

APPROVED
07-13-2016

BOARD OF RECREATION
CITY OF CHICAGO

BOARD REPORT

NO. 16-156

DATE July 13, 2016

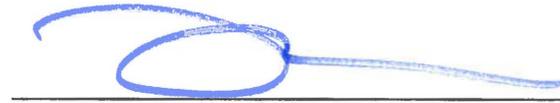
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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ENCUMBRANCE OF FUNDS AND PAYMENTS TO KNORR SYSTEMS, INC. AND WATERLINE TECHNOLOGIES, INC. FOR SUMMER POOL MAINTENANCE SERVICES

AP Diaz _____
R. Barajas _____
H. Fujita _____

V. Israel _____
K. Regan _____
*N. Williams NDW



General Manager

Approved

Disapproved _____

Withdrawn _____

RECOMMENDATIONS

1. Authorize an encumbrance of funds and payments in the amount of not to exceed Ninety-Five Thousand Dollars (\$95,000.00) to Knorr Systems, Inc. from Fund 302, Department 88, Contractual Services Account 3040 for summer season pool maintenance services retroactive from July 1, 2016 through September 30, 2016;
2. Authorize an encumbrance of funds and payments in the amount of not to exceed Ninety-Five Thousand Dollars (\$95,000.00) to Waterline Technologies, Inc. from Fund 302, Department 88, Contractual Services Account 3040 for summer season pool maintenance services retroactive from July 1, 2016 through September 30, 2016; and
3. Authorize the Department of Recreation and Parks' Chief Accounting Employee to make technical corrections as necessary to carry out the intent of this Report.

SUMMARY

The Department of Recreation and Parks (RAP) has an urgent need for outsourced pool maintenance services during the summer season from July 1, 2016 through September 30, 2016 as a result of shortage of department mechanical staff. RAP has lost 50% of its full-time pool maintenance staff, primarily Mechanical Repairers, due to retirements, promotions and transfers. RAP has not been able to fill the vacant positions pending City's eligible list for the Mechanical Repairer Class. A test for this class was given by the Personnel Department in May 2016. Until RAP is able to recruit and train the mechanical staff, RAP needs to outsource the necessary services in order to properly maintain public swimming pools for the preservation of public health and safety and for providing relief to the public. The need is pressing particularly during the summer season when the public pools are in high demand.

RAP traditionally uses in-house crew for pool maintenance and does not have existing contracts for these types of services. As time is of the essence, staff recommends the following two vendors to provide the temporary as-needed pool maintenance services:

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Knorr Systems, Inc.
2221 Standard Avenue
Santa Ana, California 92707

Waterline Technologies, Inc.
620 North Santiago Street
Santa Ana, California 92701.

Knorr Systems, Inc. and Waterline Technologies, Inc. both have a history with RAP's pool maintenance crew performing sub-contracted services and repairs for swimming pools and splash pads including circulation systems, filtering systems, heating, and chemical controllers. Both have performed maintenance and repairs to equipment with satisfactory results. Additionally, both vendors have worked on multiple RAP's capital projects as sub-contractors with the Department of Public Works, Bureau of Engineering. Both have the capacity to provide the needed services immediately that include, but not limited to the following:

- Maintain, test and balance chemicals and water quality in accordance to Los Angeles County guidelines.
- Monitor, inspect, trouble shoot and maintain pool related equipment.
- Report status, repairs, part failures and related findings to RAP staff.
- Provide after hour emergency responses.
- Provide any other pool maintenance related services as requested by RAP.

All vendors' work will be assigned and approved by RAP staff on an as-needed basis during the summer season from July 1, 2016 through September 30, 2016. The compensation ceiling is Ninety-Five Thousand Dollars (\$95,000.00) for each vendor. Both must have valid City Business Tax Registration Certificate, provide sufficient insurance coverage, and be in compliance with other applicable City requirements.

FISCAL IMPACT STATEMENT

Funding for the pool maintenance services is available in Fund 302, Department 88, Contractual Services Account 3040 for Fiscal Year 2016-17.

This report was prepared by Noel Williams, Chief Financial Officer, Finance Division.