



190 Summit St., Brighton, MI 48116 • phone 248.366.0606 • fax 248.366.0605
www.aquaticsource.com

May 20, 2020

City of Ann Arbor
Parks & Recreation Department
Attention: Mr. Jason Nealis
301 East Huron Street
Ann Arbor, MI 48104

Re: Minimum Information Required- RFP #20-23

Jason,

Please accept the following information in response to RFP #20-23

A. Professional Qualifications

1. Aquatic Source, LLC
190 Summit Street
Brighton, MI 48116

We are a Michigan based Limited Liability Company. Commercial Swimming Pool work does not require a State License to perform but our business is licensed

2. Aquatic Source has been in business since 2008. We have over 500 years of commercial swimming pool experience on our staff and are proud to boast the largest commercial swimming pool staff in the State of Michigan. We perform only commercial pool service. You will not find us working in anyone's backyard. We are the only company in the State of Michigan that focuses solely on commercial aquatics *service*; we do not build, and we do not service residential

We are the in-State manufacturer's representative for the leading products in commercial aquatics including (but not limited to):

- Neptune Benson / Evoqua
- Beca Chemical Control Systems
- Chlorking Saline Systems
- Maytronics (Dolphin) Pool Cleaners
- Accu-Tab Calcium Hypo-Chlorite Feeders
- H2Flow Variable Frequency Drives

Aquatic Source is also one of the largest stocking distributors in the State of Michigan outside of SCP and Quality....and I venture to say we stock many items they do not. Our relationships and over one million dollars in inventory allow us to perform service and do it without waiting for parts.



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3. We are (to my knowledge) the only commercial swimming pool company in the State that has a 24-hour emergency number. If you call our main line after hours, you will be presented with the option to be transferred to our emergency service line.

Additionally, all of the City operators have my (Nick Shelton) direct cell phone line and e-mail address and I think will all affirm that we are very responsive when Ann Arbor needs us.

Being a local Michigan Company and located in Brighton, MI we have the ability to respond to your emergency situations faster and more adeptly than any other company in the State

B. Past Involvement with Similar Projects

1. We have been the installing contractor of the last two (2) major commercial aquatics RFP's that the City of Ann Arbor has released; Veterans Memorial Pool and Mack Indoor Pool. Both jobs were completed in the specified timeframe, at budget (except for additions in scope requested by the City) and with quality and service after the sale that I am proud to say has satisfied or exceeded expectation.
2. As this RFP is a blanket Service request, I feel it prudent to provide you with ten (10) of our best service-related Clients as opposed to construction type projects. Considering you have dealt with us directly on construction-based products, I feel you have a body of work there to ascertain our capabilities in that regard. Following are a list of Municipalities, School Districts and organizations that we do a lot of business with that can speak to our wide-ranging capabilities. All of these locations have large outdoor bodies of water similar in size and scope to the City of Ann Arbor pools:
 - Detroit Metropolitan YMCA's (all 14ish bodies of water)
Lorie Uranga- Director of Operations
luranga@ymcadetroit.org
 - Michigan Athletic Club (Sparrow Hospital)
Ryan Zoumbaris- Director of Facilities
rzoumbaris@themac.org
 - Ann Arbor Family YMCA
Chris Biggs- Director of Facilities
cbiggs@annarborymca.org
 - University of Michigan- Canham Pool
Ryan Silva- Director of Facility
rasilva@umich.edu



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- City of Canton
Brad Sharp- Facility Services Manager
brad.sharp@canton-mi.org
 - City of Livonia
Stephanie Manoogian- Aquatics Director
smanoogian@ci.livonia.mi.us
 - City of Pleasant Ridge
Shawnie Stamper- Recreation Coordinator
sstamper@ci.oak-park.mi.us
 - City of Grosse Pointe Woods- Lake Front Park
John Salter- Supervisor
jsalter@gpwmi.us
 - Huron Valley Swim Club
Dane Dresch- Manager
manager.hvsc@gmail.com
 - Birmingham Athletic Club
Paul Spencer- General Manager
pspencer@bacmi.net
3. Our Customer Service Manager is Christie Rodenbo. She is who would be scheduling any needed service. I (Nick Shelton- General Manager) will assist in managing this account and helping make sure the City is 100% satisfied with services rendered
- a. Christie Rodenbo- Service Manager
248-366-0606 o
810-423-0705 c
crodenbo@aquaticsource.com
 - b. Nick Shelton- General Manager
248-366-0606 o
248-921-1340 c
nshelton@aquaticsource.com



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4. We have a variety of equipment that will assist in being ready to service pools of this size including (but not limited to) the following:
 - a. **Pumps-** 3" trash pumps, 2" submersible pumps, loner recirculation pumps, chemical feed pumps, 3" electric peristaltic pumps, variety of stock motors and pumps for replacement and for loners while a pump / motor may be in for repair
 - b. **Controllers-** We have loner controllers of all varieties for use when your controller goes down and can get your pool back up and controlling chemicals the same day. Two of your four facilities have Becs controllers of which we are the in-State manufacturer's representative
 - c. **Pool Vacuums-** We have loner automatic pool cleaners and a mobile repair trailer with the ability to fix your cleaner on site. We also have deck vacuums for use

