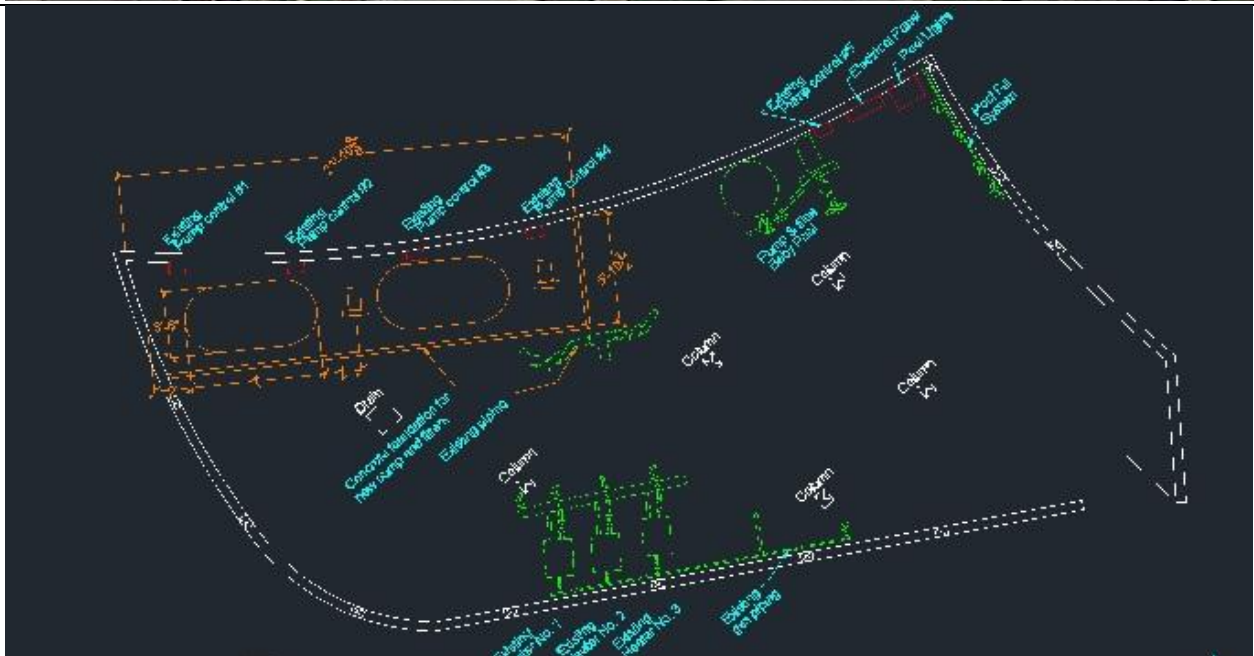
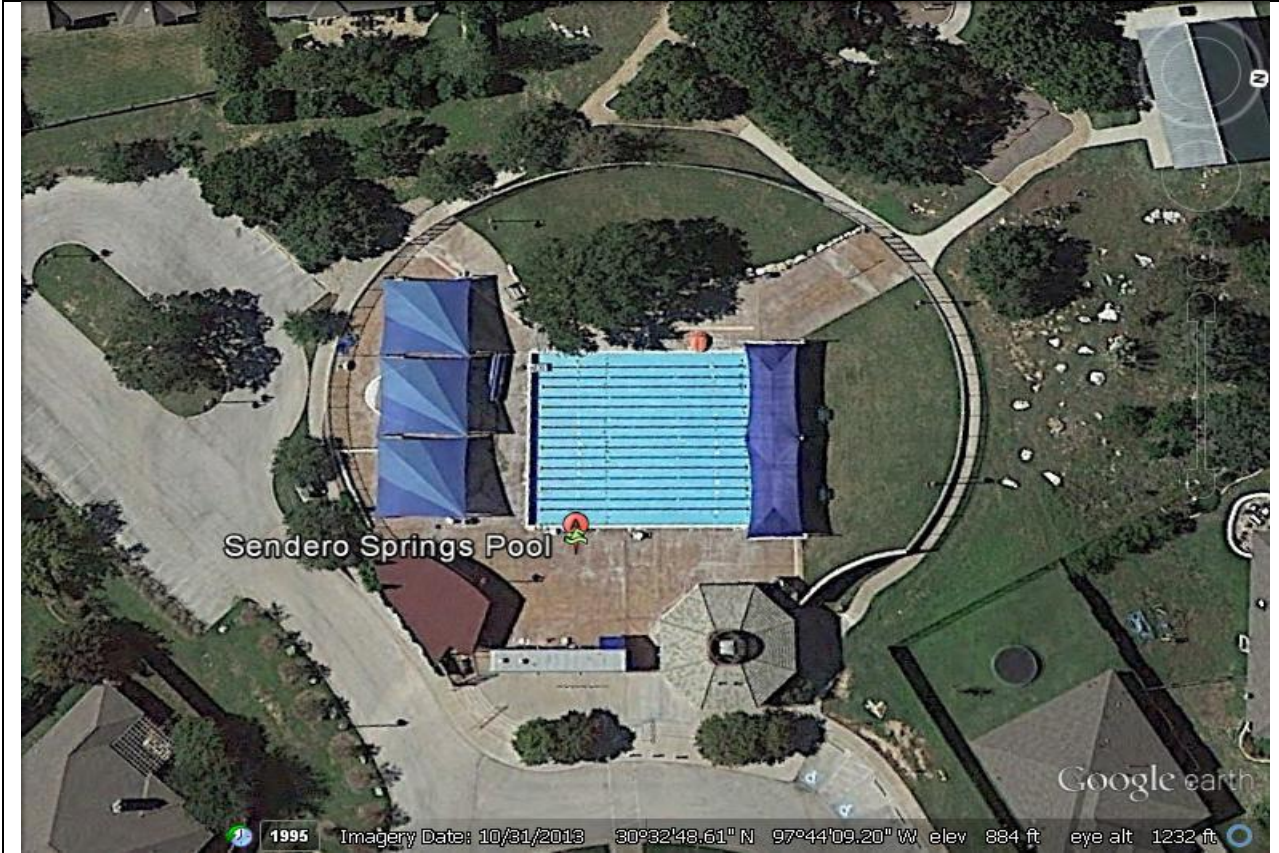
4. Highland Horizon Pool – 416 Highland Horizon Austin, Texas 78717

