

## Request for Quotes – 2019 Pool Management Services

March 2019

Agency and Site Location: Potomac Job Corps Center  
1 DC Village Lane, SW  
Washington, D.C. 20032



### This is a Subcontracting Opportunity

#### I. SOLICITATION:

This Request for Quote is to establish a firm fixed price from qualified Offerors to establish a contract through competitive quotes for all the management, supervision, monitoring, personnel, transportation, tools, equipment, labor, parts and materials necessary to provide professional swimming pool management and maintenance services located on the center as set forth below in the SOW for the Potomac Job Corps Center (PJCC) operated by Exceed Corporation under Contract number DOL-ETA-17-C-0006 with the United States Department of Labor. The extent of the work is described in Section II - Scope of Work.

The general conditions of the contract for this project shall be consistent with the Federal Acquisition Regulation (FAR) except as modified or amended herein. A copy of the FAR can be obtained on-line at <http://farsite.hill.af.mil/vmfara.htm>.

If it becomes necessary to make changes in quantity, specifications, delivery schedules, etc., or to correct a defective or ambiguous invitation, such changes shall be accomplished by amendment of the request for quotes. Amendments shall be sent to everyone to whom invitations have been furnished.

To be considered for award, a Quote must comply in all material respects with the Request for Quotes. Such compliance enables bidders to stand on an equal footing. Bidders who do not provide the requested responses will be considered non-responsive.

Quotes should be filled out, executed, and submitted in accordance with the instructions in the invitation. If a bidder uses its own bid form(s) or a letter to submit a Quote, the Quote will be considered only if --

- (1) The bidder accepts all the terms and conditions of the invitation to quote; and
- (2) Award on the Quote would result in a binding contract with terms and conditions that do not vary from the terms and conditions of the invitation.

Quotes submitted by electronic commerce shall be considered, provided they are timely. Electronic Quotes must reference the solicitation and be sent to [Phillips.Jennifer@jobcorps.org](mailto:Phillips.Jennifer@jobcorps.org).

#### 1. REPRESENTATION

##### A. Codes

1. The contractor shall research, and be responsible for obtaining, all regulatory, permitting, and licensing requirements.
2. All conflicts and requests for interpretation or clarification shall be submitted to the Potomac Job Corps Center Director.
3. The contractor shall conform to all applicable codes, ordinances, and regulations including the national building code used in the local area, laws and local ordinances. All work shall conform to the current regulations of the Environmental Protection Agency (EPA), and the Occupational Safety and Health Administration (OSHA). Lifeguard and Pool Operator/Supervisor skills, licensing, and certifications shall include Red Cross or equivalent certifications as required for pool facilities of this type in Lifeguarding, CPR, First Aid, AED, and Pool Operators License. The regulations of the District of Columbia shall prevail, if they are more stringent than those of the Federal Government. Deviations and interpretations shall be subject to the approval of the Potomac Job Corps Center Director and the Department of Labor.
4. The contractor shall not submit plans, documents, or specifications to any authority or regulatory body without the prior approval of the Potomac Job Corps Center Director or designated representative.

## B. Specific Requirements

Prior to submitting a quote, it is highly recommended that the prospective offerors visit the site and become thoroughly familiar with all pertinent conditions that are included in this Scope of Work. The prospective offerors must take such steps as may be necessary to ascertain the nature and condition of the work, and the general and local conditions which can affect the work or cost thereof. Failure to do so shall not relieve offerors from the responsibility for estimating properly the difficulty or cost of successfully performing the work.

