

PERFORMANCE WORK STATEMENT (PWS)

FOR

POOL MANAGEMENT SERVICE

AT

JOINT BASE ANACOSTIA-BOLLING, WASHINGTON D.C.

01-27-23

SECTION C-1

GENERAL REQUIREMENTS

1. DESCRIPTION OF WORK

1.1. SCOPE: The Contractor shall provide a comprehensive swimming pool management service. One Pool Manager and/or one Assistant Manager and seven Lifeguards for open swim; and one Lifeguard for adult lap swim. In addition, the Pool Manager and/or Assistant Manager shall be present for the Safety and Medical Group Bio Environmental pre-opening inspection.

The pool shall be open to the public starting on Friday, May 26, 2023, and close Monday, September 4, 2023. The Safety and Medical Group Bio Environmental inspection shall be on Friday, May 12, 2023.

After passing the Safety and Medical Group Bio Environmental inspection on Friday, May 12, 2023. The contractor shall be responsible for maintaining all proper pool operating levels until closing Monday, September 4, 2023.

Normal Operating Days/Hours		Holiday & Special Events		
Monday	CLOSED		Memorial Day (Open)	0600-1930
Tuesday	0600-1930		Juneteenth	0600-1930
Wednesday	0600-1930		Independence Day	0600-1930
Thursday	0600-1930		Labor Day (Closed)	0600-1930
Friday	0600-1930		Pool Parties	1930-2200
Saturday	0900-1930			
Sunday	0900-1930			

Lap Swim shall be offered Tuesday – Friday, 0600-1100; Saturday – Sunday, 0900-1100. Open Swim Tuesday – Friday, 1200-1930; Saturday – Sunday 1200-1930.

1.1.1. Per Air Force Instruction 34-101 and Centers for Disease Control and Prevention Guidelines the proper pH is 7.2-7.8. The free chlorine concentration should be at least 1 part per million. The bromine concentration should be 3 parts per million.

1.1.2. Ensure drains at the bottom of the deep end of the pools are clear and visible.

1.1.3. Ensure drain covers at the bottom of the pool are secured and in good condition.

1.1.4. During adult lap swim or adult instructional programs at least one lifeguard is required to be on duty and at his or her station.

1.1.5. The pool customer to lifeguard ratio must be maintained at, or below 25 to 1 in the main and junior pools. The contractor has the authority to maintain a below ratio standard to maintain a safe environment per Air Force Instruction 34-101.

1.2. BEFORE POOL OPENING DAY: The 11th Civil Engineering Squadron. WFSM Section (Plumbing) shall remove and store all 3 pool covers, de-winterize all plumbing, clean pools, fill and properly balance all pools. Season preparation shall begin Monday, May 1, 2023.

1.2.1. The 11th Civil Engineering Squadron. WFSM Section (Plumbing) shall maintain functioning hot and cold water for the bath houses.

1.2.2. The 11th Civil Engineering Squadron. WFSM Section (Plumbing) shall have all pools and bath houses in passing order for the Safety and Medical Group Bio Environmental inspection on Friday, May, 12, 2023.

1.2.3. The 11th Civil Engineering Squadron. WFSM Section (Plumbing) shall provide all needed pool chemicals for inspection and for the duration of the swim season. Chemicals used in previous years are as follows: (Granular Chlorine, Sodium Hypochlorite, Water Conditioner and Stabilizer, Clear Blue, Poly Algaecide and Calcium Hardness)

1.2.4. The 11th Civil Engineering Squadron shall have the grass cut prior to inspection, and every Monday thereafter (except holidays) for the entire swim season.

1.2.5. The 11th Force Support Squadron. FSV (Fitness) shall be responsible for cleaning the bath houses, maintaining the pool grounds to include the deck and grassy areas keeping them clean and free of debris.

1.2.6. The 11th Force Support Squadron. FSV (Fitness) shall be responsible for the placing of non-skid flooring in the bath houses.