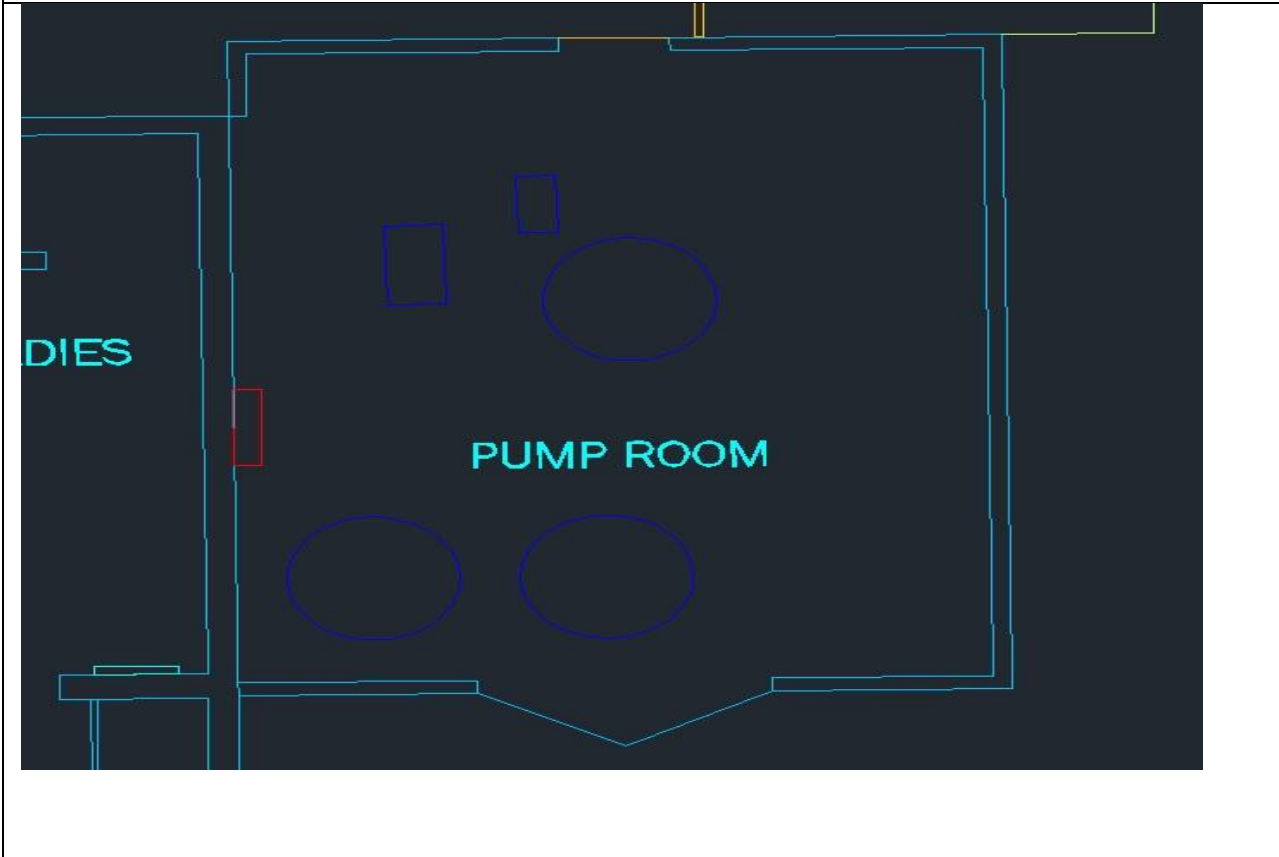
Baby Pool: 29,374 Gallons

