

Pool management and operations invitation to bid

RFP INVITATION TO BID #25-02

The Cumberland School Department invites sealed bid proposals for the operation and management of the Cumberland School Department swimming pool. The winning bid will be for a period of three (3) years with the option to renew for two (2) additional years if mutually agreed upon.

Invitations to bid will be available from the office of the Director of Finance, 2602 Mendon Rd., Cumberland, RI 02864 or may be downloaded from [bidnet.com](http://bidnet.com) beginning on April 29, 2025

Proposals shall be returned to the office of the Director of Finance, 2602 Mendon Rd., Cumberland, RI 02864 no later than May 20, 2025 at 11:00 am. Late proposals will not be accepted. The Cumberland School Department reserves the right to reject any and all proposals, in accordance with 220-RICR-30-00-5.

Bids shall be awarded by vote of the Cumberland School Committee.

Timothy McGrath  
Director of Finance  
Cumberland School Department  
Cumberland, R.I. 02864

## Scope of Services:

Any response to this invitation to bid shall provide a detailed business plan for pool activities, with the following specifications:

- Times set aside for pool use by Cumberland residents at a reduced fee schedule.
- A business plan shall provide a proposed schedule of pool maintenance and chemical treatments.
- A schedule of preventative maintenance and cleaning for the pool facility including the locker rooms, offices and public pool area.
- Provide a description of all chemicals and schedule to perform all customary treatments for the pool. This refers to treatments before the pool facility is used by any swimmers.
- A commitment to keep a log of chemical treatments and make that list available to the school district for inspection as requested by the Director of Facilities or his/her designee.
- A commitment to ensure the Cumberland School Department student swim teams as well as other teams governed by the Rhode Island Interscholastic League have priority in scheduling required times for swim practices, swim meets and tournaments.
- A commitment to seek approval from the Superintendent of the Cumberland School Department for any new pool activity that is desired but was not included in the original business plan.
- A commitment to ensure that all pool personnel/staff are certified and maintain active certification for first aid, CPR, and AED. In addition, pool staff shall maintain an active non surf lifeguard certification.
- A list of capital improvements that will be offered to the Cumberland School Department for the exclusive rights to manage the pool.

Other Relevant Information:

The potential operator will be allowed to inspect all pool machinery, equipment, and premises and will assume the risk if a situation occurs that restricts or does not allow for pool use.

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| Primary Contact   | Timothy McGrath, Director of Finance, 2602 Mendon Rd, Cumberland RI 02864 |   |
| <b>EVENT</b>  | <b>DATE</b>   | <b>DETAILS</b>  |
| Title   | Pool Manager and Operator   |   |
| Invitation to bid   | April 29, 2025  | Invitation to bid packages are available from the Director of Finance, 2602 Mendon Rd., Cumberland, RI 02864 or may be accessed on bidnet |
| Pre Bid Meeting   | No pre bid meeting is scheduled   |   |
| Proposal Presentation   | No presentation required  |   |
| Cover letter from bidder  |   | Letter describing bidders organization, articulating prior experience in pool management and operations                                   |
| Provide detailed business plan for operations and all requested items in bid invitation |   | Detailed business plan for operations/management and all requested items in bid invitation. This includes management and staffing plans.  |
| Two letters of reference attesting to prior pool management                             |   | Professional reference letters attesting to bidders experience in pool management   |

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|---|--|---|
| Provide list of capital improvements to be made by bidder during contract timeframe |  | Provide list of proposed capital improvements to be made by vendor by having exclusive right to manage pool   |
| When and where are bids due?<br><br>When and where are bids due (continuation) ?    | May 20, 2025 by 11:00 am.<br>LATE PROPOSALS WILL NOT BE ACCEPTED | Bids are due to the office of the Director of Finance, 2602 Mendon Rd., Cumberland, RI 02864. If on the bid date the office is closed due to an unforeseen event such as fire, snow, ice, wind, or evacuation, the bid opening will be postponed until the next normal business day.(M-F, excluding holidays). Bids will be accepted at the same location until that date and time. |
| Number of required copies   |  | One original and five copies of all forms. Please include one additional copy on a memory stick. Total of 6 copies  |
| Bid Surety (Bond) requirements  | None required except as required by state law                    |   |

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| Bid Award   | Award to be made within 90 days of bid opening               |  |
| Contract length   | Three years with an option of up to two (2) additional years |  |
|   | <b>UPON AWARD OF BID</b>                                     |  |
| Provide proof of relevant insurance coverage, including coverage limits |  |  |
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|  | <b>Bid Acknowledgement</b> |   |
|  |                            |   |
| Bid acknowledgement form to be completed |                            | A bid acknowledgement form will be distributed to persons who personally drop off sealed bids. Bids must be received physically, and the electronic transmission of the bid will not be accepted. |

2602 Mendon Road  
Cumberland, RI 02864

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April 29, 2025  
Pool Operator and Manager  
Invitation to bid

BID DUE to be returned by May 20, 2025 by 11:00 am

1. Information and Instructions to bidders:

Bidders must read these specifications carefully. Questions about the specifications shall be submitted in writing via email or USPS to the address specified below, no later than May 20, 2025. Cumberland School Department will not respond to questions submitted after that date.

Timothy McGrath  
Director of Finance  
Cumberland School Department  
[timothy.mcgrath@cumberlandschools.org](mailto:timothy.mcgrath@cumberlandschools.org)

Bidders shall note that ORAL communications are not binding on the Cumberland School Department. The school department will respond to all questions submitted in writing and will forward responses to all persons on record as having received the bid.