1. **A pre-proposal walk-through will be conducted at the project site with all interested contractors on March 12, 2019 at 2pm. At that time, questions related to the areas of work can be presented and discussed with the center.**
2. **Bidders, if applicable, will be responsible for submitting any questions to the Buyer in writing by March 18, 2019 at 2pm. Buyer will respond to all questions by all potential bidders.**
  - a. All bidders are responsible for reviewing these specifications along with all attachments thoroughly and submitting any questions regarding these specifications or work activities described below to the Buyer during the question/answer period discussed above. The Contractor that is awarded the contract will be expected to abide by under the scope of work described in these specifications completely.
3. **Quotes must be submitted by March 27, 2019 by 2pm.**
4. **Once awarded, Contractor must be able to start work immediately in order for the pool to be operational by opening day. Pool must be operational at least 2 weeks prior to opening day.**
5. For work scheduling, the contractor shall provide a proposed sequenced schedule to the center as part of the proposal submission
6. The contractor shall ensure the security of operations and storage areas to preclude all breaches of security including, but not limited to vandalism and/or theft that can impact the timely and successful completion of the work. While existing center operations will be continuing during the course of the project, the contractor shall not rely on any aspect of center security to guard aspects of his operations. At no time during this project duration, up to and including the acceptance of the substantial completion walk-through, will the Potomac Center accept requests for additional security measures. Exceed Corporation/Department of Labor shall not be held to have incurred any liability for loss of, and/or damage to, materials, tools, and equipment of the contractor by contract or otherwise. Exceed/Department of Labor shall not in any way be liable or responsible for damage or loss to work due to trespass or theft.
7. Contractor will be financially liable for all damages and/or service interruptions resulting from work being performed by Contractors employees. Potomac Job Corps Maintenance Manager must be notified immediately of damages or service interruptions. Any subcontractor used to make repairs or provide service on the Contractor's behalf must be approved in advance by Potomac Job Corps Center Director, or designated representative.
8. The contractor shall maintain a clean and safe work area throughout the period of performance. The contractor shall, at the end of each work day, remove and secure all debris, tools and materials used. The contractor shall collect used or excess chemicals frequently and dispose of chemicals and refuse away from the center in a lawful manner. The contractor shall be responsible for all fees, permits, etc., required for waste disposal.
9. The contractor shall be responsible for receiving, storing, and securing of all materials, chemicals, equipment and other items to be used in accomplishing the work. The contractor shall be responsible for all equipment, chemicals and materials brought onto the center to support this SOW, and shall replace lost, damaged or stolen items at its own expense.

10. The contractor and all persons employed under the contract:
  - a) Shall observe all security regulations in effect at the center;
  - b) Shall not fraternize with the students or staff of the center;
  - c) Shall not consume or transport any alcoholic beverages or drugs on the center;
  - d) Shall not transport any firearms on the center;
  - e) Shall not use the center's dumpsters
11. Persons violating the above shall be dealt with in an appropriate manner.
12. The contractor shall be required to be licensed by the appropriate authority in the area to conduct the required contractual work, including hazardous waste storage, use, and removal.
13. PJCC has the right to Stop Work if the Contractor fails to correct defective work as required or continually fails to adhere or perform the work in accordance with these specifications, the scope of work or contract documents. The Center Director or their representative, may order the Contractor to stop the work, or any portion thereof, until the corrections are made and acceptable by PJCC.
14. Contract Type – Fixed Price quote for pool management services. Prevailing wages under the Service Contract Act. Should repairs be required, prevailing wages under Davis Bacon Act may apply.
15. **Submittal Requirements** - All offerors must address the items listed below in their submission in order to be determined technically acceptable. Failure to address these requirements will result in the offeror being deemed unresponsive.
  - a) Bid Submission Cover Letter. Attachment 2
  - b) Offerors must provide evidence of licenses and certifications to perform the scope of work.
  - c) Offerors must not be excluded from competing on government contracts. Verification will be completed through the SAM portal.
  - d) Contractor shall provide a pricing sheet to include:
    - a. A Monthly Fixed Priced Quote based on the Scope of Work. Prevailing wages under the Service Contract Act apply.
      - i. Option 1: Pool opening – 5/24/19 – 9/2/19
      - ii. Option 2: Pool opening – 5/17/19 – 9/9/19
    - b. A fixed hourly labor rate for any additional services needed outside the SOW. Prevailing wages under Service Contract Act may apply.
    - c. A fixed hourly labor rate for any additional repairs needed outside the SOW. Prevailing wages under Davis Bacon Act may apply.
    - d. A fixed mark-up percentage for all replacement parts required outside the scope of the SOW.
  - e) Project Schedules or timelines
  - f) The contractor must include with his/her quote, certification of conformance with to the latest DC Service Contract Wage Rate and Davis Bacon wage decisions for the area by signing form SF1413.
  - g) The contractor must include a listing of the valid and current credentials for all staff assigned to perform the work. The credentials should demonstrate the vendor's ability to successfully perform the Statement of Work.
  - h) The contractor shall provide a list of similar projects completed by its firm within the last five years and a list of references, including owners' names, addresses and telephone numbers. All firms submitting quotes for this project shall have no less than five consecutive years of relevant experience.

