

NOVA Parks



Procurement of Pool Chemicals

December 12, 2022

The Vendor selection shall be accomplished through the competitive negotiation procedures of the Virginia Public Procurement Act in which cost, previous work history, references and experience of the Vendor and its employees will all be considered in the selection process. Details of this process are provided under the Procurement Procedures section.

Selection will be based on a Vendor's ability to safely and effectively meet the pool chemical demands of all NOVA Parks swimming pools and to provide all the chemicals specified herein at a competitive low cost. NOVA Parks reserves the right to award one or two contracts based on the criteria outlined in the RFP.

Additional information about NOVA Parks can be found at www.novaparks.com. Questions regarding this RFP should be sent to the attention of Sarah Franklin, sfranklin@nvrpa.org, 703-359-4622.

Bidders must provide detailed information on all the products listed below to receive consideration. Contractor MAY bid on all chemicals or all chemicals with the exception of chlorine and muriatic acid and still be considered.

Specifications

1. All bids shall provide for the delivery of the following chemicals to the NOVA Parks swimming pool complexes. Containment or packaging of chemicals must be specified, without exception:

| | |
|----------------------------------|-------------------------------------------------|
| a. Sodium Hypochlorite | Delivered by tanker with 15% available chlorine |
| b. Muriatic Acid | Delivered in 15 gallon returnable drums |
| c. Soda Ash | Delivered in 50 pound bags |
| d. Calcium Hypochlorite granular | Delivered in 50-100 pound drums |
| e. Calcium Chloride | Delivered in 50 pound bags |
| f. Sodium Thiosulfate | Delivered in 50 pound bags |
| g. Sodium Bicarbonate | Delivered in 50 pound bags |

2. Quote price for the unit of measure for each item (i.e., per gallon, per pound). Listed figures represent approximate quantities purchased in past pool seasons:

| | |
|----------------------------------|----------------|
| a. Sodium Hypochlorite | 50,000 gallons |
| b. Muriatic Acid | 2,900 gallons |
| c. Soda Ash | 750 pounds |
| d. Calcium Hypochlorite granular | 800 pounds |

- | | |
|-----------------------|-------------|
| e. Calcium Chloride | 6100 pounds |
| f. Sodium Thiosulfate | 450 pounds |
| g. Sodium Bicarbonate | 2500 pounds |

Quoted prices must be firm for the 2023 operating season, March 1, 2023 to September 30, 2023. NOVA Parks shall have the option to extend the Contract for two (2) additional years, contingent upon availability of funds for the purpose. The option to renew shall be exercised at the sole discretion of NOVA Parks.

3. Vendor shall comply with all Virginia Occupational Safety and Health Administration Standards. Specifically the vendor shall ensure that all products provided to NOVA Parks waterpark are properly labeled and that Safety Data Sheets (SDS) are provided for those products classified as "hazardous" by the Virginia Occupational Safety and Health Administration.
4. Delivery Services shall be provided, as needed, to the following locations:

Algonkian Regional Park
47001 Fairway Drive
Sterling, Virginia 20165

Bull Run Regional Park
7700 Bull Run Drive
Centreville, Virginia 22020

Cameron Run Regional Park
4001 Eisenhower Avenue
Alexandria, Virginia 22303

Upton Hill Regional Park
6060 Wilson Blvd.
Arlington, Virginia 22207

Pohick Bay Regional Park
6501 Pohick Bay Drive
Lorton, VA 22079

5. State delivery schedule for chlorine and dry chemicals to each location and include procedures for emergency and twice weekly scheduled deliveries. Please note that NOVA Parks requires a single contact (one telephone number) for ordering and arranging of all deliveries.
 - a. Please include information on blackout dates where emergency service may not be available (federally observed holidays, weekends, etc.)
6. If there are delivery charges, please include detailed information.
7. Describe vehicles and equipment, identifying safety features, to be used in transporting chemicals to and from pool locations.
 - a. To include but not limited to vehicles width, length, and approximate full load weight.

- b. For deliveries of muriatic acid, vendor shall identify if the vehicle includes a lift gate.
 - c. Vendor shall specify pumping and metering systems used for delivery of sodium hypochlorite solution.
8. Deliveries must be transported from the truck to the recipient's labeled holding area.
 9. Identify by name, address, and telephone number, any individuals who will provide delivery to the pools, if such delivery is to be sub-contracted or otherwise delegated to a party other than the bidder.
 10. State all pertinent details, as to billing, prices and related accounting policies.
 11. List three or more business references. If delivery is to be subcontracted or otherwise delegated, also list three or more business references for each company who will provide service to the pools.
 12. Liability Insurance

Vendor shall purchase and maintain such insurance as will protect it from claims set forth below which may arise out of or result from the Vendors operations under the Contract, whether such operations be by itself or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- a. claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts;
- b. claims for damages because of bodily injury, occupational sickness or disease, or death of its employees;
- c. claims for damages because of bodily injury, sickness or disease, or death of any person other than its employees;
- d. claims for damages insured by usual personal injury liability coverage, which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by Vendor, or (2) by any other person;
- e. claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting there from; and
- f. claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.

