

**CITY OF DESERT HOT SPRINGS**  
**NOTICE INVITING BIDS PROPOSAL**  
**For**  
**John Furbee Aquatics Center Pool Maintenance Services**  
**Project 2019-09**

The City of Desert Hot Springs is requesting proposals for maintenance of the John Furbee Aquatics Center. The response to this request for proposal shall contain specific qualifications and experiences for aquatics center maintenance services.

**SCOPE OF WORK:** The Desert Hot Springs John Furbee Aquatics Center is a state-of-the-art facility featuring a 25-meter competition pool and a 700 square foot splash play area. The maintenance of the Desert Hot Springs John Furbee Aquatics Center will be handled through a maintenance component which will provide day-to-day inspection, cleaning, water filtering, chemical adjustments and coordination of repairs of all pool and deck amenities, and an annual maintenance/repair program which will encompass all aspects of the Aquatics Center mechanical systems.

In addition, contractor shall provide proof of liability and workers compensation insurance. Contractor must show they have the knowledge and skills available to complete the scope of services as defined here in this RFP.

**OBTAINING REQUEST FOR PROPOSAL DOCUMENTS:** Specifications for the **John Furbee Aquatics Center Pool Maintenance Services, Project 2019-09** are ONLY available to be ordered online at; [www.planitreprographics.com](http://www.planitreprographics.com). For orders by phone, contact: Planit Reprographics at (760) 345-2500.

The City has a Local Business Preference Program which promotes employment and business opportunities for local residents and firms on all contracts and gives preference to local residents, workers, businesses, contractors, and consultants to the extent consistent with the law and interests of the public. IN ORDER FOR A LOCAL BUSINESS TO BE ELIGIBLE TO CLAIM THE PREFERENCE, THE BUSINESS MUST REQUEST THE PREFERENCE IN THE SOLICITATION RESPONSE AND PROVIDE A COPY OF ITS CURRENT BUSINESS LICENSE FROM A JURISDICTION IN THE COACHELLA VALLEY.

The Coachella Valley means the area between the Salton Sea on the south, the San Jacinto and Santa Rosa Mountains on the west, the Little San Bernardino Mountains on the east and north. For the purposes of this definition, "Coachella Valley" includes the nine (9) cities of the valley and the cities of Beaumont and Banning and the unincorporated areas.

**RECEIPT OF BID PROPOSALS:** Sealed bid proposals will be received at the Office of the City Clerk, City Hall, 11999 Palm Drive, Desert Hot Springs, CA 92240, on Thursday, June 6, 2019 at 2:00 PM for the furnishing of all labor and materials and

equipment for Street Sweeping Services. **“Bid: John Furbee Aquatics Center Pool Maintenance Services, Project 2019-09”** shall appear on the envelope of each sealed bid proposal and each sealed envelope shall be addressed to the City Clerk, City Hall, 11999 Palm Drive, Desert Hot Springs, CA 92240.

**CONTRACT TERM PERIOD:** BIDDER must agree to commence work on the date of the written “Notice to Proceed” of the AGENCY, and maintenance services shall be for the period from July 1, 2019 annually through June 30, 2022.

**ADDITIONAL BID INFORMATION AND REQUIREMENTS:** Pre-Bid questions regarding Plans and Specifications shall be submitted to: Nick Haecker via email only at [nhaecker@cityofdhs.org](mailto:nhaecker@cityofdhs.org) Include “Pre-bid Questions for John Furbee Aquatics Center Pool Maintenance Services, Project No. 2019-09” in the “Subject Line”. **Pre-bid questions will not be accepted after 12 p.m. (noon) on Thursday, May 23, 2019.**

The City will host a **mandatory** pre-bid meeting and site visit on **May 20, 2019 at 10:00 a.m.**, in the City Hall Conference Room, located at 65950 Pierson Blvd Desert Hot Springs, CA 92240. There will be a facility tour and questions and answers of the facility and the RFP during this meeting. All bidders must attend the pre-bid meeting in order to be considered for this contract.

### **TENTATIVE TIME SCHEDULE**

The following is the City’s tentative schedule. The schedule may be modified by the City due to circumstances unforeseen at the time of advertisement.