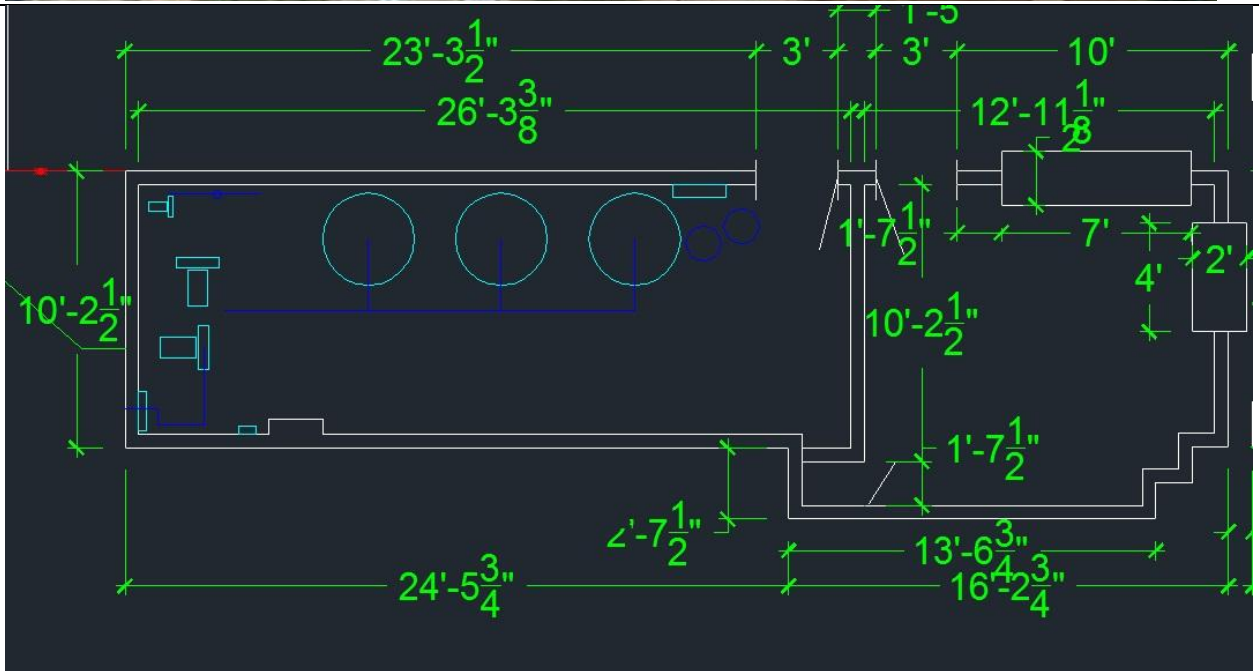
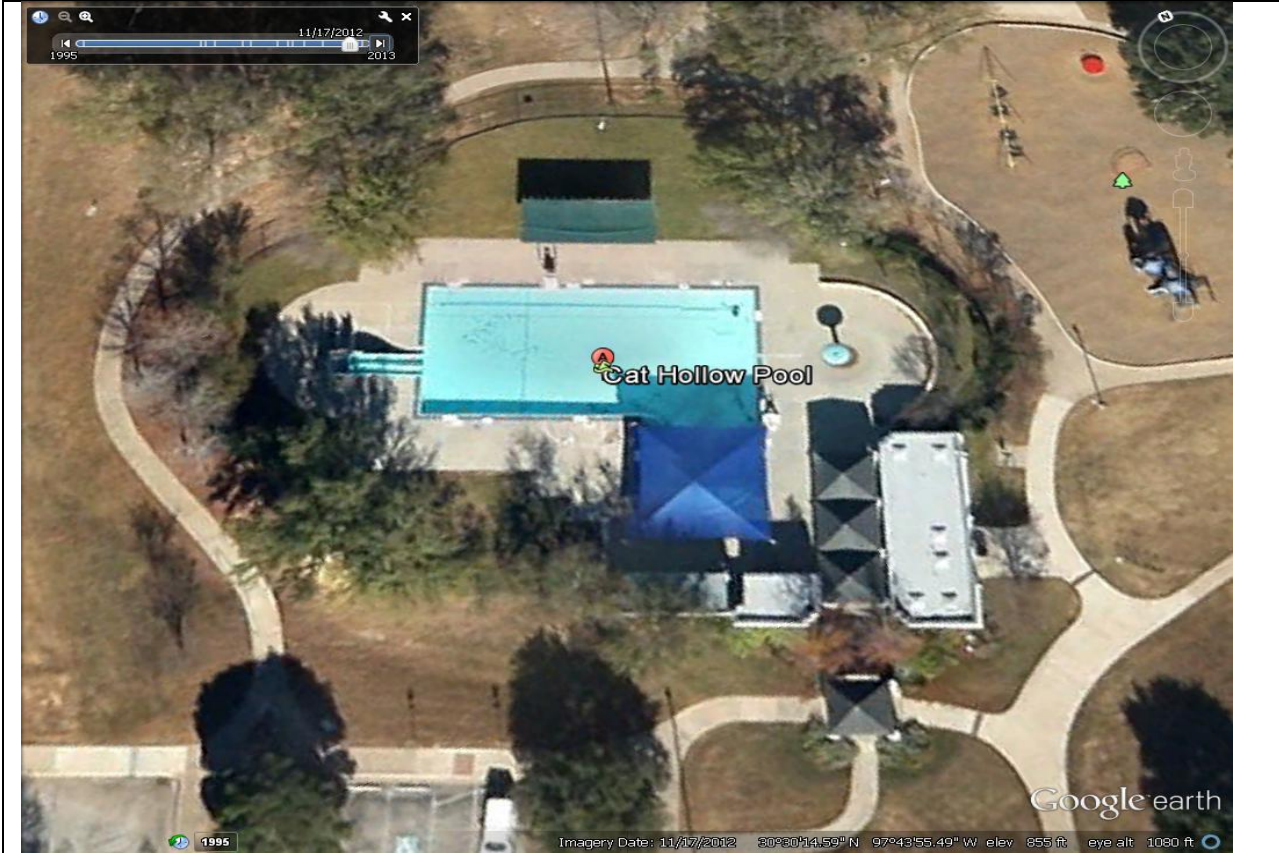
Main Pool: 26,109 Gallons

