

MEMORANDUM

TO: Park Advisory Commission

FROM: Colin Smith, Parks & Recreation Services Manager

DATE: March 6, 2018

SUBJECT: Resolution to recommend approval of a Service Contract with Northwest Pools, Inc. for On-Call Pool Mechanical Services at the City Pools for an amount not to exceed \$75,000.00 annually for FY 18 – 20 with a Two Year Renewal Option not to exceed \$75,000.00 annually for FY 20 - 22.

Attached for your recommendation is a resolution to approve a Professional Services Agreement with Northwest Pools, Inc. for On-Call Pool Mechanical Services at the City Pools.

Budget/Fiscal Impact

It is requested that a Service Contract be approved for two years ending April 30, 2020, for an amount not to exceed \$75,000.00 annually for FY 18 - FY 20 with an option to administratively renew for two additional years with an amount not to exceed \$75,000.00 annually for FY 20 - 22. If extended the contract rates are subject to an escalation not to exceed 3%. Funding is available in the approved FY18 Parks Maintenance and Capital Improvements Millage. Continuation and extensions of the contracts in each fiscal year after June 30, 2018 will depend on funding within the Parks Maintenance and Capital Improvement Millage for that fiscal year

Project Description

Each year the Parks and Recreation Services Unit utilizes pool services companies to perform pool opening inspection and maintenance, in season repairs, on-going maintenance and closing procedures at Fuller, Buhr, Veterans and Mack pools. Since 2014, the pools have spent an average of \$50,000.00 - \$65,000.00 between multiple companies to prepare, close and maintain the pools and the aging infrastructure. The goal of having one company on call to provide all services will help ensure consistent opening and closing procedures as well as consistent handling of all work done on each pool.

The not to exceed amount of \$75,000.00 is more than any prior year's expense total; however, staff are concerned that aging components at each of the pools may lead to larger than average expenses over the course of the contract. Staff has replaced numerous mechanical components at the pools in recent years, but additional work remains and older infrastructure remains in place.

The scope of services will consist of individual tasks to be determined and assigned during the contract period. The type of work may include, but is not limited to; the inspection/maintenance of all pool related appurtenances, acid washing of pool, pressure testing filtration systems, sensors, repair and/or installation of plumbing, pool heating boilers, pool chemical feed, process piping, pumps and valves, pool filtration systems, repair/replacement/calibration of chemical feeders, removal/replacement of sand and gravel within the filter. Examples of potential tasks include obtaining permits, maintenance of pool heating boilers, pool startup/shutdown, replacement of mechanical piping, and other mechanical activities to be determined by the City.

The project meets the following sustainability goals:

- Active living and learning
- Safe community
- Energy conservation
- Responsible resource use

A Request for Proposal (RFP #18-05) was advertised on the Michigan Inter-governmental Trade Network as well as on the City of Ann Arbor Purchasing website.

Bids were received from one companies:

	Hourly Rate		
	Regular (M-F)	Overtime(M-F)	Sunday/Holiday
Northwest Pools, Inc.	\$80.00	\$120.00	\$160.00

*Lowest Responsible Bid

Northwest Pools, Inc. complies with the requirements of the City’s non-discrimination, prevailing wage, and living wage ordinances.

Prepared by: Josh Landefeld, Parks & Recreation Services Deputy Manager
 Reviewed by: Colin Smith, Parks & Recreation Services Manager

RESOLUTION TO RECOMMEND APPROVAL OF A SERVICE CONTRACT AGREEMENT WITH NORTHWEST POOLS, INC FOR ON-CALL POOL MECHANICAL SERVICES AT THE CITY POOLS FOR AN AMOUNT NOT TO EXCEED \$75,000.00 ANNUALLY FOR FY 18 – 20 WITH A TWO YEAR RENEWAL OPTION NOT TO EXCEED \$75,000.00 ANNUALLY FOR FY 20 – 22

Whereas, The Parks & Recreation Services utilizes pool services companies to open, close and provide in season maintenance to ensure the four city pools function,

Whereas, Having a single company on call will provide consistent and quality maintenance and save the city time and money;

Whereas, The City issued Request for Proposal #18-05 for On-Call Pool Mechanical Services at the City Pools and one bid was received, with the proposal from Northwest Pools, Inc. being selected;

Whereas, Funding is available in the approved FY 18 Parks Maintenance and Capital Improvements Millage;

Whereas – Northwest Pools, Inc. has submitted all required Non-Discrimination, Prevailing Wage, Living Wage, and Conflict of Interest Disclosure forms and complies with the requirements of the City's Non-Discrimination, Prevailing Wage and Living Wage Ordinances;

RESOLVED, That the Park Advisory Commission recommend approval of a Service Contract with Northwest Pools, Inc. for On-Call Pool Mechanical Services at the City Pools for an amount not to exceed \$75,000.00 annually for FY 18 – 20 with a Two Year Renewal Option not to exceed \$75,000.00 annually for FY 20 – 22 subject to funding for that fiscal year.