May 5 and 12, 2019 <b>May 20, 2019</b>	Project Advertisement <b>Mandatory Pre-Bid Meeting 10:00AM</b> 65950 Pierson Blvd Desert Hot Springs CA 92240
May 23, 2019	Last Day to Submit Question by 12:00PM
June 6, 2019	Seal Bid Submitted by 2:00PM
June 18, 2019	Anticipated award of construction contract
July 1, 2019	Contract Start Date – NTP issued

CITY OF DESERT HOT SPRINGS  
JERRYL SORIANO, CITY CLERK  
City of Desert Hot Springs 11999  
Palm Drive.  
Desert Hot Springs, California  
92240  
(760) 329-6411

PUBLISH May 5 and 12, 2019

**CITY OF DESERT HOT SPRINGS  
REQUEST FOR PROPOSAL  
For  
John Furbee Aquatics Center Pool Maintenance Services  
Project 2019-09**

**PART I: SELECTION CRITERIA**

A final contract will be awarded to the Contractor who can best meet the requirements as specified; and provide high quality, cost effective Aquatics Center Maintenance services, as determined by the City Staff/Council based on the following factors which are listed without implication of priority. All proposals will be reviewed and scored according to the categories/points below. The proposal with the highest score will be selected as the most qualified Contractor. A contract will be awarded to the most qualified Contractor. Although price is of prime consideration, it is not the sole determining factor.

CONTRACTOR QUALIFICATIONS/EXPERIENCE

1. Contractor's experience and qualifications (10 POINTS)
  - a. Submit company resume of the company's experience in / with municipal Aquatics Center maintenance services, provide a brief description of each and explain the service performed.
2. Performance of previous contracts (10 POINTS)
  - a. Provide a list of client references including the name, address and telephone number of client references that may be contacted.
3. Thoroughness/Completeness of the proposal package (10 POINTS)

CONTRACTOR FEE SCHEDULE

3. Provide an estimate and compensation schedule on the scope of work as outlined in Exhibit A and a proposed fee for each maintenance component. The City reserves the right to clarify and further define the scope of work and pricing.

**PART II: INSTRUCTIONS, CONDITIONS, and LEGAL REQUIREMENTS**

1. Contractor shall submit proposals with attachments to the City of Desert Hot Springs before the deadline time and date.
2. The City of Desert Hot Springs has outlined the requirements herein in as much detail as is currently known. Please provide any exceptions, additional information, or suggestions that will aid in the City's selection process (attachments are acceptable).
3. The Contractor shall defend, indemnify, and hold the City of Desert Hot Springs, its officers, agents, volunteers, and employees free and harmless from any and all causes of action or claims of damages arising out of or related to the Contractor performance under this contract.

4. The City reserves the right to negotiate terms and scope of work with the highest ranked Contractor. If an agreement cannot be negotiated the City reserves the right to negotiate with any other Contractor.
5. Contractor shall identify those services that will be out-sourced to a sub-Contractor. The Contractor will be responsible for verifying the qualifications and validity of all licenses or permits for any out-sourced work to sub-Contractors. The Contractor is also responsible for paying its employees and any sub-Contractors the Contractor hires.
6. Selected Contractor is required to comply with all existing State and Federal labor laws. Selected Contractor is also responsible for complying with all OSHA standards and requirements. If Contractor out-sources any work or job to a sub-Contractor, it will be the prime Contractor's responsibility to ensure that all sub-Contractors meet the requirements as stated in this RFP.
7. A contract will be awarded to the most qualified Contractor. Although price is of prime consideration, it is not the sole determining factor. The City reserves the right to select the appropriate firm based on the most qualified proposal. The determination of the most qualified and most competitively priced proposal may involve all or some of the following factors: price, thoroughness of the proposal package, previous experience and performance; conformity to scope of work in Exhibit A; financial ability to fulfill the contract; ability to meet scope of work; terms of payment; compatibility, as required; number of sub-Contractors the main Contractor may need to employ for out-sourced work; other costs; and other objectives and accountable factors which are reasonable. The City reserves the right to select a Contractor to perform all of the work identified in the RFP, or only selected portions based on price and/or other factors.
8. Before execution of the contract, the selected Contractor is obligated to provide evidence of liability insurance to include: Worker's Compensation, General Liability, and Automobile Liability of \$2,000,000 per occurrence.
9. The successful Contractor shall be an independent contractor, and nothing shall be construed to cause the Contractor to be deemed or represent itself as an agent or employee of the City.
10. Any evidence of agreement or collusion among Contractors acting illegally to restrain freedom of competition by agreement to propose a fixed price, or otherwise, will render the proposal of such Contractors void.
11. The selected Contractor agrees to maintain a City of Desert Hot Springs Business License for the duration of the contract.
12. Contractor agrees that all service by the Contractor shall be to the satisfaction of authorized City personnel. In the event that the Contractor defaults on performance of any of these requirements, then the City shall have the right to terminate this agreement upon thirty (30) days written notice delivered to the Contractor by certified mail or courier. Termination of the contract will not relieve the Contractor of any liability to the City for damages sustained by the City because of any breach of contract by the Contractor, and the City may withhold any payments to the Contractor until such time as the exact amount of damages due the City from the Contractor is determined.