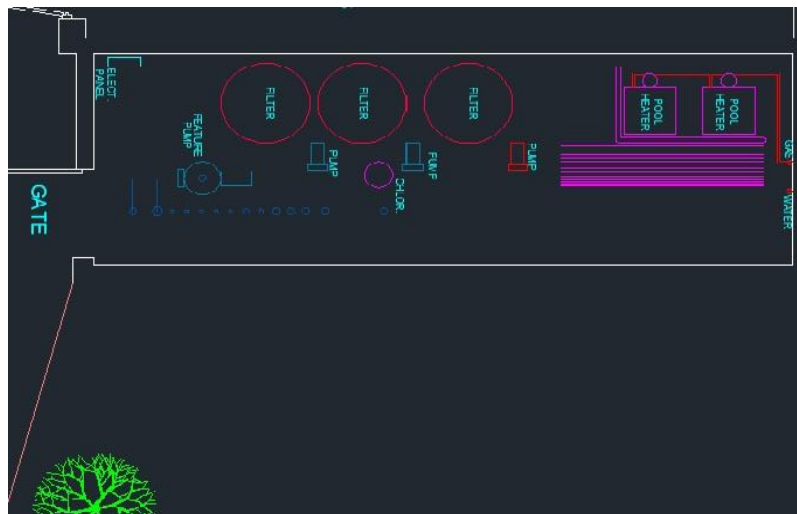
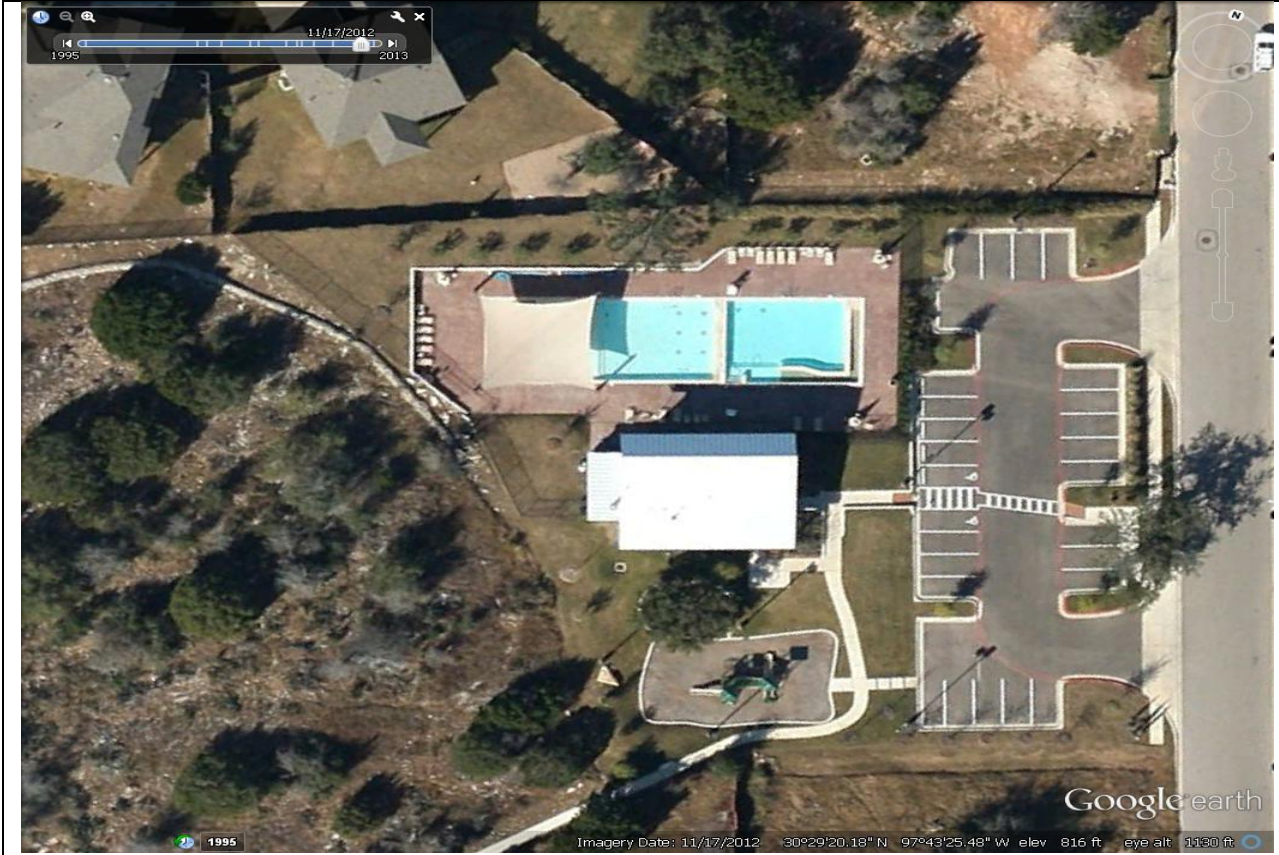
Attached are aerial photographs of each swimming pool with diagrams of their pump rooms.

Included in these specifications is a Bidder Questionnaire. This Questionnaire MUST be completed and included with your pricing proposal.