- i) A brief description of your company's understanding of the project, as well as a description of your company's approach to the management of the facility.
- j) This project is sales/use tax-exempt.
- k) An industry-standard warranty for all parts, materials, and workmanship.
- l) Contractor shall provide a certificate of insurance naming Exceed Corporation – Potomac Job Corps Center as an additional insured, per Section III - insurance requirements.
- m) Contractor must accept purchase orders with net terms.
- n) Contractor must provide a completed New Vendor Profile (Sample in Attachments) & W-9

## **II. SCOPE OF WORK (SOW):**

### **OPENING POOL BASIC SERVICE**

- Conduct necessary inspections testing, and preventive maintenance to render the pool and filter system operational and safe; submit a written report upon completion indicating that the pool and all associated systems have passed all required testing and are safe and ready for operation;
- Contractor to notify & submit detailed labor and parts/materials quote(s) to PJCC (owner) if additional repairs above and beyond the standard seasonal preventive maintenance operations are needed. Prior approval will be required for all additional repairs;
- Provide quick turnaround on all maintenance and repairs incorporated in the SOW and approved additional repairs as authorized;
- Reassemble, clean and prepare bathhouse for use making any routine repairs if necessary;
- Reassemble pool fresh water system, check for proper operation and repair if necessary;
- Remove and properly store pool cover on PJCC premises;
- Drain and Clean Pool;
- Test and if necessary repair or replace hydrostatic valve and any damages which may be directly or indirectly related there to;
- Reclamation of pool water will be attempted as primary opening procedure, draining and acid cleaning the pool, if necessary, are to be included in this SOW;
- Fill Pool with clean water and appropriate chemical load;
- Place filtration and chlorination system in operation and check for proper operation. Repair if needed;
- Install diving boards, ladders, handrails, lifeguard chairs, skimmer lids, and safety rope as appropriate;
- Clean bathhouse/locker room and pool area;
- Arrange for and have qualified and certified/licensed personnel present at any local or state Health Department and/or OSH pre-opening inspections, which may be required;
- Pool must be in operational condition at least two weeks prior to the opening date, barring any conditions beyond Contractors control;
- Clean pool deck inside perimeter fence, deck furniture and equipment;
- Order, store and utilize necessary chemicals in accordance with all applicable safety, health, and environmental regulations.

### **POOL HOURS (Subject to change)**

- Monday 4:00 PM - 7:00 PM
- Tuesday 4:00 PM - 8:00 PM
- Wednesday 4:00 PM - 8:00 PM
- Thursday 4:00 PM - 8:00 PM
- Friday 4:00 PM - 8:00 PM
- Saturday 1:00 PM - 8:00 PM
- Sunday 1:00 PM - 8:00 PM
- Holiday 1:00 PM - 6:00 PM

## **POOL OPENING AND CLOSING DATES**

5/17/19 – 9/9/19

### **PERSONNEL**

- Qualified and Certified Lifeguard on duty, at all times
- Proof of background check for lifeguard(s) expected to be on site
- Current and valid Red Cross or equivalent CPR/AED certification in the District of Columbia
- Current and valid lifeguard certification in the District of Columbia
- Contractor's employees must be dressed appropriately identifying them as the Contractor's employee and according to safety regulations at all times during the performance of this contract. For Females, a nonrevealing, one-piece bathing suit should be worn. For males, swimming trunks should come to the knee and a tank top should be worn. Uniform exceptions may be presented to the Center Buyer for consideration and approval. PJCC has the right to request the lifeguard to cover up or remove any employee inappropriately dressed.
- PJCC reserves the right to interview any prospective lifeguard candidate(s) prior to pool opening