The insurance amounts required shall be as follows:

- General liability in the amount of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Property damage in the amount of not less than \$1,000,000 for any one accident.
- Auto liability insurance for not less than \$1,000,000 combined single limits.

- Workers' Compensation per statutory limits and employer's liability in the following minimum amounts: EL Each Accident - \$100,000, EL Disease Policy Limit - \$500,000, EL Disease Each Employee \$100,000.

The Contractor shall endorse the Client on its insurance policy as an additional insured to protect the interests of the public. Certificates of Insurance and Additional Insured Endorsements acceptable to the Client shall be filed with the Client prior to commencement of the Work. These Certificates and Endorsements shall contain a provision that coverages afforded under the policies will not be cancelled until at least thirty days prior written notice has been given to the Client. Insurance certificates must include an additional insured endorsement naming the following as an additional insured: "The NOVA Parks, its officers, directors, agents, employees, and volunteers." The endorsement must be completed on endorsement form CG 20 10 11 85 or CG 20 10 07 04.

END OF SPECIFICATIONS

PROCUREMENT PROCEDURES

Written proposals should be sent to the attention of Sarah Franklin, Aquatics Manager, NOVA Parks Headquarters, 5400 Ox Road, Fairfax Station, Virginia, 22039 and must be received no later than Monday, January 9, 2023, at 2 p.m., Eastern Standard Time.

Vendors shall provide as its proposal response three complete copies of the following:

1. The fully completed attached RFP Information/Bid Sheet.
2. A listing of at least 5 vendor clients that have received similar pool chemical delivery services in the past within the past 2 years. The client listing shall include (a) a description of the chemicals provided, (b) the dates the deliveries were made, (c) the total project cost, and (d) the name and address of the client along with the name of a contact person and telephone number. The client listing shall indicate which portions of the work were completed by the Vendor and which portions were completed by subcontractors.
3. The names of any subcontractors that may be used for the project and a description of the work the subcontractors will complete.

The ranking and selection of the preferred Vendors and the awarding of any contract shall be based on proposed cost, previous work history, references and experience of the Vendor and its employees. A selection committee appointed by NOVA PARKS will review the proposals. The committee may conduct telephone interviews with two or more qualified Vendors. Upon completion of the interviews, the selection committee will rank those Vendors who were interviewed, in order of preference. NOVA PARKS will enter into negotiations with the first Vendor, in an effort to arrive at a mutually acceptable fee arrangement and contract. In the event the negotiations are successful, a contract will be offered in accordance with NOVA PARKS's contracting procedures, including presentation of the proposed contract for NOVA PARKS Board approval, if required. In the event such negotiations are not successful, NOVA PARKS will discontinue negotiations with the first Vendor and will enter into similar negotiations with the second and so on, until an acceptable contract is obtained.

The terms and conditions of this RFP shall be made part of the final contract.

NOVA Parks reserves the right to reject all proposals if, in its sole judgment, the responses to this solicitation are unsatisfactory or inadequate; it elects to substantially modify the magnitude or scope of the project; or if it elects to abandon or defer the project.

It is the Vendor's responsibility to be aware of any addenda that may be issued regarding this RFP. All addenda will be posted on the NOVA PARKS website. Vendors shall acknowledge receipt of addenda at the bottom of the RFP Information/Bid Sheet.

END OF PROCURMENT PROCEDURES

**NOVA Parks
Pool Chemical Bid Form
2023-24**

Supplier Name: _____ Contact Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

| Chemical | Unit of Measure (gallon, 50 pound bag, etc.) | % available concentration | Price | Delivery/Notes/Deposit |
|-------------------------------|-------------------------------------------------------------|--------------------------------------|--------------|-------------------------------|
| Sodium Hypochlorite | | | | |
| Muriatic Acid | | | | |
| Soda Ash | | | | |
| Calcium Hypochlorite granular | | | | |
| Calcium Chloride | | | | |
| Sodium Thiosulfate | | | | |
| Sodium Bicarbonate | | | | |

Delivery Schedule/Information: _____

Delivery Charges: _____

Emergency Delivery Procedures: _____

Delivery Vehicle Information: _____

Sodium Hypo Pump/Metering Information: _____

Billing/Accounting Procedures: _____

References:

Company Name: _____ Contact Name: _____
Address: _____
Phone Number: _____ Years Service Provided: _____
E-mail Address: _____

Company Name: _____ Contact Name: _____
Address: _____
Phone Number: _____ Years Service Provided: _____
E-mail Address: _____

Company Name: _____ Contact Name: _____
Address: _____
Phone Number: _____ Years Service Provided: _____
E-mail Address: _____

Submitted by: _____ Phone Number: _____

END OF RFP INFORMATION/BID SHEET