



**COUNTY OF HENRICO  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION  
CONTRACT EXTRACT  
NOTICE OF AWARD/RENEWAL**

DATE:	April 15, 2024
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Maintenance and Repair Services of Splash Parks
CONTRACT NUMBER:	2488A
COMMODITY CODE:	931.65
CONTRACT PERIOD:	May 1, 2024 through April 30, 2025
RENEWAL OPTIONS:	3 additional 1-year period through 2028
USER DEPARTMENT:	Recreation and Parks
Contact Name:	Brian Friedel
Phone Number:	804-229-7910
Email Address:	Fri059@henrico.us
HENRICO COOPERATIVE TERMS INCLUDED:	YES
SUPPLIER: Name:	Don's Pool & Lawn Services
Address:	2692 Green Hill Road
City, State:	Blackstone, VA 23824
Contact Name:	Donald Crook
Phone Number:	804-467-5351; Emergency: 804-892-0684
Email address:	Don_crook@yahoo.com
ORACLE SUPPLIER NUMBER:	256319
BUSINESS CATEGORY:	Small Business
PAYMENT TERMS:	Net 30
DELIVERY:	As needed and requested
FOB:	County of Henrico
BUYER: Name:	Leisel O. Collins, CPPB, VCO, VCA
Title:	Asistant Division Director
Phone:	804-501-5687
Email:	COL119@henrico.us

**This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.**

**PRICE SCHEDULE – CONTRACT NO. 2488A**

**ITEM 1 - SERVICES**

<b>Line #</b>	<b>Description of Service</b>	<b>Unit Price Per Service</b> (includes Labor, Standard Equipment & Normal Work Hours)
1	Maintenance of Splash Parks	\$ 80.00
2	Winterization of Splash Parks	\$ 150.00
3	Dewinterization of Splash Parks	\$ 150.00

**ITEM 2 - MATERIALS/PRODUCTS**

If bidding unit of measurement other than specified, Bidder must provide description and unit of measurement (UOM) for the proposed materials/products.

<b>Line #</b>	<b>Description of Materials and Size</b>	<b>Unit of Measurement</b>	<b>Unit Price per UOM</b>
1	Sodium Bicarbonate: 5 Gal./Pail	Pail	\$ 24.00
2	Liquid Chlorine: 4 -1 Gal./Case	Case	\$ 20.00
3	Calcium: 50 lb/Pail	Pail	\$ 16.00
4	Pool Stabilizer: 25 lbs/Pail	Pail	\$ 13.00
5	ProTeam Power Enzyme: 1 Quart/bottle	Bottle	\$ 18.00
6	Muriatic Acid: 4 -1 Gal./Case	Case	\$ 24.00
7	Dichlor: 6-5 lb./Case	Case	\$ 130.00
8	Algaecide: 32 oz./Bottle	Bottle	\$ 20.00

**ITEM 3 - LABOR RATES**

Labor Rates are for repairs and/or additional services on an as needed basis that are not part of the Contract. Labor, overhead and profit shall be included in the labor rate. Estimates must be proposed and approved at the time the services have been identified and prior to the commencement of any work.

<b>Line #</b>	<b>Description of Service</b>	<b>Price Per Man Hour</b> (includes Labor, Standard Equipment & Normal Work Hours)
1	Technician – Normal Hours	\$ 120.00
2	Technician – Overtime Hours	\$ 120.00
3	Helper – Normal Hours	\$ 60.00
4	Helper – Overtime Hours	\$ 60.00

## SCOPE OF WORK/SERVICES

### A. Cooperative Procurement.

This procurement is being conducted by the County of Henrico, Virginia on behalf of all other public bodies of the Commonwealth of Virginia in accordance with the provisions of 2.2-4304 of the Code of Virginia, as amended. If agreed to by the Successful Bidder, other public bodies of the Commonwealth of Virginia may make purchases under the resulting contract at the prices set forth herein and in accordance with its terms, conditions and specifications, subject to any modifications necessary to comply with local policy or practice to which the Successful Bidder agrees. The Successful Bidder shall deal directly with any public body it authorizes to use the resulting contract. The County, its officials and its staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Successful Bidder and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a County contract. The County assumes no responsibility for any notification of the availability of the resulting contract for use by other public bodies, but the Successful Bidder may conduct such notification.

### B. Specifications.

1. The Successful Bidder shall perform daily/weekly maintenance services, winterization, dewinterization, repair services to the County's splash parks Monday through Sunday) prior to 9:00 a.m. during open season, May 20<sup>th</sup> through October 15<sup>th</sup> as required by manufacturer, Rain Drops Product, LLC and Waterplay Product. Weekly/daily inspection reports shall be provided to the County's authorized representative after each service (Attachment E).
2. The following are the list of splash parks and their addresses:
  - a) Eastern Henrico Recreation Center at 1440 North Laburnum Avenue, Henrico, VA 23223
  - b) Dorey Park and Recreation Center at 2999 Darbytown Road, Henrico, VA 23231
  - c) Short Pump at 3329 Pump Road, Henrico, VA 23233
  - d) Twin Hickory at 5011 Twin Hickory Road, Henrico, VA 23059
  - e) Duncroft/Castle Point Park at 4901 Francistown Road, Glen Allen, VA 23060