### **DAILY MAINTENANCE & OPERATION**

- Contractor will provide lifeguards and supervision for the outdoor pool during all open hours;
- Monitor and maintain water quality in conformance with required standards;
- Operate pool in accordance with all regulations, including Safety and Health codes, set forth by the District of Columbia;
- Obtain and maintain all permits required by the District of Columbia Health Department, Fire, and Hazmat, and responsible for processing fees;
- Contractor shall furnish all consumable first aid supplies. PJCC will provide toilet paper, paper towels, trash bags, hand soap, janitorial supplies and light bulbs.
- Inspect & clean bathrooms and pool office as required;
- Vacuum pool bottom, clean waterline tiles, brush pool surfaces and skimmer baskets to include general cleaning of surrounding pool areas;
- Check, record and post chemical readings;
- Provide, maintain and add chemicals, per DC Health regulations, as needed;
- Maintain proper filter operation by backwashing and/or cleaning pump strainer;
- Maintain required Health Department records;
- Accurately maintain log of "Daily duties" and "Chemical Readings" and make log available for inspection by Center and DC Health Department officials;
- Monitor and record pressure gauge and flow meter readings;
- Clean pool furniture monthly; and
- Provide courteous, reasonable and mature enforcement of PJCC pool rules as are reasonable and in accordance with all federal, state and local laws and regulations and safety factors. A copy of rules will be provided before pool opening.

### **CLOSING & WINTERIZATION OF POOL**

- Prepare an accurate inventory of stored equipment & supplies;
- Drain and lubricate all pumps that are so constructed to be drained;
- Uncover and drain strainer and chemical feeders;
- Drain all re-circulating and vacuum lines that are so constructed to be drained;
- Backwash pool to proper water levels;
- Drain filters;
- Clean and remove all skimmer baskets;
- Securely store testing and first-aid equipment;
- Securely store any chemicals to be left on Center property after closing and winterization;
- Clean and store chlorinator and/or any probes for chemical controllers;
- Open to ¾ maximum all valves that are required to be opened;

- Store ladders, guard chairs and equipment;
- Inspect equipment, machinery and pool plumbing;
- Install winterizing equipment;
- Install pool cover;
- Add winterizing chemicals to pool;
- Clean and store pool furniture;
- Add antifreeze to appropriate fixtures;
- Final cleaning of pool, bathroom and lifeguard office;
- Notify PJCC upon completion of winterization; and
- Provide PJCC with a written “Winterization Report” and “Pool Inventory Report”.

## **POST SEASONAL INSPECTION**

Contractor shall provide an inspection of the facility so as to:

- Check all gates and fences are secure;
- Inspect cover for proper fit;
- Inspect water level of pool;
- Inspect pool and filter system for potential freezing damage;
- Check water chemistry for proper balance; and
- Report any damages or findings immediately to PJCC.

## **SERVICES**

- Plaster /Whitecoats
- Tile & Coping
- Leak Detection & Repair
- Concrete Repair & Replacement
- Underground Plumbing
- Transition Tile
- Filter System Repair & Replacement
- Dual Drains Installation
- Pump & Motor Service/Replacement
- Safety Pool Covers, if not present
- Skimmers
- Caulking
- Routine Repairs
- Provide Local Health department minimum required First Aid supplies necessary

## **CHEMICALS**

- The Contractor shall provide all the necessary chemicals needed for the operation of the pool in conformance with local Health Department standards. Payment for chemicals shall be the sole responsibility of the Contractor. Contractor must ensure all chemicals are stored securely and disposed of properly according to DC regulations.
- A material safety data sheet (MSDS) is required to be submitted to PJCC, for all chemicals proposed to be furnished in the performance of the services, or the provision of goods, which are the subject of this procurement transaction. The MSDS must list all ingredients which constitute more than one percent (1%) of any product, or more than one tenth percent (0.1%) for any known or suspected carcinogens. The MSDS must identify each product by its common or chemical name, provide physical and chemical characteristics of any hazardous materials or hazardous components, list any known acute or chronic health effects, specify exposure limits, and list any necessary or recommended precautionary measures and emergency and first aid procedures.