**A. Lease and Installation of an Automatic Commercial Swimming Pool
Calcium Hypochlorite Tablet Chemical Sanitation Delivery System**

Scope of work: The District is requesting pricing proposals for the purchase and installation of sanitation equipment which allows for the automatic adjustment of pool chemicals based upon demand.

Materials: The quantities listed are estimated quantities using the best information available. The District reserves the right to choose the items that will be purchased and to purchase more than or less than the quantities listed. A total of seven systems will be installed, with a combination of controllers to be determined by the District based on pricing.

- A quantity of seven (7) **CHEMTROL[®] Programmable Chemical Controller Systems.**

OPTION PPM010: A solid-state PPM SENSOR with a selective membrane shall monitor and display the Free Chlorine concentration in water in ppm or mg/l and shall be used to control the chlorine feed device. The sensor readings must be accurate to 0.01 PPM and be compatible with CYA levels in excess of 20 PPM. PPM values derived from ORP sensor readings shall not be acceptable. The PPM sensor shall not require the use of chemical reagents and/or of a special flow cell for water flow and pressure regulation.

OPTION FCA: The PPM and pH probes shall be mounted in a see-through flow cell with a clear cover, pre-assembled with a water spigot and (2) ball valves [Sch 80 PVC].

OPTION ETHCOM2: The controller shall include an Ethernet / Internet modem for remote operation by PC-compatible computer using Ethernet / Internet network communication. A Windows-based software program shall be supplied with true duplex operation capability representing the actual controller screen display with automatic downloading and visual graphics representation of test data. Controllers using simulation or virtual representation of the display screen shall not be considered equal.

- A quantity of three (3) **Cal Hypo Chlorination Systems.** This system should be able to deliver up to 12.5 lbs/hr Calcium Hypochlorite.
- A quantity of four (4) **Cal Hypo Tablet Systems.** This system should be able to deliver up to .57 lbs/hr Calcium Hypochlorite.
- A quantity of seven (7) **Peristaltic Metering Pumps** of current design and model. This system should be able to deliver up to 13 gal/day acid.

- A quantity of four (4) **Spill Containment Platforms** capable of containing 30 gallons of liquid.

Installation: The installation consists of installing the Cal Hypo Tablet Unit System, the Chemical Controller, the acid pump, and any plumbing required for the unit to be 100% operational.

- The installation must take place without modification or damage to the existing building structure.
- A schematic of each pump room is included. Existing equipment and hardware shall not be modified or moved without prior written approval. Pumps, motors, heaters, and filters shall be presumed to be immobile.
- The installation must meet or exceed Texas Department of Health (TDH) guidelines for post 1999 pools.
- The installation must meet or exceed the manufacturers recommended guidelines for installation and operation.
- Installation date(s) shall be mutually agreed upon by both parties.
- **All work shall be completed on or before May 1, 2015.**
 - The Highland Horizon Pool may be closed for up to two consecutive days.
 - The Sendero Springs Pool may be closed for one and a half days, coordinating with swim team practices.
 - The Cat Hollow Pool and Creekside Pool are closed for the season and may be taken offline for up to three consecutive days.

Plumbing: Existing piping should be modified to allow the installation of the Cal Hypo Tablet Units.

- Piping changes shall take place inside the existing pump area or “pump room”.
- No work will be done inside the pool or underneath the pool decking.
- Plumbing components used for installation of Cal Hypo Tablet Unit should be of equal or greater rating than plumbing currently installed.
- The Cal Hypo Tablet Unit should be installed in a manner that allows for water to circulate from the pool, to the pool pumps, to the pool filter, to the pool heaters (if applicable), and then to the Cal Hypo Tablet Unit, before finally returning to the pool.

General Requirements:

- Upon completion of the project, each body of water shall have a completely operational Cal Hypo Tablet water sanitation system and acid feed system that effectively automatically adjusts chemical feed based on demand.
- Contractor is responsible for the complete installation of the sanitation equipment, including but not limited to modifying or adding to the existing piping.