1.3. WHILE POOL IS OPEN

1.3.1. The Contractor shall schedule a Pool Manager and/or Assistant Pool Manager to be on duty for lap swim Tuesday through Friday, 0600-1100; Saturday and Sunday 0900-1100 and open swim Tuesday through Friday 1200-1930; Saturday and Sunday 1200-1930.

1.3.2. All lifeguards shall be required to wear uniforms while on duty (provided by the Contractor readily identifying them as lifeguards).

1.3.3. The Contractor shall provide a Pool Manager and/or Assistant Pool Manager and agrees to meet with the Government Contracting Officer Representative (COR) assigned to discuss pool operation and related issues.

1.3.4. The Contractor shall schedule a Pool Manager and/or Assistant Pool Manager to be present for all Safety and Medical Group Bio Environmental inspections before opening, during operation, and prior to closing the pool.

1.3.5. During the swim season, the Contractor shall provide four lifeguards for the main pool, one for the junior pool and one pool side for documenting and administering swim test for patrons under the age of 16.

1.3.6. The Contractor shall provide and maintain current and valid Red Cross or other Nationally Recognized certifications for lifesaving and water rescue, basic first aid, child/adult CPR and Blood Borne Pathogens.

1.4. CLOSING POOL DURING NORMAL HOURS OF OPERATION

1.4.1. In the event the pool closes early, the Contractor shall notify the Government COR assigned prior to closure due to violation of state and local jurisdiction regulations, inclement weather, breakdown of equipment, emergencies, safety concerns or other causes outside of the Contractors control.

1.4.2. Inclement weather is defined as follows (on the ground observations).

1.4.3. Rainfall or forecasted prolonged rainfall.

1.4.4. Lightning or thunder- upon sighting of lightning, pool shall be closed immediately and remained closed for 30 minutes after the last sighting. Upon the sound of thunder, pool shall be closed immediately and shall remain closed for 30 minutes after the last sound.

1.4.5. Actual air temperature is less than 68 degrees.

1.4.6. If the pool has not opened by 1830 due to inclement weather the Contractor is to notify the Government COR assigned. The facility shall remain closed, regardless of weather conditions, until the next day of operation. In the event of inclement weather that arrives after 1830, the pool shall be closed for the remainder of the evening after contact is made with the Government COR assigned. The Government COR assigned shall brief the 11th Force Support Squadron leadership and marketing department for patron notification.

1.4.7. Should there be vomit, human feces, animal feces or deceased animals introduced into the pool water. The Contractor shall notify the Government COR assigned. The pool shall close for maintenance and super-chlorination. In certain cases, the pool shall remain closed for the remainder of the day. The Government COR assigned shall brief the 11th Force Support Squadron leadership and marketing department for patron notification.

1.5. REPORTING ACCIDENTS OR INCIDENTS

1.5.1. The Contractor shall maintain a daily Incident Report; provided by the Government COR assigned to log all accidents, injuries, and incidents. Document all cases and treatments provided, to include ambulatory service if needed. The Pool Manager and/or Assistant Pool Manager shall call the Government COR assigned at their duty phone number or by cellphone number that is listed on the contract as soon as possible. If an accident occurs after 1700 the Pool Manager and/or Assistant Pool Manager shall call the Government COR assigned on his/her cell.

1.6. POOL PARTIES AND RESERVATIONS

1.6.1. Pool parties shall take place after normal operation hours of the pool, starting no earlier than 1930 and ending no later than 2200, Tuesday-Sunday.

1.6.2. The Contractor agrees to provide staff to support private pool parties. One Pool Manager and/or Assistant Pool Manager and three Lifeguards shall be needed.

1.6.3. The Contractor shall ensure a Pool Manager and/or Assistant Manager is on duty for the scheduled time of the reservation.

1.6.4. Pool parties can be scheduled no less than one week from the reservation date. The Government COR assigned shall notify the Pool Manager and/or Assistant Pool Manager of all scheduled pool parties.