13. The Contractor shall submit a list of at least five (5) references that have provided similar services from the Contractor. At a minimum Contractor shall provide company name, contact name and phone number for each reference.
14. The term of the contract shall commence on July 1, 2019 and continue for a term of three(3) years to end June 30, 2022. The City reserves the option to extend the contract(s) administratively under the same terms and conditions for a maximum of two (2) additional one-year terms at current price levels. The City may change the start date based on a new agreed start date.
15. The contract between Contractor and the City is non-transferable. Contractor shall under no circumstances assign the agreement without written permission of the City. Contractor shall notify the City, in writing, of any change in ownership at least thirty (30) days prior to said change.
16. The standard form of the City's professional services agreement is attached hereto as Exhibit B. The selected Contractor will be required to enter into this Agreement. By submitting a proposal, Contractor certifies to the City that he/she has reviewed the Specifications of the RFP and the terms of the agreement and has incorporated all direct and indirect costs of complying with the scope of work and the agreement into the Proposal.
17. The City's terms for payment are net 30 upon receipt of invoice. Contractor shall submit invoices between the first and fifteenth business day of each month for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all undisputed fees.
18. Prohibited Interest – No officer, or employee of the City of Desert Hot Springs shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Contractor, or Contractor's sub-Contractors for this project, during his/her tenure or for one year thereafter. The Contractor hereby warrants and represents to the City that no officer or employee of the City of Desert Hot Springs has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Contractor or Contractor's sub-Contractors on this project. Contractor further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.
19. The selected Contractor must be live scanned (fingerprinted) before execution of an official agreement by the City of Desert Hot Springs Police Department at the Contractor's expense.

### **PART III: GENERAL INFORMATION**

1. Contractor is required to carefully and fully investigate all of the requirements of this RFP. By submitting a proposal, Contractor represents and certifies to the City that such investigation has been completed and that it fully understands the scope of work.  
NOTE: City will provide Contractor's with a complete list of Aquatics Center pool

equipment installed at site. Manufacturer's systems and maintenance manuals shall be maintained on-site at all times.

2. The City reserves the right to reject any and all proposals where deemed necessary.
3. The City will not reimburse Contractors for any costs involved in the preparation and submission of proposals. Furthermore, this RFP does not obligate the City to accept or contract for any expressed or implied services.
4. The City reserves the right to request any Contractor submitting a proposal to clarify its proposal or to supply additional material deemed necessary to assist in the selection process.
5. If an Exhibit "A" requirement cannot be met by a Contractor, then the Contractor should submit a "No Proposal" response for the items affected. Alternate or equivalent items may be submitted for consideration by the City, unless otherwise specified.
6. All submitted proposals and information included therein or attached thereto shall become public records upon contract award.
7. Contractor is requested to provide any exceptions, additional information or suggestions that will aid in the City's selection process.
8. Any questions regarding this RFP should be referred, to Nicholas Haecker, Public Works Manager at [NHaecker@CityofDHS.org](mailto:NHaecker@CityofDHS.org)