- Contractor shall furnish contact information for the onsite project leader/project foreman.
- Documentation included but not limited to warranty information, and operational manuals must be provided.
- Contractor shall host an operational on-site orientation/training at a time mutually agreed upon by both parties.
- Contractor shall follow industry standards for safety as recommended by ANSI and OSHA.
- Bidder shall furnish, if applicable, the price to lease the equipment detailed above, including a grand total of installation and removal costs and a grand total of ongoing monthly costs.
- All equipment installed will remain the property of the bidder, for the duration of the lease.
- The bidder shall install equipment so as not to damage the property or existing equipment of the District. In the event of damage during install, the bidder shall pay all costs associated with repairs.
- Provided it is not damaged by intentional misconduct, the District shall not be responsible for any damages to the equipment.
- Upon termination of lease agreement, the bidder shall uninstall equipment so as not to damage the property or existing equipment of the District. In the event of damage during uninstall, the bidder should pay all costs associated with repairs.
- Bidder must be able to service all parts of the chlorination machine that they install.
- Common parts associated with the sanitation equipment should be repaired or replaced within two (2) business days.
- Troubleshooting assistance must be available over the phone at no cost to the District.
- All costs associated with service and repair of equipment are the responsibility of the winning bidder as part of their maintenance agreement plan.

Questions for Vendor:

1. What is your anticipated install timeline?
2. Is the unit you are providing ANSI rated?
3. Do you see any conflicts with the proposed equipment and installation methods listed?
4. Is complimentary troubleshooting over the phone provided?
5. Do you keep “in stock” the list of commonly replaced parts?
6. What scheduled maintenance does the manufacturer recommend for your sanitation equipment?

General Information from previously asked questions from Vendors:

Highland Horizon Pool:

Question: Can the equipment be placed outside the pump room:

Answer: Prepare the bid as if all equipment must be installed within the pump room. Pending approval from BCMUD Management, the equipment could be installed outside the pump room in an enclosure. As soon as a determination has been reached by management, bidders will be notified.

Cat Hollow Pool:

Question: How is the mushroom and slide circulated and filtered?

Answer: The mushroom and slide use the water from the pool. There is no filtration system for the mushroom and slide. The 3hp pump that operates the slide and mushroom does not affect the two 3hp pumps that circulate the pool.

General Questions:

Question: Should the bid include secondary sanitation methods for the pools that fall under the PIWF classification?

Answer: Your bid should not include secondary sanitation. Information and quotes will be accepted concerning secondary sanitation in the form of an addendum to your bid.

Question: Which pools fall under the PIWF classification?

Answer: The following pools fall under the PIWF classification:

- Highland Horizon Pool, which has a mushroom and frog spray feature
- Cat Hollow Pool
- Sendero Springs Baby Pool

Question: Should electrical work be included in the bid?

Answer: If your system uses something other than a standard electrical outlet, then electrical should be included in your bid.

Exhibit B

Questionnaire and Information Form

OFFEROR QUESTIONNAIRE AND INFORMATION FORM

Offeror MUST complete this form in its entirety. If a question is not applicable, Offeror should state "not applicable".

BUSINESS AND CONTACT INFORMATION

Business Name: _____ Federal Tax ID # _____

Address: _____ City/State/Zip: _____

Contact Name: _____ Phone #: _____ Fax #: _____

E-Mail: _____ Web Site: _____

Number of Years been in Business: _____

Type of Business Entity: Corporation LLC LP LLP Other _____

In What State & Year Did Business Organize in Your Current Structure: _____

Full Legal Name of Parent or Holding Company, if any: _____

(Note: if there are several tiers of ownership, attach a corporate organizational chart)

Services Provided by Business: _____

CONTRACT INFORMATION/PERFORMANCE

In the past three (3) years, has Business:

- (a) Been engaged in any litigation? Yes No If yes, attach explanation.
- (b) Completed all contracts it was awarded? Yes No If no, attach details.
- (c) Been awarded a bonus for early completion of work? Yes No If yes, attach details.
- (d) Defaulted on a contract? Yes No If yes, attach details.
- (e) Been assessed liquidated damages? Yes No If yes, attach details.

The undersigned Offeror declares: (a) that it has reviewed and agrees to the Terms and Conditions, Scope of Work, and all other documents herein; (b) that through its authorized personnel it has personally examined the location of the proposed work and has determined the amount and character of the proposed work and the supervision, labor, tools, material as identified, and equipment, necessary to complete the same in compliance with the specifications and contract documents (if applicable); and (c) that Offeror has no conflict of interest, as defined in the RFP.

SIGNATURE: _____ **TITLE:** _____

PRINTED NAME: _____ **DATE:** _____