### III. INSURANCE

Prior to starting any work, the contractor shall show proof of required insurance, in amounts to cover risk or as required by statute, including:

- Bodily Injury Liability - \$500,000 each person; \$1,000,000 each occurrence and will include coverage for owned, non-owned, and hired vehicles.
- Property Damage Liability - \$500,000 each accident; \$500,000 aggregate
- Workers Compensation and Employer's Liability – Amounts in coverage as required by the District of Columbia compensation laws or union agreements. Employer's liability at least \$500,000 each accident. Amount shall remain in effect for a minimum of one year from the time of substantial completion, but in no event less than the time required to complete all warranty work.
- Umbrella Liability – \$5,000,000.00 each occurrence

Once awarded, Contractor must maintain and keep current the above limits for the entire period of performance to cover its legal liability for accidents or injuries, to include the loss of life, which may be sustained by any party or guest of the pool, due to Contractor's negligence, inside the compounds of the pool, during pool hours. It is the contractor's responsibility to provide a new and/or replacement Certificate of Insurance at least (15) fifteen days prior to the expiration of such policy. Contractor must give PJCC at least (30) thirty days' prior written notice of cancellation or termination of coverage.

### IV. EVALUATION FACTORS FOR AWARD:

1. EXCEED anticipates the award of a single contract as a result of this solicitation to the responsible Offeror whose proposal meets the needs of the solicitation, timely turnaround of services, is technically acceptable and is determined to be the lowest price.
2. Invitations may be cancelled and all quotes rejected before award when:
  - All otherwise acceptable bids received are at unreasonable prices, or only one bid is received and the contracting officer cannot determine the reasonableness of the bid price;
  - The bids were not independently arrived at in open competition, were collusive, or were submitted in bad faith (see Subpart 3.3 for reports to be made to the Department of Justice);
  - No responsive bid has been received from a responsible bidder;
  - For other reasons, cancellation is clearly in the company's best interest.

### V. PROJECT REQUIREMENTS & SPECIFIC CONDITIONS OF THE AGREEMENT:

#### A. Codes

In accordance with the Scope of work, the contractor shall obtain all applicable permits and comply with all applicable building and safety codes, ordinances and regulations which are informed by City, County, State or relevant Federal agencies. OSHA and EPA regulations shall also apply.

All conflicts and requests for interpretation or clarification regarding permits and codes shall be submitted in writing to the Buyer, Potomac Job Corps Center.

#### B. Service Contract Act

This project is subject to the provisions of the Service Contract Act for service work on a federally funded Job Corps center. Accordingly, the contractor shall be required to conform to the latest wage rate decision for the locality. **General Decision Number: WD2015-4281, Rev 9, Dated 1/10/18.**

The contractor shall provide proof of compliance with wage rate and fringe percentage if requested by the Buyer and certification that employees are being paid according to payroll records. The Certified Payroll Records shall be submitted to the Buyer using the sample form in Attachment 6.

The current form and instructions for using the form (**wh347 dated 2008**), and obtaining a fill able PDF of the form, can be obtained on the web at <http://www.dol.gov/whd/forms/wh347instr.htm>. The contractor shall submit a copy of all weekly payroll forms with each invoice for payment, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each service employee has been paid not less than the proper Service Contract prevailing wage rate for the work performed if required. The Buyer will

compare the payroll record with the daily visitor sign in log. Any discrepancies between the payroll record and the center log shall be reconciled by the Contractor before a progress payment will be made. The Contractor shall be required to post bilingual (English, Spanish) signs in prominent locations at the project site informing all workers of their right to Service Contract wages.

**C. Davis Bacon Act**

This project is subject to the provisions of the Davis-Bacon Act for construction work on a federally funded Job Corps center. Accordingly, the contractor shall be required to conform to the latest wage rate decision for the locality. General Decision Number: DC140002, dated 8/29/2014 (see attached)

The Workforce Investment Act (WIA) imposed Davis-Bacon labor standards upon contractors and subcontractors. It provides that all laborers and mechanics employed by contractors and subcontractors in any construction, alteration or repair, including painting and decorating of projects, buildings, and works which are federally assisted under this Act, shall be paid wages at rates not less than those prevailing on similar construction in accordance with the Davis-Bacon Act. The contractor shall provide proof of compliance with wage rate and fringe percentage if requested by the Purchasing Agent and certification that employees are being paid according to payroll records. The Certified Payroll Records shall be submitted to the Purchasing Agent using the sample form in Attachment 4.