## **Exhibit A**

### **The Scope of Work**

1. Contractor shall provide the necessary manpower and equipment to maintain the areas listed in the specified locations, at the level of maintenance and service defined by City, for a period of thirty-six months commencing upon the date of the Service Provider Agreement with an ending date of June 30, 2020. City has the option of twice extending the contract for an additional year (12 months), based on the performance of the Contractor and by mutual agreement.
2. Contractor shall be responsible for the maintenance program and repairs of the Desert Hot Springs John Furbee Aquatic Center. Maintain the pool to meet applicable Riverside County Health Department Standards. Inspects and maintains records on the pool and equipment. Performs preventative maintenance on mechanical, electrical and related equipment.
3. Contractor shall provide appropriate equipment and labor for the execution of all maintenance activities. City reserves the right to inspect and/or approve any equipment used in this contract. If City deems the equipment to be in disrepair or inappropriate to the task at hand, City may require that the equipment be removed from the job site and replaced with a different piece of equipment.
4. Contractor shall provide personnel fully trained in all phases of Aquatics Center Maintenance and Chemical Acquisition Activities (as defined in the attached Frequency Schedule). Contractor shall provide personnel capable of effective verbal communication with City representatives. If City deems personnel to be inadequate to accomplish the task at hand, City may require that the personnel be removed from the job site and replaced with personnel demonstrating the appropriate level of job knowledge, skills, and verbal communication to effectively accomplish the work.
5. Contractor shall remove debris caused by all maintenance activities on the same working day that such debris is accumulated unless otherwise stated.
6. Contractor shall maintain a clean working space free of debris in all components of the Aquatic Center specifically; walkways, chemical rooms, and access to ladders, gates, and doors.
7. Perform preventive maintenance and repairs of all aspects of the Aquatics Center Mechanical Systems, and ensures that repairs comply with applicable manufacture's specifications and procedures.
8. Contractor shall keep known/expected wear items in stock and stored at the Aquatics Center. Items are but not limited to; gaskets, pump hoses, and pump fittings. Items could later be added to the stock as maintenance and repairs are needed.
9. Maintains filter systems, inspects filter media and calculates proper flow rates; performs water quality tests, inspects fixtures for leaks, condition of equipment; conducts periodic maintenance; logs appropriate data and maintains documentation consistent with Riverside County Health Department Standards.
10. Maintain and log all work done on motors and pumps including but limited to, lubrication,

visual inspection for leaks, and overall condition of the equipment.

11. Maintains, adjusts, repair chemical controllers to include calibration and standardization; monitors systems using remote computer and automatic pool chemical leveling equipment, including valves, floating weirs and skimmer checks.
12. Thorough knowledge of principles, standard practices, methods, tools, materials, and techniques required and the ability to maintain and repair commercial swimming pool filtration systems, chemical pumps & control systems, heaters, ultraviolet systems, and other related equipment and structures. Contractor must demonstrate they have the skills necessary to understand methods and techniques of water sterilization, chlorination, and pH balancing; occupational hazards and standard safety practices.
10. Knowledge of and skills necessary to maintain the mechanical room controller devices, software, and remote real-time interactive computer systems to ensure trouble-free operation.
11. Knowledge and skills necessary to safely use hazardous chemicals; maintain, repair and diagnose problems relating to the entire Aquatic Center.
12. Contractor must be able to manage multiple priorities, interpret blueprints, plans, schematic drawings and manuals to determine proper operating conditions.
13. Furnish all pool chemicals related to annual operations of the Desert Hot Springs Aquatics Center as listed below.

**CHEMICAL ACQUISITION**

Description	Estimated Annual Quantity*
Chlorine	39,000 Gallons
Muriatic Acid	4,900 Gallons
Sodium Bicarbonate	4,500 Pounds
Calcium Chloride	5,500 Pounds

**\* Quantities indicated are for estimation purposes only, actual amounts will vary based upon conditions.**

**SPECIFIC SERVICES TO BE PERFORMED**

The specific services to be performed (as a recommended minimum) are identified on the attached matrix labeled "Maintenance Task and Frequency Schedule". All maintenance activities shall be performed per the manufacturer's specifications.