1.7. POOL SEASON CLOSING

1.7.1. The Contractor shall perform the following service to close the pool.

- (1) Store first aid, emergency, maintenance, and testing equipment in designated areas.
- (2) Remove furniture from the deck and store in designated area.
- (3) Submit list of repair and supply recommendations for the following season.

1.8. RULES GOVERNING THE USE OF THE FACILITY

1.8.1 The Contractor shall be responsible for enforcing the following rules. Standard policies and procedures that the Contractor has established for the operation and management of the facility can be incorporated with the approval of the Government COR assigned.

1.8.2. The use of the base pool facility shall be determined by the Government COR assigned using Air Force Instruction 31-101 and Centers for Disease Control and Prevention Guidelines.

1.8.3. Lifeguards and Aquatics staff are provided for the protection and welfare of all patrons and their guest. All Aquatic staff members have been instructed to enforce rules of safety and good behavior.

1.8.4. No one shall enter the Aquatics complex when the facility is closed, or when admission is denied because capacity has been reached.

1.8.5. Full scuba gear is not permitted in the complex unless it is part of an organized class.

1.8.6. Individuals who are 16 years of age, but less than 19, may provide supervision for up to three children with no more than two of the children under the age of six, provided that the individual has successfully completed the American Red Cross Babysitting Training Course <https://www.redcross.org/take-a-class/babysitting-child-care?latitude=38.757&longitude=-77.1487> and a copy of the certificate is kept on file at the swimming area.

1.8.7. The Wading pool is restricted to children 5 years of age of and younger. A parent/guardian must always supervise their children. Children who are not toilet trained must wear tight fitting rubber diapers or panties under their swimsuit. NO EXCEPTIONS shall be made to these rules.

1.8.8. The Junior pool is restricted to children 13 years and younger.

1.8.9. Children between the ages of 11-13 may be left unattended after successfully completing a swim test. If a child can successfully demonstrate the ability to swim at least 12 meters (40 feet), tread water for 1 minute, and can pull themselves from the water without using the ladder, the test will be recorded as “met all requirements/passed”. If a child is not able to successfully complete all components of the swim test, they will receive a “does not meet all requirements/fail” and a red wrist band. The lifeguard staff shall record each test and maintain a log of individuals who have successfully completed the swim test. The swim test log shall be at the main pool front desk and available at all times for review and inspection. The below listed outlines the wristband indications as well as who shall obtain a wristband prior to using the swimming facilities.

- (1) Green Wristband- Indicates a strong swimmer. A strong swimmer is allowed to swim anywhere in the pool.
- (2) Red Wristband- Indicates a non-swimmer. Non-swimmers are required to wear a Personal Flotation Device (PFD) and are always restricted to the shallow end of the pool.
- (3) Upon check-in, all patrons under the age of 16 are required to obtain the appropriate wristband and always wear it in the facility.

1.8.10. Beverages are not allowed to be in glass containers. Food is not permitted on any deck area. All food purchased from the vending machines must be consumed in the snack bar area. Customers may bring premade food products, which must be consumed within the snack bar or grass area. All trash must be properly disposed of in the provided trash receptacles.

1.8.11. Competitive Breath Holding or Prolonged Underwater Swimming Is Prohibited. Boisterous play, running, ball playing or causing a disturbance shall not be permitted.

1.8.13. Toys and equipment are strictly prohibited in the pool. Prohibited items include, but are not limited to rafts, kickboards, inner tubes, scuba gear, swim fins, masks, water wings, balls, Frisbees, inflatable objects, or other similar items. Dive rings or similar devices may be used as training aids during Instructional Classes only. Personal Floatation Devices (PFDs) are permitted in the shallow areas with parental supervision. Parent must be within arm's reach of the child wearing a PFD. Only PFDs that have been "US Coast Guard Approved" are permitted. The aquatics complex offers PFDs for use during pool hours.

1.8.14. Suntan lotion must be removed prior to entering the pool.

1.8.15. No more than one person is permitted on the diving board at any one time. Do not dive until the previous diver has cleared the diving area. Do not dive or jump towards the poolside. No horseplay or hanging on the diving board. Only a forward jump, forward dive and one bounce are permitted. Back dives, dives with flips, rotations, stunts, maneuvers, or tricks are prohibited. Swimming through the diving area is prohibited.