The current form and instructions for using the form (wh347 dated 2008), and obtaining a fill able PDF of the form, can be obtained on the web at <http://www.dol.gov/whd/forms/wh347instr.htm>. The contractor shall submit a copy of all weekly payroll forms with each invoice for payment, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed if required. The Purchasing Agent will compare the payroll record with the daily visitor sign in log. Any discrepancies between the payroll record and the center log shall be reconciled by the Contractor before a progress payment will be made. The Contractor shall be required to post bilingual (English, Spanish) signs in prominent locations at the project site informing all workers of their right to Davis-Bacon wages.

**D. Invoicing/Certified Payroll**

Invoices shall be rendered monthly by Contractor with net terms. Weekly certified payroll must accompany every invoice during that period of performance in order to be accepted. Net terms begin upon review and acceptance of certified payroll. PJCC reserves the right to withhold payment due to contractor until the vendor provides compliant certified payroll and required documents.

**E. Indemnification**

To the fullest extent permitted by law, Subcontractor shall defend, indemnify and hold harmless Exceed Corporation, U.S. Department of Labor, Parsons and its stockholder, employees, technical advisors, agents, successors and assigns from and against all claims, damages, losses, and expenses, including but not limited to attorney fees, or actions in respect thereto, whether caused by that its negligence or intentional acts or omissions, arising out of or resulting from the performance of its (or its employees, contractors, or agents) work under this Agreement. This indemnification shall include claims for property damage, and for loss or expense attributable to personal injury, sickness, disease, or death or injury or destruction of tangible and non-tangible property including the loss of use resulting there from. Neither party shall be responsible for failure to perform under this Agreement due to circumstances beyond its control. This clause shall survive the term of this Agreement.

**F. Facility Operating Hours**

The center shall remain in operation at all times throughout period of performance. All project activity shall be coordinated with the Maintenance Manager and the Recreation Manager in order to minimize disruption to center operations. All anticipated interruptions to center operations shall have prior approval from the Maintenance Manager at least 36 hours in advance of the interruption.

**G. Supervision and Discipline**

The Contractor shall provide a competent supervisor, or lead person who is qualified, certified, and capable of overseeing activities and authorized to act on behalf of the contractor and direct the work. The contractor's



employees shall conduct themselves in an orderly manner and adhere to all the center rules and regulations. Contractor shall be responsible for all precautions as may be necessary to fully protect their work both during its execution and until its final acceptance or the Contractor shall be held responsible for all damages incurred. Contractor shall be responsible to PJCC for the acts and omissions of their employees, subcontractors and their agents and employees, and other persons performing any of the work under a contract with the Contractor or on behalf of the Contractor.

The Center and EXCEED reserve the right to direct the removal of any Contractor's employee for conduct in violation of center regulations or conduct which is deemed detrimental to the center operation.

#### **H. Changes in the Work**

Minor changes in the work that, the Center or Contractor may recommend and, do not involve adjustment to the Contract Sum or the Performance time shall be made through written instruction from the Purchasing Agent authorizing the Contractor to proceed with the agreed upon changes.

Changes in the work that do involve adjustment to the Contract Sum or the Performance time or both are Contract modifications that shall be executed as Change Orders on AIA Document G 701 or equivalent. Reference the Federal Acquisition Regulation (FAR) 52.243-4. For Contract modifications requested by the Center or initiated by the Contractor, the Contractor shall prepare and submit for approval, a change order proposal (see attachment 11). Procedures for preparing and processing change order proposals shall be as follows:

- The proposal shall include a statement outlining the reason for the change, i.e. unforeseen conditions, product substitution, and complete description of the change.
- Include a list of quantities of products to be purchased and unit costs. Indicate the amount of trade discounts.
- If product or system substitution is being requested, provide complete supporting data from both specified product/system and proposed substitute product/system for evaluation by the Center. Provide additional information to substantiate products and/or systems are equal or better with respect to this project application.
- Include a statement indicating the effect the proposed change will have on the Contract performance time (number of days added or deleted) and construction schedule.
- Show the total cost of the proposed change in such change order proposals that increase the contract.
- When the Center and the Contractor both agree to the change request as proposed or as modified, the Purchasing Agent will issue a Contract modification, Change Order for the Contractor's signature and the Center Director's signature, approving the change.