Contractor is obligated to perform and uphold best practices such as are considered the industry standard when performing specific services at the Desert Hot Springs John Furbee Aquatics Center. Contractor shall perform duties to produce a clean, well-maintained appearance at the facility. Performance standards shall be subject to the approval of the Public Works Director.



Contractor shall be notified of complaints received by City and shall take corrective action for each valid complaint within 24 hours of notification. Contractor shall notify City after mitigation of each complaint.

### **WATER BALANCE AND CHEMICAL PARAMETERS**

Follow recommended parameters to prevent electrolytic corrosion of metallic components:

- pH: 7.4 to 7.6
- HRR/Cl<sub>2</sub>: 1.5+
- Cyanuric Acid: <10 PPM
- Total Alkalinity (TA): 100 PPM
- Calcium Hardness (CH): 600 PPM
- Temperature: 80-84 Degrees F
- Langelier Saturation Index: +0.5
- Ryznar Index: 6.7

### **LICENSE AND CERTIFICATION REQUIREMENTS**

Contractor shall possess all permits and licenses required to comply with city, county, state or federal laws for the work activities performed, including the use of chemicals. Contractor assumes responsibility and liability for use of all chemical controls and shall at all times perform chemical applications in accordance with governmental regulations and industry standards for their safe and appropriate use.

At the time that the bid is submitted, Contractor shall possess current licenses and certification as follows, and same shall be maintained current and valid for the term of the contract:

Certified Pool Operators (CPO) Certificate **OR** Aquatic Facilities Operators (AFO) Certificate from the National Swimming Pool Foundation, National Recreation and Parks Association, World Water Park Association, or Independent Pool Service Association, Manufacturer's repair certification for Pool Pumps, Filters, and Heaters and California Contractor's License, Class D35 Pool and Spa Maintenance Contractor.

All licenses and certificates required herein, must be obtained and maintained at Contractor's expense.

At the time of contract award, Contractor shall possess a current City of Desert Hot Springs Business License.

### **VEHICLES ON SIDEWALKS AND TURF**

No vehicles shall drive on sidewalks or turf without prior approval from City.

### **SCHEDULES**

Contractor's work must be scheduled to be performed in consideration of the needs and hours of operation of the Aquatics Center. At the pre-contract start-up meeting, Contractor will present a baseline schedule of the work for the upcoming year, in a format acceptable to City. This schedule will be considered the permanent schedule. If an adjustment in the schedule needs to

be made, Contractor may submit a revised schedule for approval.

The hours of the Aquatic Center are 8:00AM to 6:00PM Monday – Friday. Daily maintenance services shall be provided for each day of operation.

The City may request daily maintenance services on an as-needed basis for Saturday and Sunday depending on change of hours of operations. The Contractor will be notified of these additional services 30 days prior to start of additional services. **The Contractor shall provide a fee for additional maintenance services for Saturday and Sunday on and as-needed basis.**

City will assume that Contractor will adhere to the schedule. City must receive notification of schedule changes at least 24 hours in advance.

### **EXTRA WORK**

During the course of the contract period, additional services, labor and materials beyond those specified in the contract may be required and performed on a time-and-materials basis. Materials will be reimbursed at the rate of cost plus 15%

Extra labor will be billed according to the Extra Work Pricing Schedule provided as part of this contract and submitted with Contractor's bid proposal.

Contractor may notify City of the need for extra work and/or City may request extra work. City will issue a Work Request form upon which Contractor will provide estimated labor, material and/or unit price costs. Contractor must have a signed work order from the Public Works Director or his designee before beginning extra work.

Contractor shall provide twenty-four- (24) hour emergency service, with prompt correction of mitigation of emergency damage, when notified of an occurrence. An emergency that is causing a hazard to the public or property must be responded to within one (1) hour. Failure to do so may result in monetary deductions from the monthly billing. Response to emergency service shall be paid at the contract rate for extra work. Work should be limited to the level required to mitigate an emergency and further repairs shall be completed during normal working hours.