### 3. Maintenance Services

The Successful Bidder shall perform maintenance services of all splash parks which shall include but not limited to the following:

- a) Daily Maintenance
  - i. Water shall be balanced as outlined per the Code of Virginia, Section 32.1-248 and the Virginia Department of Health Section 12VAC 5-462.280.
  - ii. Check the PH reading of the auto feeder system. If the PH is low, add sodium bicarbonate as needed in the tank. If the PH is high, turn the feeder down to adjust the PH level.
  - iii. Check the ORP number beside the PH, reading shall be between 650-700, which amounts to a trace of chlorine in the tank. If the number is too high, the water will have an increase in chlorine. If the number is lower, add chlorine as needed to the tank.
  - iv. Check the pressure gauge on filter system and record the pressure. If pressure is up 10 or more pounds, the filter needs to be back washed and the basket in the pump needs to be rinsed and cleaned.
  - v. Turn on splash park, inspect the pressure gauge, and visually inspect the output of water and record the peak pressure at each park in the log book at each park. If you don't get the pressure at the peak output, clean pump basket and check the drains to see if they need to be cleaned. This needs to be done every other day when use is high.
  - vi. Add ProTeam Power Enzyme; calcium; and pool stabilizer weekly to the tank at each park.
  - vii. Prior to leaving the facility, Successful Bidder technician must doublecheck to make sure the splash park is in sensor mode.

- b) Weekly Maintenance of Feature Pump Strainer
  - i. Remove the strainer cover by unscrewing two wing nuts. Use a wrench on flats if necessary.
  - ii. Clean basket weekly.
  - iii. When cleaning basket, do not deform as basket is a close fit in body of strainer. Hose basket out well.
  - iv. When installing cover, clean O-ring groove in strainer body.
  - v. Lubricate O-ring, sealing surfaces of strainer cover and body, and threads and faces of wing nuts with petroleum jelly to prevent corrosion, improve seal, and ease maintenance.
  - vi. Hand tighten wing nuts. When tightening, alternate back and forth between nuts to compress O-ring evenly.

#### 4. Winterization of Splash Parks

The Successful Bidder shall perform the following procedures to all above ground features and equipment, filter pumps, feature pumps, and sand filter pumps at the end of the season:

- a) Remove all above ground features such as the skirts and anchor bolts, and store them in the pump house for winter.
- b) Remove the outer ring and the interior feature body from the below ground features.
- c) On the below ground features with ball nozzles, loosen the two Allen Screws, turn the ball nozzle so that the holes are not showing, and re-tighten the screws.
- d) Install County provided winter covers to both the above ground and the below ground features.
- e) Drain all plumbing from above ground and below ground features. Use air to blow out remaining water.
- f) On the above ground pad equipment, remove drain plugs on pumps, filters, and manifolds. Open all valves and remove plumbing drain plugs.
- g) Drain the reservoir of the below ground pad equipment. Drain and replace plugs with the those stored in the pump house, on all plumbing, pumps, and filters. Pour pool antifreeze into feature lines so the low areas will hold this to prevent freezing.
- h) Turn off and winterize water and electrical on the above ground and below ground features as necessary.
- i) Drain water from the filter pumps. Remove drain plugs and strainer covers from the strainer housing. Gravity drain the system as far as possible. Clean pump thoroughly and replace plugs. Keep motor dry.
- j) Drain water from feature pumps. Remove the strainer cover. When the interior is dry, replace the strainer cover. Drain pump body and strainer through the two drain plugs. Gravity drain the system as far as possible. Clean the pump thoroughly and replace plugs. Be sure the motor is dry and covered.
- k) Switch off the sand filter pump. Close the inlet valve. Open the air release valve and move the MPV handle to the winterize position. This will allow air to go through all ports. Remove any drain plugs from the filter. Drain water from the pipework.

#### 5. Dewinterization of Splash Park

The Successful Bidder shall perform the following procedures at least two (2) weeks prior to the beginning of the season:

- a) Pumps
  - i. Remove any temporary weather protection placed around the system.
  - ii. Inspect all electrical wiring for damage or deterioration over the shutdown period. and the Recreation and Parks' authorized representative.
  - iii. Inspect and tighten all water connections.

- iv. Open all valves in suction and return piping.
- v. Remove any winterizing plugs from the system.
- vi. Close all drain valves and replace all drain plugs in the piping system.
- vii. Prime pump according to manufacturer's specifications.

b) Pad Feature Startup

- i. Remove winterize covers from above ground features. Install features, anchor bolts, and skirts.
- ii. Remove winterize covers from below ground features. Install interior features body and grey outer ring.
- iii. Startup all below ground features with ball nozzles by loosening Allen screws. Turn the ball nozzle so that the holes are showing and tighten the screws.
- iv. Install all drain plugs on the plumbing. Open and close all valves as necessary. Turn on water and electrical switch as necessary. Fill tank reservoir.