The Contractor is responsible to keep the work progressing on schedule. Requests from the Center for changes in the work and change order proposals are for information only and shall not be considered as instruction to stop work in progress, or to commence work on the requested change

#### **VI. PERFORMANCE PERIOD**

Work must commence upon award and pool must be operational, at a minimum of, 2 weeks prior to opening date.

Pool opening date is May 17, 2019 and closes September 9, 2019.

#### **VII. ATTACHMENT 1 – CONTRACT CLAUSES BY REFERENCE**

This contract incorporates one or more clauses by reference, with the same force and affects as if they were given in full test. Upon request, the Buyer shall make their full text available. General terms and conditions are made part of this agreement – copies are available at:

<https://www.exceedcorporation.com/become-a-partner/>

**VIII. ATTACHMENTS 2-6**

Attachment 2: Bid Cover Page

Attachment 3: Vicinity Map

Attachment 4: Site Plan

Attachment 5: Sample Weekly Certified Payroll

Attachment 6: Sample New Vendor Form

## 2. Bid Submission Checklist



### BID SUBMISSION CHECKLIST

#### **RFQ – Pool Management & Maintenance Services, March 2019**

Quote Deadline: 3/27/19 by 2pm EST

RFQ POC: Jennifer Phillips, Buyer - [Phillips.Jennifer@jobcorps.org](mailto:Phillips.Jennifer@jobcorps.org)

As stated in Section I, Paragraph B, Part 15, Submittal Requirements, of the RFQ, all offerors must address the items listed below in their submission in order to be considered. Failure to address these requirements will result in the offeror being deemed unresponsive.

#### **Required Documentation:**

- Schedule/Timeline of services from award to completion
- Evidence of Licenses and Certifications
- Pricing Sheet, to include: (FAR 8.405-4 apply);
  - Written conformance to the use of the latest Service Contract Act (SCA) and Davis Bacon Act (DBA) wage decision for DC by completing form SF1413;
  - Monthly Fixed Rate based on SOW. Prevailing wages under SCA apply;
    - Option 1- Pool opening 5/24/19 – 9/2/19
    - Option 2 – Pool opening 5/17/19 – 9/9/19
  - Fixed Hourly Labor Rate for additional services requested outside the SOW. Prevailing wages under SCA apply;
  - Fixed Hourly Labor Rate for additional repairs/maintenance required outside the SOW. Prevailing wages under DBA apply;
  - Fixed mark-up percentage for all replacement parts & materials required outside the SOW;
- Provide listing of valid and current credentials for all staff assigned to perform the SOW for the duration of the contract;
- List of similar projects completed within the last 5 five years with references. Be sure to include any federal projects;
- Brief description of Offerors understanding of project and approach to maintain;
- Sample certificate of insurance to show coverage limits;
- Warranty information for parts, materials, and workmanship;
- Completed Vendor Profile Form;
- W-9;
- MSDS sheets for all chemicals used during the performance of services.

In addition to the above required documentation, Offeror must review and acknowledge the below requirements:

- I  **do** or I  **do not** acknowledge that my company will be verified through the SAM.gov portal that we have not been excluded from doing business or competing on government contracts.
- I  **do** or I  **do not** acknowledge that this project is federally funded and therefore sales/use tax-exempt.
- I  **do** or I  **do not** acknowledge that my company must accept purchase orders with net terms and provide weekly certified payroll with each invoice(s) period of performance.
- I  **do** or I  **do not** acknowledge that I have read the Scope of Work and accept the terms herein.
- I  **do** or I  **do not** acknowledge that I have read this RFQ in whole and accept the terms herein.