Extra work will be a separate item from normal contractual duties. Contractor is expected to complete the contractual duties as specified on schedule and extra work shall not interfere with nor delay these duties.

### **SAFETY PRACTICES AND CAL-OSHA**

Contractor shall comply with OSHA, Cal-OSHA, and ANSI (American National Standards Institute) standards for the type of work being performed. Contractor shall plan and conduct work in a manner safeguarding all persons from injury and shall take all precautions required by applicable regulations of the State Department of Industrial Relations. Contract staff shall wear OSHA-approved safety equipment at all times during contract work.

### **DAMAGE TO PUBLIC OR PRIVATE PROPERTY**

Should any structure or property, including landscape, be damaged during permitted or

contracted operations the persons conducting the work shall immediately notify the property owners or the Public Works Director or his designee. Repairs to property damaged by the responsible party shall be made within twenty-four (24) hours, excepting utility lines, which shall be repaired the same working day. Repairs on private property shall be made in accordance with the appropriate building code under permits issued by the City of Desert Hot Springs. Any damage caused by the permitted or contracted persons shall be repaired or restored by them at their expense to a condition similar or equal to that existing before such damage or injury, or they shall repair such damage in a manner acceptable to City. Special attention is drawn to sprinkler systems on all City property and the need to repair damage within twenty-four (24) hours.

### **LIQUIDATED DAMAGES**

Time is of the essence on this maintenance contract. Should Contractor fail to perform the work on or before the time stated in the approved schedules, Contractor shall be charged by City as liquidated damages five hundred dollars (\$500.00) for each calendar day that the work is delayed. The liquidated damages amount is intended to cover expenses incurred by City for additional inspection, repair, and maintenance, as well as administrative costs. Any amount so charged shall be deducted by City from any monies which otherwise are or become payable to Contractor.

In case all the work called for is not completed in all parts and to all requirements within the time specified, City shall have the right to grant or deny an extension of time for completion, as may be seen best to serve the interests of City. Contractor shall not be assessed with liquidated damages during the delay in the completion of the work caused by acts of God or of the Public Enemy, acts of the State, floods, epidemics, quarantine, restrictions, strikes, or unusually severe weather. City will ascertain the facts and the extent of the delay, and their findings thereon shall be final and conclusive.

### **MEASUREMENT, INVOICING, AND PAYMENT**

Payment will not be made for any work that has been incorrectly or incompletely done as determined by the Public Works Director or his/her designee and contract specifications. Contractor will be responsible to correct any insufficiency prior to payment. The City of Desert Hot Springs reserves the right to increase or decrease the amount of work as may be deemed necessary or expedient to the Public Works Director.

City will pay Contractor within thirty (30) calendar days of receipt of a correct invoice. At the end of each month Contractor shall submit invoice(s) to City for contract work completed. Contractor's regular contract invoice shall include but not necessarily be limited to:

- Invoice number
- Invoice date
- Location(s) and dates of service
- Work / Service performed

Invoices shall be submitted to City of Desert Hot Springs Public Works Department, 65950 Pierson Blvd., Desert Hot Springs, CA 92240.

**GENERAL COMPLIANCE WITH LAWS**

Contractor will keep fully informed of federal, state and local laws and ordinances and regulations which in any manner affect those employed by Contractor, or in any way affect the performance of the contract. Contractor will at all times observe and comply with these laws, ordinances, and regulations and will be responsible for the compliance of Contractor's services with all applicable laws, ordinances, and regulations.