1.8.16. Persons suffering from skin infections or communicable diseases shall not be permitted in the pools.

1.8.17. Dive in specified areas only. Diving with a facemask, goggles or a PFD is prohibited.

1.8.18. Appropriate swimwear is required. Cutoff shorts, fad attire, thongs, etc. are not acceptable.

1.8.19. The entire complex is a smoke-free area. Smoking is only allowed in designated areas outside the main gate.

1.8.20. Vulgar, obscene, and/or abusive language or gestures shall not be tolerated from any patron. Violators shall be warned. Repeat offenders shall be asked to leave the complex and privileges shall be suspended.

1.8.21. Parents are responsible for the safety and conduct of their children. Sponsors are responsible for their guests.

1.8.22. The Pool Manager and/or Assistant Manager are authorized to expel any patron who declines to obey lifeguard instructions with the consent of the Government COR assigned. Any patron under legal age shall have their parents or legal guardians notified and an incident report shall be filed.

1.8.23. Customers should not issue instructions or complaints to lifeguards. Any concerns should be addressed with the Pool Manager and/or Assistant Manager with the Government COR assigned direction.

1.9. THE CONTRACTOR SHALL

1.9.1. Provide all Pool Manager and/or Assistant Pool Manager and Lifeguard certifications. To include CPR and First Aid for children and adults to the Government COR assigned. In addition, the Contractor must provide a copy of their Business Certification and liability insurance. All documentation and certification must remain current throughout the pool season.

1.9.2. Ensure all phases of pool operation meet with the Centers for Disease Control and Prevention, DC Health Department, Occupational Safety and Health Administration, Public Safety, Medical Bio Engineering and Air Force requirements and fill out necessary accident/incident reports.

1.9.3. Ensure all employees are trained in Blood Borne Pathogens and Hepatitis B Vaccinations are up to date.

1.9.4. Be present at Preseason inspection Friday, 12 May 2023.

1.9.5. Test, document, and administer chemicals when necessary to balance and or shock, when necessary, through closing. The Pool Manager and/or Assistant Manager shall deem it necessary to balance or shock the pools.

1.9.6. Obtain insurance for all non-government property and merchandise used by the Contractor in the operation of their duties against theft, fire, storm, flood, and damage, or destruction through any other force of nature; or in lieu thereof, to relieve the Air Force from any liability arising from such theft, loss, damage, or destruction. The contractor must provide proof of insurance to the Contracting Officer.

1.9.7. Comply with all memoranda, bulletins, and letters of instruction issued by the Contracting Officer.

1.9.8. Keep the service area clean, orderly, and safe to the satisfaction of the Pool Facility Manager or his or her representative.

1.9.9. International workers shall require a 60-day vetting process through the Air Force Office of Special Investigation.

1.10 11th FORCE SUPPORT SQUADRON SHALL

1.10.1. Provide keys and combinations for access to the facility.

1.10.2. Provide all local operating instruction for facility, emergency procedures, and telephone numbers. The Government COR assigned shall work closely with the Contractor to ensure all information and guidelines are provided.

1.10.3. Provide all necessary utilities such as water, gas, and electricity.

1.10.4. Prepare facility for use:

- (1) Ensure all fencing prevents unauthorized entry into pool area and repair, if necessary.
- (2) Document/submit all building repairs such as broken windows or doors, toilet partitions, damaged tile, or drywall, etc.
- (3) Provide a landline phone for emergencies.
- (4) Provide employees with free parking.

1.10.5. Supplies

- (1) Water Test Kits
- (2) Blood Borne Pathogen Kits
- (3) AED
- (4) First Aid Supplies
- (5) Rescue Tubes
- (6) Rescue Back Board with Straps
- (7) Head Immobilizer
- (8) Deep Water Lane Ropes
- (9) Elevated Guard Stations
- (10) Lifeguard Umbrella for each guard stand