



May 21, 2018

**NOTICE INVITING BIDS
REQUEST FOR PROPOSAL
John Furbee Aquatics Center Pool Maintenance**

The City of Desert Hot Springs is requesting proposals for maintenance of the John Furbee Aquatics Center. The response to this request for proposal shall contain specific qualifications and experiences for aquatics center maintenance services.

The Desert Hot Springs John Furbee Aquatics Center is a state-of-the-art facility featuring a 25-meter competition pool, a 700 square foot splash play area and, men's and woman's shower/locker rooms. The maintenance of the Desert Hot Springs John Furbee Aquatics Center will be handled through a maintenance component which will provide day-to-day inspection, cleaning, water filtering, chemical adjustments and coordination of repairs of all pools and deck amenities, and an annual maintenance/repair program which will encompass all aspects of the Aquatics Center mechanical systems.

In addition, contractor shall provide proof of liability and workers compensation insurance. Contractor must show they have the knowledge and skills available to complete the scope of services as defined here in this RFP.

The City will host a **mandatory** pre-bid meeting and site visit on **June 4, 2018 at 10:00 a.m.**, in the Public Works Conference Room, located at 65-950 Pierson Blvd Desert Hot Springs, CA 92240. There will be a facility tour and questions and answers of the facility and the RFP during this meeting. All bidders must attend the pre-bid meeting in order to be considered for these contracts.

Tentative Time Schedule:

The following is the City's tentative schedule for the selection of the Desert Hot Springs Furbee Aquatics Center maintenance contractor:

1. Request for Proposal mailed: May 21, 2018
2. **Deadline for filing RFP:** ***June 11, 2018 no later than 2:00 p.m.***
3. City review of proposals: June 11 - June 18, 2018
4. Award Contract: June 19, 2018

Prior to 2:00 p.m., on June 11, 2018. All proposals shall be mailed or hand carried to the City Clerk at:

**City of Desert Hot Springs
11999 Palm Drive
Desert Hot Springs, CA 92240**

The proposals must be submitted to the City Clerk's Office, located at 11999 Palm Drive, Desert Hot Springs, CA 92240, before 2:00 p.m. on Monday June 11 2018. **Public Works "Bid: John Furbee Aquatics Center Pool Maintenance"** shall appear on the envelope of each sealed bid proposal. The proposals will be reviewed and evaluated by Staff, and a recommendation to the City Council for award will be made during the City Council meeting on June 19, 2018.

OBTAINING REQUEST FOR PROPOSAL DOCUMENTS: The Request For Proposal Package for the **John Furbee Aquatics Center Pool Maintenance** is ONLY available to be ordered online at; www.planitreprographics.com. For orders by phone, contact: Planit Reprographics at (760) 345-2500.

The City has a Local Business Preference Program which promotes employment and business opportunities for local residents and firms on all contracts and gives preference to local residents, workers, businesses, contractors, and consultants to the extent consistent with the law and interests of the public. IN ORDER FOR A LOCAL BUSINESS TO BE ELIGIBLE TO CLAIM THE PREFERENCE, THE BUSINESS MUST REQUEST THE PREFERENCE IN THE SOLICITATION RESPONSE AND PROVIDE A COPY OF ITS CURRENT BUSINESS LICENSE FROM A JURISDICTION IN THE COACHELLA VALLEY.

The Coachella Valley means the area between the Salton Sea on the south, the San Jacinto and Santa Rosa Mountains on the west, the Little San Bernardino Mountains on the east and north. For the purposes of this definition, "Coachella Valley" includes the nine (9) cities of the valley and the cities of Beaumont and Banning and the unincorporated areas.

All questions regarding this RFP must be directed to Lynne A. Paul, Public Works Administrative Assistant at lpaul@cityofdhs.org. **Contact with City of Desert Hot Springs personnel other than those listed above regarding this RFP may be grounds for elimination from the selection process.**

Sincerely,

Daniel Porras PE,
Community Development Director