### Maintenance Frequency Schedule

Equipment Type	Required Maintenance Task	As Required	Bi-Weekly	Monthly	Quarterly	Bi-Annually	Annually
<b>REGENERATIVE MEDIA FILTRATION SYSTEMS -</b>	BACKWASH FILTERS	X					
	INSPECT AND ADJUST ALL PRESSURE GAUGES, VENTS & BUTTERFLY VALVES			X			
	CHECK AND ADJUST TORQUE FOR ALL TANK CAP BOLTS			X			
	BACKWASH ENTIRE SYSTEM						X
	CLEAN FILTER ELEMENTS WITH DETERGENT SOLUTION & BACKWASH						X
	REMOVE & INSPECT TOP END CAP AND PRESSURE PLATE ASSEMBLY						X
	REMOVE & INSPECT TUBULAR ELEMENTS AND TUBE PLATE						X
	INSPECT BOTTOM OF FILTER TANK FOR SPENT MEDIA BUILD-UP						X
	CLEAN SIGHT GLASS TUBE						X
	SET BACKWASH FLOW RATE						X
REMOVE MESH SCREEN ASSEMBLY FROM THE INTERNAL AIR RELIEF TUBING						X	

<b>Equipment Type</b>	<b>Required Maintenance Task</b>	<b>As Required</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Bi-Annually</b>	<b>Annually</b>
	AND REMOVE ANY DEBRIS						
<b>POOL HEATING SYSTEMS -</b>	REVIEW & MAINTAIN FLAME CONDITION AND ENSURE QUALITY COMBUSTION		X				
	REPLACE HEATER COMBUSTION AIR FILTER			X			
	HEATER DISASSEMBLY TO FACILITATE INSPECTIONS AND CLEANING OF BURNERS AND GAS MANIFOLDS					X	
	UPPER CABINET CLEANING, INCLUDING DISASSEMBLY AND CLEANING OF FAN SYSTEMS					X	
	TEST AND SET MANIFOLD PRESSURES					X	
	TEST AND SET COMBUSTION AIR CABINET PRESSURES					X	
	CONFIRM PROPER VENT DRAFT					X	
	TEST AND SET INLET WATER TEMPERATURE & DELTA TEMPERATURE					X	
	LUBRICATE BOOSTER PUMP BEARING ASSEMBLY					X	
	COMPLETE CHEMICAL EVALUATION					X	

<b>Equipment Type</b>	<b>Required Maintenance Task</b>	<b>As Required</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Bi-Annually</b>	<b>Annually</b>
<b>ULTRAVIOLET (UV) SYSTEM -</b>	INSPECT CABINET FOR ALARMS & MAKE NECESSARY ADJUSTMENTS		X				
	DISASSEMBLE, INSPECT & REBUILD UV CHAMBER					X	
	REPLACE QUAD SEAL RING KIT						X
	REPLACE UV LAMPS						X
	REPLACE QUARTZ SLEEVE/HIMBLE	X					
	WINTERIZE PER MANUFACTURERS REQUIREMENTS						X
<b>CHEMICAL CONTROL SYSTEMS -</b>	CHEMICAL TESTING AND EVALUATIONS	X					
	ENSURE CHEMICAL BALANCE	X					
	CLEAN CHEMICAL CONTROLLER Ph & HRR/ORP SENSORS			X			
	DOWNLOAD DATA FROM CHEMICAL CONTROLLERS TO PROVIDE DATA ARCHIVE OF CHEMICAL LEVELS. FINE TUNE CHEMICAL OUTPUTS AND USE AS NEEDED	X		X			
	CONTROLLER CALIBRATION AND OPERATION TRAINING UPDATE						X



<b>Equipment Type</b>	<b>Required Maintenance Task</b>	<b>As Required</b>	<b>Bi- Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Bi- Annually</b>	<b>Annually</b>
<b>CHEMICAL PUMP SYSTEMS -</b>	INSPECT CHEMICAL PUMP DISCHARGE TUBING			<b>X</b>			
	TORQUE CHEMICAL PUMP HEAD BOLTS AND TUBE FITTINGS TO ASSURE AGAINST CHEMICAL LEAKS			<b>X</b>			
	CLEAN INJECTION -CHECK VALVES FOR SODIUM HYPOCHLORITE PUMPS			<b>X</b>			
	PUMP WET-END OBERHAUL (DIAPHRAGM PUMPS ONLY) CONTRACTOR TO PROVIDE OVERHAUL PARTS						<b>X</b>
	REPLACE CHEMICAL PUMP DISCHARGE TUBING	<b>X</b>					<b>X</b>