2. Downloading bid documents from bidnet site:

Bid documents, including any addendum, may be downloaded from the bidnet website at [www.bidnet.com](http://www.bidnet.com). Bidders who access bid materials from the website are responsible for acknowledging receipt of those bid materials using the Acknowledgement of Receipt form found in Appendix B and for checking the website periodically for any addendum that may be issued.

3. Bid acknowledgement:

It is recommended (not required) that bidders acknowledge receipt of the bid package using the Acknowledgement of Receipt form found in the invitation to bid packet. Bidders who complete and return this acknowledgement will be entered as a bidder of record in the bid

distribution register, ensuring that they will receive notification of any addendum or answered questions related to this bid. Bidders who do not complete and return the acknowledgement form are responsible for checking the website regularly for any addendums that are issued to this bid.

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4. Bid Addendum:

If any changes are made to the invitations to bid, an addendum will be issued. Addendum will be mailed and/or emailed to all bidders on record as having received the request for bid. Addendum will be posted to bidnet.com. Bidders who do not complete and return the acknowledgement form are responsible for checking the bidnet.com website regularly for any addendums that are issued for the bid proposal.

5. Pre Bid Conference:

There is no pre bid conference scheduled for this invitation to present a bid.

6. When and where are the invitations to bid due?

Bids will be received by the Director of Finance, 2602 Mendon Rd., Cumberland, RI 02864. (transition building) until May 20, 2025 at 11:00 am EST. At which time, bids will be opened. The bid opening is a public opening. Those who have presented sealed bids are welcome to attend the bid opening.

7. Unexpected Closure or Delay:

If, at the time of the scheduled bid submission deadline, the designated location for the delivery of the bid is closed due to uncontrollable events such as fire, snow, ice, wind, building evacuation, the bid opening will be postponed to the next business day (M-F, excluding holidays). Bids will be accepted at the same time until that date and time.

8. Late Submissions:

Bids received after the date and time specified shall not be considered. The Town of Cumberland and the Cumberland School Department assume no responsibility for late submissions due to mail, courier or delivery days.

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9. Submission Requirements:

- A. Bids consist of a non price (technical) and a price proposal, which must be submitted separately from one another. The non price proposal must be submitted separately from the price proposal, in a separate envelope marked, " non-price proposal". **Inclusion of any price proposal, or any copy thereof, shall be the cause for rejection of the entire proposals, without exception.**
- B. Bids are to be prepared and submitted on the bid forms provided herein. Bids submitted on other forms which are incomplete, or which are not signed, may be rejected.
- C. A bid must be signed as follows: 1. If a bidder is an individual, by him/her personally: If a bidder is a partnership, by the name of the partnership, followed by the signature of each general partner. If the bidder is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation and the corporate seal affixed.
- D. A complete proposal will include the following items, in the designated quantities, completed in full and appropriately signed. Non price proposal-One original plus five copies

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|------------|--|
| Bid Form 1 | Checklist of bid forms                                       |
| Bid Form 2 | Bidder information and statement of qualifications           |
| Bid Form 3 | Price Proposal   |
| Bid Form 4 | Certificate of Compliance with RI tax laws and non collusion |
| Bid Form 5 | Certificate of corporate vote                                |

Price proposal-One original and one copy

10. Premature Bid Opening:

The Cumberland School Department will not be responsible for the premature opening



Of any bid not properly identified. The school department may reject bids, which are incomplete, not properly endorsed or signed, or which otherwise are contrary to these instructions.

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11. Bid modification or withdrawals:

Bidders may correct, modify or withdraw a bid prior to the submission deadline. Requests to do so must be received by the Director of Finance prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "modification Number \_\_\_\_". Each modification must be numbered in sequence and must reference the original bid.

12. Rejection of bids:

The Cumberland School Department reserves the right to reject in whole or in part, any and all bids, if in accordance with 220-RICR-30-00-5, the Cumberland School Department determines that cancellation or rejection is in the best interests of the district.

13. Bonds:

A bond is not required.

14. Uniform procurement:

Bids shall be prepared, considered, and the contract awarded in accordance with Rhode Island state law and best practices in common usage for municipal and school departments.

15. Prices firm for 90 days:

All bid prices submitted in response to this invitation for bids must remain firm for (90) ninety days following the bid opening, until a contract is executed, or the invitation to bid is cancelled, whichever comes first.

16. Taxes:

Purchases made by the Cumberland School Department are exempt from the payment of all federal taxes as well as Rhode Island sales tax. As such, sales tax must not be included in the price. If requested, the school department will provide the awarded bidder with a copy of the certificate of exemption.

17. Rent:

Bidder shall propose monthly rental fee for each year, Year One (1), Year Two (2), Year Three (3). In addition, the bidder shall propose a monthly rental fee for optional year one (1) and optional year two (2).

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|-----------------------|--------------------------|------------------------|
| CSD invitation to bid | POOL<br>OPERATOR/MANAGER | COMPANY<br>NAME: _____ |
| Company name _____    | Monthly rent             | Yearly total           |
| Year One              |                          |                        |
| Year Two              |                          |                        |
| Year Three            |                          |                        |
| Year Four (optional)  |                          |                        |
| Year Five (optional)  |                          |                        |

BID ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_ of \_\_\_\_\_

Acknowledge receipt of a copy of the invitation to bid for pool manager/operator.

\_\_\_\_\_  
Signed

Name \_\_\_\_\_

Company \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

For the Cumberland School Department:

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_