

# REQUEST FOR PROPOSALS

The Raytown Schools Wellness Center is soliciting Request  
for Proposals (RFP's) for:

## Management of Pools, Lifeguards, Water Safety, and Swim Lessons

To be eligible for consideration, RFP's must meet all requirements contained in the Request for Proposal (RFP). It shall be the sole responsibility of the company submitting an RFP to assure receipt of the RFP prior to the published time.

Requests for Proposals (RFP's) will be received by Rob Brockschink at 10301 E. 350 Hwy. Raytown, MO 64138 until: 5:00 p.m., on Monday, November 29, 2021.

Raytown C2 School District reserves the right to accept or reject any or all RFP's and to waive technical errors if, in the Raytown C2 School District judgment, the best interests of the Raytown C2 School District will thereby be promoted.

**Raytown Schools Wellness Center**

**Request for Proposals**

**Lifeguard Management and Water Safety**

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## Purpose of Request

The Raytown C2 School District invites qualified parties to submit a proposal to help the Aquatic Facility Operator (AFO) in Pool and Lifeguard Management of both the Competition Lap Pool and Warm Activity Pool. Qualified parties will also promote and run Swim Lesson/Water Safety programs year around starting June 2022.

## Background

Raytown Schools Wellness Center is located in Raytown, MO is free to all Full Time Staff and their immediate family. Wellness Center also serves the Community with both single and family plans. We are home to the Raytown and Raytown South High School Swim teams, a Raytown Swim Club, and have done Swim Lessons/Water Safety programs the last five years.

## Scope of Services

An outline of the requested basic services includes, but is not limited to, the following activities:

1. Must comply with Raytown C2 School District Board of Education policies and the rules and regulations set forth by the Board of Education, Administration, and the Wellness Center
2. Work closely with Raytown C2 School District and Wellness Center Administration.
3. Provide an appropriate number of Certified Lifeguards during hours of operation. Operating times: Monday-Thursday 5am-8pm, Friday 5am-7pm, Saturday 7am-2pm, and Sunday 7am-11am. Hours are subject to change. Wellness Center is closed on following days and will not need service; New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.
4. Manage, direct, and lead swim lessons and water safety programs for both adults and children year around (starting June 2022). Staff must be certified as outlined in next section #6.
5. Provide continual training for staff and ensure all licenses and certifications are maintained and up to date.
6. Provide lifeguards and assist Coaches during swim meets and practices.
7. Promote water safety and the Raytown C2 School District.
8. Promote community water safety awareness through the use of literature and in-person water safety education clinics.
9. Maintain cleanliness of the pool deck, pool bottoms, gutters, and ladders, any other items visible to the public, office space, and pump room.
10. Test and log pool water chemistry readings and adjust pool water chemistry to stay within local, state, and national guidelines.
11. Backwash and clean chlorinator tanks as needed to ensure proper flow and function of equipment.
12. Develop a maintenance and safety plan with AFO to ensure all mechanics are running at the highest level.
13. Submit maintenance requests to Wellness Center staff within 24 hours to ensure they are addressed in a timely manner.
14. Address all other routine maintenance needs as necessary to ensure the proper operation of the pools.

## Proposal and Submission Requirements

1. The proposal and all executed forms must be submitted in a sealed envelope by the date indicated in the RFP. All proposals must be signed by an authorized representative of the Company. The face of the envelope shall be plainly marked identifying the RFP and the submission deadline, date and time. It shall be the sole responsibility of the submitter to assure receipt of the proposal at the destination indicated prior to the published deadline date and time. No proposal will be opened that is received after closing time for receipt of proposals, nor will any offers by telephone, fax, or any electronic means be accepted.
2. The proposal shall be signed by a representative who is authorized to contractually bind the proposer. Each proposal shall be prepared simply and economically, providing a straightforward, concise delineation of the proposer's capabilities to satisfy the requirements of the RFP. The emphasis in each proposal must be on completeness and clarity of content. In order to expedite the evaluation of proposals, proposers should follow the format and instructions contained herein.
3. If the proposer wishes, the proposal may be accompanied with brochures, promotional materials, or displays properly identified. All proposals must be submitted as submitted below. Any attachments must be clearly identified.
4. Provide a Certificate of Insurance of \$1,000,000 liability coverage.
5. Provide proof of workers comp coverage.
6. Ensure all Lifeguards, Swim Instructors, and Leads are certified in Lifeguarding, water safety, cpr, first aid, and AED.
7. Proposals may be emailed to [rob.brockschink@raytownschools.org](mailto:rob.brockschink@raytownschools.org).

## Proposal Content and Format

The purpose of the response is to demonstrate the qualifications, competence, and capacity of the firm seeking to provide management and water safety for the Wellness Center Pool Facility in accordance with the requirements in this RFP. The Proposal response should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. Bidders are required to bid on all components of the proposal. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. The following information must be included as part of the proposal:

1. **Title Page:** Show the request for proposal subject, the name of your firm, physical address, website address, telephone number, name of contact person, email address of contact person, and date.
2. **Table of Contents:** Clearly identify the material by section and page number.
3. **Letter of Transmittal limited to one or two printed pages:** Briefly state your firm's understanding of the work to be done and provide a commitment to perform the work. Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses, email addresses, and telephone numbers.
4. **Summary of Proposer's Qualifications.**

5. Summary of the proposer's fee statement.
6. Provide all Certificates as outlined in RFP.
7. Provide Guard schedule and Swim Lesson/Water Safety schedule.
8. Provide at least three references that your firm has provided Lifeguard/Pool Management and Swim Lesson/Water Safety.

## Information or Clarification

For questions relating to this Request for Proposals, contact Rob Brockschink; Director Wellness Center. [rob.brockschink@raytownschools.org](mailto:rob.brockschink@raytownschools.org) or 816-268-7190