

Release Date: 20 March 2006

Indian Creek Condominium Association

Request for Proposals

Swimming Pool Maintenance Services

The Indian Creek Condominium Association [ICCAssn] at 911 Dorset Street in South Burlington is pleased to announce a Request for Proposals [RFP] for the maintenance of our community swimming pool for the 2006 season. A safe, clean, accessible and attractive pool is an essential resource for our homeowners and contributes to the actual and perceived value of our community.

ICCAssn is comprised of fifty-nine homeowners, the majority of whom are resident owners. Association property is managed by Property Management Associates [PMA] of Williston, VT. The pool is generally used on a light to moderate frequency, and is in excellent condition. It is a rectangular vinyl-liner pool approximately 24' x 48', with a cartridge filter system. The liner was replaced in 2005.

PMA may provide access to the pool for a 'walk around' to prospective vendors so that they may familiarize themselves with the current conditions of the site. Please phone Scott Michaud at 860.3315 for an appointment.

To facilitate the review process, applicants are requested to submit proposals in both paper and electronic format. Please see the attached RFP for complete details.

DEADLINE FOR RECEIPT OF PROPOSALS:

Hardcopy (6 copies) and electronic versions (no facsimiles) of proposals must be RECEIVED by the Property Management Associates office by the close of business on:

Friday, 07 April 2006

LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED

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Please base your Response to the RFP on the following Terms and Conditions:

I. SCOPE of WORK

Please include all material and labor in accordance with these specifications:

- Open pool completely at beginning of season, including but not limited to
 - removal of water and debris from winter pool cover,
 - removal and treatment of winter pool cover,
 - initial brushing and vacuuming of pool,
 - addition of water to appropriate level,
 - start-up of filtration and circulation system
 - analysis of water chemistry and addition of balancing chemicals as needed;
- Ongoing maintenance over the course of the season, including but not limited to
 - brush, skim and vacuum pool three times weekly,
 - chemical testing of water three times weekly,
 - addition of necessary chemicals to adjust water to NSPI specifications in response to test results as needed,
 - clean filters every two weeks or sooner as needed,
 - empty baskets every two weeks or sooner as needed,
 - adjust water level as needed,
 - monitor filtration system every two weeks or sooner and maintain accordingly;
- Close pool completely at end of season, including but not limited to
 - lowering pool water level to proper level as needed,
 - draining pool filtration and circulation systems, and
 - replacement of winter pool cover.

II. TERM of SERVICE

Please base these services on opening 15 May and closing 15 September 2006:

- A three calendar day window is allowed to accommodate weather conditions.

III. ELIGIBILITY

All individuals, business, and organizations are eligible to submit a proposal for maintenance services as described above.

IV. CONDITIONS

Indian Creek Condominium Association agrees to the following further conditions:

- Any additional charges for labor or materials, including for new cartridges or components of the mechanical system that result from inappropriate maintenance as set forth above are the responsibility of the Vendor, unless a preexisting condition is noted in the Response;
- All additional charges must be approved by PMA in advance; and
- Any expansion of the Scope or extension of the Term of Service that is requested by PMA will be negotiated separately from the Vendor's Response.

V. FEE SCHEDULE

Payment shall be made in five [5] equal installments upon receipt of invoice:

- 15 May 2006, 15 June 2006, 15 July 2006, 15 August 2006, and 15 September 2006.

V. ADDITIONAL MATERIALS

Please provide as part of your Response the following

- Brief cover letter describing your professional background, experience and demonstrated ability to fulfill the tasks described above;
- Workplan (limit one page), including breakdown of proposed charges for labor and material for maintenance work described above, and identification and role of principal providers,
- At least three [3] professional references.

VII. PROPOSAL REVIEW PROCESS

Vendor Responses will be evaluated by an ad hoc committee of the Indian Creek Condominium Association Board of Directors for the following attributes:

- Professional experience in providing the types of services requested;
- Ability to complete commitments on time and within budget;
- Creativity and adaptability of the proposal, and;
- Value (cost and benefits).

VIII. Schedule and Requirements for Proposal Submission

- Proposals must be well-organized, succinct and responsive to criteria set forth above.
- Six [6] paper copies of each proposal must be **RECEIVED** by the PMA office by the close of business on **Friday, 07 April 2006.**
- In addition, please submit an ELECTRONIC VERSION of your proposal, either on diskette or via e-mail. Electronic versions must also be **RECEIVED** by the close of business on **Friday, 07 April 2006.**

Vendors should send proposals and direct all questions to:

Scott Michaud,
Property Management Associates
PO Box 1201
Williston, VT 05495

Attn: ICCAssn

phone 802.860.3315

e-mail VTPMA@aol.com

Thank you!