6. Repair Services to Splash Parks

- a) The County reserves the right to bid separately any repairs, modifications and/or equipment replacement.
- b) The Successful Bidder shall provide a written proposal and cost estimate to Recreation and Parks authorized representative detailing the repairs needed beyond regular maintenance and must be approved by the Director of Recreation and Parks or his/her duly authorized representative prior to the commence of work. Repairs performed by the Successful Bidder without prior written authorization will not be processed for payment.
- c) Equipment repairs because of an emergency repair call will not require prior written estimates. However, the County must be notified of the cost prior to proceeding with the repair.

C. General Requirements.

- 1. The Successful Bidder shall have a minimum of five (5) years' experience in performing inspections, bacteriological tests in accordance with all applicable codes, regulations and standards, maintenance and repairs on equipment of similar scope and magnitude described herein.
- 2. The Successful Bidder shall have a minimum of five (5) years' experience with outdoor swimming facilities, and a current NSPF Certified Pool Operator's permit. Provide a copy of your permit with the Bid Form.
- 3. The Successful Bidder shall have experience technicians who are properly trained; knowledgeable in the standard practices and applicable codes; ability to efficiently use the tools, equipment, materials of the trade; and qualified to perform the requirement of the scope of work/services.
- 4. The Successful Bidder shall provide a cell phone number, or phone number for emergency service requests.
- 5. **Bidder must provide Material Safety Data Sheets (MSDS) for all products being bid.**
- 6. **The Successful Bidder shall carry Pollution Liability Insurance including clean-up costs in accordance with Attachment C.**

D. Delivery Requirements.

- 1. For non-emergency repairs, the Successful Bidder shall respond within **24 hours** to the job site, and be ready to initiate required repairs. Work on non-critical equipment may be completed as time permits with the coordination of Recreation and Parks' authorized representative.
- 2. For emergency repairs, the Successful Bidder shall respond to the job site, and be ready to initiate required emergency repairs within **4 hours** of receiving the emergency call. Work on critical equipment must be completed as soon as possible. All emergency repairs must be approved by Recreation and Parks authorized representative.

3. For emergency and non-emergency repairs no more than one (1) technician shall respond to a call for repair of equipment. The Director of Recreation and Parks or his/her duly authorized representative may grant authorization for additional technician or helper, if requested, to complete repairs in a timely manner. The Successful Bidder must present sufficient justification to request additional technician or helper. No additional compensation will be allowed for extra time or additional technician or helper without prior approval.
4. At the completion of service call, the Successful Bidder's technician shall provide Recreation and Parks authorized representative with a service ticket to include the date of service, description of service performed, technician(s) name, name and address of location service was provided, and signature of Recreation and Parks authorized representative.

E. Invoicing Requirements.

The Successful Bidder shall submit itemized invoices for completed services.

Invoices shall include but not limited to: purchase order number (as provided by County), location of service, date of service, description of service, unit price per service, cost of materials along with a copy of original invoice (if applicable), and total charge. Hourly rates for work outside of Scope of Work shall include the number of personnel, hours worked for each personnel, hourly rate, and extended price.

Monthly invoices shall be sent to the following:

County of Henrico  
Attn: Recreation and Parks Division  
P.O. Box 90775  
Henrico, VA 23273-0775





COMMONWEALTH OF VIRGINIA  
**County of Henrico**

**Services Contract  
Contract No. 2488A**

This Services Contract (this "Contract") entered into this 22<sup>nd</sup> day of March 2023, by the County of Henrico, Virginia (the "County") and Donald Crook Jr., a sole proprietor dba Don's Pools & Lawn Services., and his successors it assigns (the "Contractor").

**SCOPE OF CONTRACT:** The Contractor shall furnish all materials, equipment, and labor necessary to provide Maintenance and Repair of Splash Parks to the County Division of Recreation and Parks as set forth in the Contract Documents.

**COMPENSATION:** The compensation the County will pay to the Contractor under this Contract is in Appendix A.

**CONTRACT TERM:** The Contract term shall be for a period of one year beginning May 1, 2023 and ending April 30, 2024. The County may renew the Contract for up to 4 additional one-year terms by giving 30 days' written notice before the end of the term unless Contractor has given the County written notice that it does not wish to renew at least 90 days before the end of the term.

**CONTRACT DOCUMENTS:** This Contract hereby incorporates by reference the documents listed below (the "Contract Documents") which shall control in the following descending order:

1. This Services Contract between the County and Contractor.
2. Invitation for Bid No. 23-2488-2LOC, dated February 3, 2023 (as modified by any addenda).
3. The Contractor's bid dated February 15, 2023.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

Don's Pools & Lawn Services  
2692 Green Hill Road  
Blackstone, VA 23824

County of Henrico, Virginia  
P.O. Box 90775  
Henrico, VA 23273-0775

Signature

Signature

Donald Crook, Jr.  
Sole Proprietor dba Don's Pools & Lawn  
Services

Oscar Knott, CPP, CPPO, VCO

Purchasing Director

3-30-23

04/11/2023

Date

Date

**APPROVED AS TO FORM**

**ASSISTANT COUNTY ATTORNEY**



## Appendix A

### ITEM 1 - SERVICES

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