C. Fee Proposal

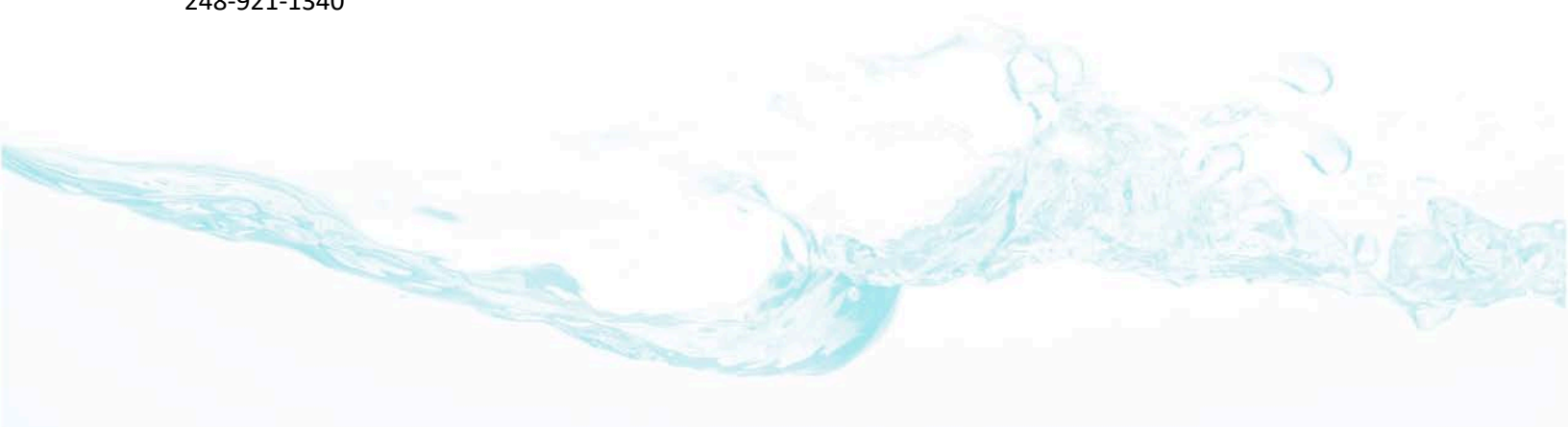
1. See attached

D. Authorized Negotiator

1. Our authorized negotiator is Nick Shelton, General Manager. I am committed to securing this contract and providing the City of Ann Arbor with the best in State commercial pool service available

Best Regards,

Nick Shelton- General Manager
Aquatic Source, LLC
248-921-1340



**ATTACHMENT A
LEGAL STATUS OF RESPONDENT**

(The Respondent shall fill out the provision and strike out the remaining ones.)

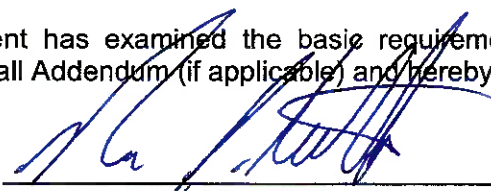
The Respondent is:

- A corporation organized and doing business under the laws of the state of _____, for whom _____ bearing the office title of _____, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.*

*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of MICHIGAN, whom NICK SHELTON bearing the title of GENERAL MANAGER-SIGNOR whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of _____ and filed with the County of _____, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

Signature  Date 5-19-2020

(Print) Name NICK SHELTON Title GENERAL MANAGER

Company: AQUATIC SOURCE, LLC

Address: 190 SUMMIT STREET, BELLEVILLE, MI 48116

Contact Phone 248-366-0606 Fax 248-366-0605

Email NSHELTON@AQUATICSOURCE.COM

**ATTACHMENT B
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE**

Non-Discrimination Ordinance

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

AQUATIC SOURCE, LLC
Company Name

[Signature] 5-19-2020
Signature of Authorized Representative Date

NICK SHELTON - GENERAL MANAGER
Print Name and Title

190 SUMMIT STREET, BRIMTON, MI 48116
Address, City, State, Zip

248-366-0606 / NSHELTON@AQUATICSOURCE.COM
Phone/Email address

**Questions about the Notice or the City Administrative Policy, Please contact:
Procurement Office of the City of Ann Arbor
(734) 794-6500**

**ATTACHMENT C
CITY OF ANN ARBOR**

LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here No. of employees

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$13.91/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$15.51/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

| Check the applicable box below which applies to your workforce | |
|---|---|
| <input checked="" type="checkbox"/> | Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits |
| <input type="checkbox"/> | Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits |

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

AQUATIC SOURCE, LLC
Company Name

[Signature] 5-19-2020
Signature of Authorized Representative Date

190 SUMMIT STREET
Street Address

BRIGHTON, MI 48116
City, State, Zip

NICK SHELTON - GENERAL MANAGER
Print Name and Title

248-366-0606 / NSHELTON@AQUATICSOURCE.COM
Phone/Email address

ATTACHMENT D



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|--|
| VENDOR CONFLICT OF INTEREST DISCLOSURE FORM |
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All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

| Conflict of Interest Disclosure* | |
|---|---|
| Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest. | <input type="checkbox"/> Relationship to employee <hr/> <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe in box below) |
| | |

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

| | | |
|--|--|---|
| I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below: | | |
| AQUATIC SOURCE, LLC Vendor Name | 248-366-0606 Vendor Phone Number | |
| Signature of Vendor Authorized Representative | 5/19/2020 Date | NICK SHELTON Printed Name of Vendor Authorized Representative |