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Point of Contact for Solicitation & Title

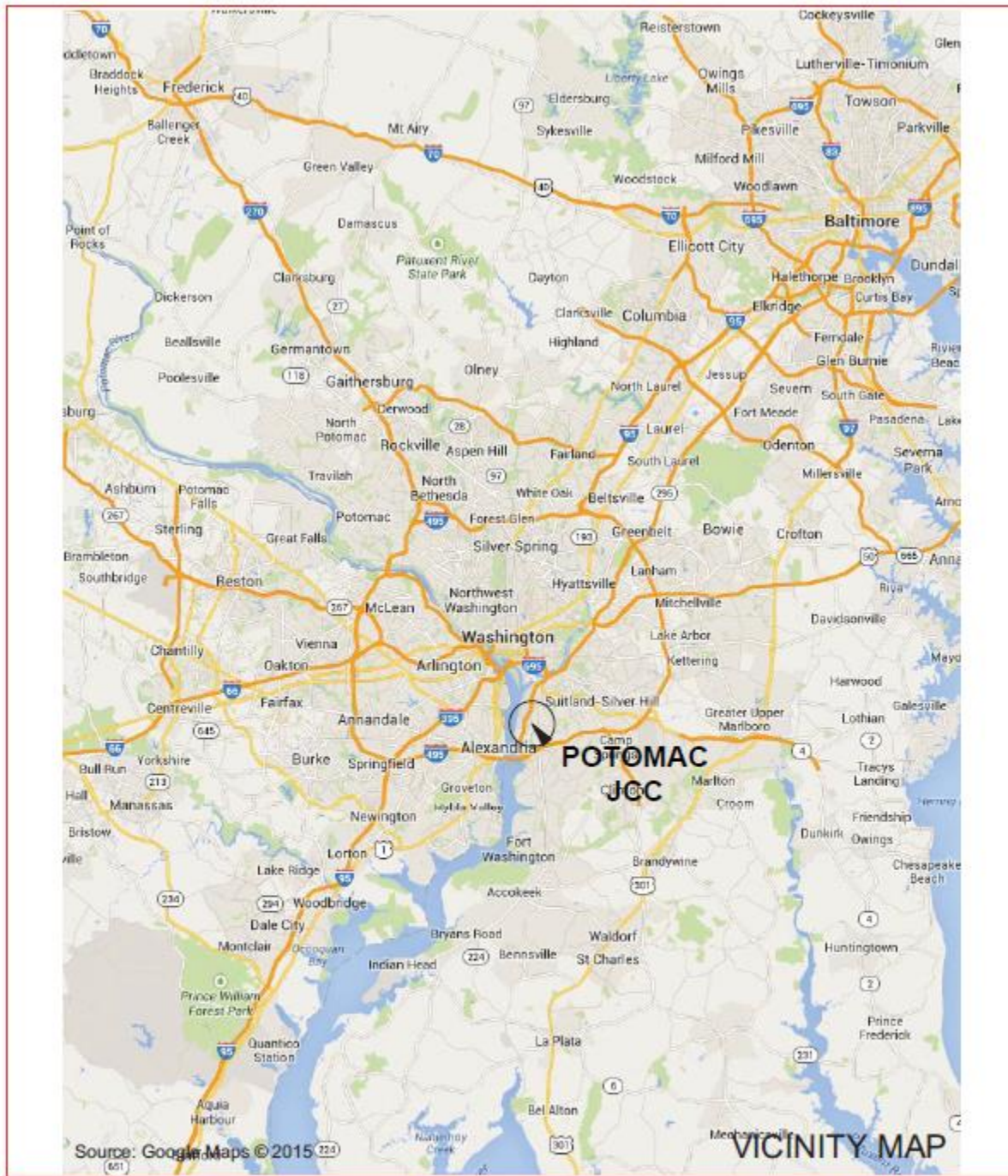
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Comments:



#### 4. VICINITY MAP



POTOMAC JOB CORPS  
CENTER  
WASHINGTON, D.C.



# 5. SITE PLAN

