



February 8, 2024

To All Proposers:

Subject: **RFP #: CR-8137-W4, Aquatic Facilities Staffing Services / DPWP**

ADDENDUM NO. 2

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- ***CLARIFICATION: CORRECT PROPOSAL DUE DATE IS WEDNESDAY, FEBRUARY 21, 2024 AT 10:00 AM***
- **PLEASE SEE BELOW QUESTIONS RECEIVED AND RESPONSES FROM CITY:**

Page 10: Written Aquatic Plan; asks for a certification binder and other logs and binders that relate to when the program is implemented.

Question: Do we need to submit samples with the Proposal, or after awarded the contract?

- a) **Yes, this is #5 in the Comparative Evaluation Criteria on page 7. We will need something to review and evaluate based on the info provided.**

Page 11: Contractor to supply a Salary Schedule for each position;

Question: Is a list of pay-rates by position acceptable?

- a) **Yes**

Page 12: Materials – Contractor to provide all materials:

Question: Do we need to provide an exhaustive list or list a sampling of materials.

- a) **No, this will be addressed once awarded**

Question related to pages 13 and 14 of the RFP NO. CR-8137-W4

Page 13: WEEKLY WORK SCHEDULES

It is the sole responsibility of the contractor to provide a weekly schedule of work to the Commissioner or designee one week prior to the date the schedule starts. This schedule will allow the Commissioner or designee to discuss work scheduled showing how the contractor



proposes or is to staff the facilities in a satisfactory condition for use by the public in accordance with the contractor's written maintenance plan. **This shall include after hour calls for emergencies and unforeseen shutdowns.** A scheduled walkthrough with owner shall be conducted at each site once per week or as requested by the owner

Question: It is unclear on why the contractor would be required to be available after the hours; since the property is turned over to the City at the end of each day. Is it the expectation that the Contractors controls the property for the entirety of the contract?

- a) **This would be due to the failure of the contractor to secure the facility or if a break-in happens and equipment is taken/stolen. We will need a contact for emergency needs.**

Page 14: DAILY SUPERVISION

It is the sole responsibility of the contractor to diligently supervise work daily and must correct all deficiencies as they occur, reporting same to the Commissioner or designee. The contractor shall be on call every day, **including nights and weekends, and is required to attend meetings when called on for aquatic facilities under their control.** The contractor shall have experienced working personnel, the qualifications of whom may be verified by the Commissioner or designee.

Question: It is unclear on why the contractor would be required to be available at nights and weekends outside of the normal operations since the property is turned over to the City at the end of each day. Is it the expectation that the Contractors controls the property for the entirety of the contract?

- a) **This would be due to the failure of the contractor to secure the facility or if a break-in happens and equipment is taken/stolen. We will need a contact for emergency needs.**

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro
Purchasing Director