

**PENNSBURY SCHOOL DISTRICT
FALLSINGTON, PENNSYLVANIA
(REVISED January 6th, 2023)
REQUEST FOR PROPOSALS**

RFP#2223-036-COMMUNITY AQUATICS PROGRAM MANAGEMENT

DECEMBER 16, 2022

The Pennsbury School District invites your proposal for the management and supervision of the Community Aquatics Program offered in the Pennsbury School District.

REQUIREMENTS

1. Proposals must be submitted in a sealed package marked as follows:

Community Aquatics Program (CAP) Proposal

From: Organization name and address

To: Pennsbury School District
Attn: Steve Waterson, Purchasing Manager
134 Yardley Avenue
Fallsington, PA 19054

2. Proposals must be delivered by 3:00 p.m. on Tuesday, January 19th, 2023.
3. Proposals may be delivered by mail, courier or by hand. However, it is the sole responsibility of the firm submitting a proposal to have it in the Business Office by the time and date specified above.
4. Three (3) copies of the proposal are requested.

PROPOSAL CONTENT

1. It is requested that proposals contain the following information and follow the below concepts:
 - a. Description of the overall management and supervision plan which will achieve optimum results for the Community at large while recognizing and respecting the current facility needs of the District's educational and competitive programs.
 - b. Expected programs to be offered and services to be rendered to the various Aquatic groups and organizations within the District.
 - c. All pool scheduling for the Pennsbury High School pool would be brought together under the authority of the **CAP provider**.

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- d. All current pool users would be provided adequate pool availability.

School District sponsored events and groups would be provided pool use free of charge. Rent or fees would be charged for all others and would be established by the **CAP provider**. Fees would be based on local competitive pricing, will be reviewed by the Board Facilities Committee, and can be adjusted if deemed necessary. The **CAP provider** will be billed for all custodial maintenance fees required for use of the pool facilities outside the normal school schedule. The **CAP provider** would be responsible for the collection of all fees for their established programs.

- e. The School District will be responsible for maintenance and regular custodial services of the pool. The **CAP provider** will be responsible for monitoring and coordinating these functions, reporting any problems and following up on necessary remediation or repairs.
- f. The **CAP provider** will be responsible for the safe operation of the pools for all aquatics events, including lifeguarding.
- g. The **CAP provider** will be required to carry a minimum umbrella insurance policy in the amount of \$1,000,000.
- h. The **CAP provider** will be responsible to provide services of instructors, lifeguards and support staff. These individuals would be employees of the **CAP provider** and not the School District. The **CAP provider** will be responsible for obtaining any security clearances on applicable employees equivalent to those required by the Pennsbury School District and/or the Commonwealth of Pennsylvania. Copies of the security clearances will be provided to the HR Department of the School District.
- i. The **CAP provider** will ensure proper training and certification of instructors and lifeguards.
- j. The **CAP provider** will be responsible for all registration, communication and coordination with participants in the community swimming program. The School District would assist with promotion and advertising of the classes and activities similar to other District service agreements.
- k. The **CAP provider** will be responsible to provide for all business functions including cash management, collection of fees, processing receipts, accounts payable, payroll, and accounting of their operation.
- l. **The term of the initial contract would be from Sept. 1, 2023 through June 30, 2026.** The contract would be annually renewable thereafter. The contract could be terminated by either party at any time with 90 days written notification.

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- m. The **CAP provider** would ensure that the School Board regulations on the use of facilities are followed at the pool, unless specifically waived by the School Board or allowed in the contract. For example, alcoholic beverages are prohibited on school property.
- n. The hours which are expected to be available to the **CAP provider** to manage the District’s Community Aquatics Program shall be as follows:

<u>Time of Year</u>	<u>HS Pool (M-F)</u>	<u>HS Pool (Sat)</u>
Sept. 1 st to Nov. 30 th	5:30 – 10:00 pm	All Day
Dec. 1 st to March 31 st	6:00 – 10:00 pm	11:00 am – 10:00 pm
April 1 st to June 20 th	5:30 – 10:00 pm	All Day
June 21 st to August 20 th	All Day	All Day

(some changes could result based on District requirements)

- 2. The following information should be included in the proposal:
 - a. Description of the organization’s history.
 - b. Details of the organization’s experience on similar projects.
 - c. Details of the organization’s experience on similar projects in School Districts.
 - d. References from school district or other clients / customers / organizations.
 - e. Identification and qualifications of the organization’s management professionals and staff who would be assigned to this project.
 - f. Identification of consulting and any other professionals / staff who would be assigned to this project.
- 3. Any other information, which the proposing organization deems relevant and appropriate, will be welcome.

INFORMATION REQUESTS

- 1. You may contact the following individuals if additional information is required.
 - a. Steve Waterson, Purchasing Manager
(215) 428-4156
swaterson@pennsburyisd.org
- 2. Contacts with other Pennsbury administrators, staff and the members of the Pennsbury School Board are discouraged during the proposal process.

SELECTION PROCESS

1. Your proposal will be reviewed by a panel of administrators, who will report to the Board Facilities Committee.
2. A selected organization, or organizations, may be scheduled to meet with the Board Facilities Committee.
3. The Board Facilities Committee may recommend an organization to the School Board for appointment, or call for additional proposals.
4. The School Board may appoint an organization to manage and supervise the Community Aquatics Program.
5. The Pennsbury School District retains the right to reject any or all proposals.
6. Final appointment will be contingent on the execution of a contract, which is acceptable to the Solicitor of the Pennsbury School District. It is expected that this RFP and the proposal of the appointed organization will become contract documents.

SELECTION CRITERIA

1. It is expected that the above process will identify the qualified organization which will best be able to meet the needs of the Pennsbury School District in regard to the overall management and supervision of the District's Community Aquatics Program.

RENTAL PROPOSAL

<u>Period</u>	<u>TOTAL</u>
Sept. 1, 2023 to June 30, 2024	\$ _____
July 1, 2024 to June 30, 2025	\$ _____
July 1, 2025 to June 30, 2026	\$ _____

NOTE: CUSTODIAL COSTS FOR SATURDAY/SUNDAY (if applicable) USE WILL BE BILLED TO THE ORGANIZATION AT \$60.00 PER HOUR OR AS PER CURRENT POLICY, WHICHEVER IS GREATER.