
E L M H U R S T P A R K D I S T R I C T
B O A R D O F P A R K C O M M I S S I O N E R S
M E M O R A N D U M

DATE: January 22, 2024

TO: Board of Park Commissioners

FROM: James W. Rogers, Executive Director
Angela Ferrentino, Director of Facilities
Sarah Lagesse, Director of Recreation

RE: OUTDOOR POOL MAINTENANCE SERVICE CONTRACT

ISSUE

The objective of this contract is to hire a management company to oversee and provide maintenance of the District's outdoor pools (East End and Smalley Pools), including seasonal opening, daily maintenance operations, and seasonal closing.

DISCUSSION

Based on available staff resources and the specialized skills needed to manage the day-to-day maintenance operations of aquatic facilities, during the 2024 budget process staff recommended hiring a contractor to perform these duties, specifically the following:

- Seasonal pool opening of East End and Norman P. Smalley Pools
- Provide a certified technician on-site at each pool, seven hours a day, seven days a week to perform daily water quality testing, inspections of all pool mechanical equipment, maintaining proper chemical balances according to the Health Department, and addressing any issues that develop through the pool season
- Seasonal pool closing and winterization of East End Pool and Norman P. Smalley Pools

The bid packets included specifications for pricing in 2024, with the option to extend the agreement for two additional, successive, one-year terms in 2025 and 2026; with the understanding that the District reasonably believes funds can be obtained for 2025 and 2026. If sufficient funds are not budgeted or appropriated by the District for the second or third year, the District will provide written notice to cancel renewal of the contract as promptly as practical.

District staff sought contractor bids through a legal notice requesting bids placed in the Suburban Life newspaper on December 15, 2023 and sent bid invites to three contractors. Two bids were submitted and opened on January 11, 2024 (tally attached). Jeff Ellis Management (JEM) LLC. was the lowest most responsible bidder.

Staff checked references and positive feedback was received for JEM from Carol Stream and Round Lake Park Districts who have used JEM aquatic maintenance services for multiple summers and are very pleased; both Districts plan to use JEM again in 2024.

The Recreation Fund includes a budget of \$64,922 for aquatics maintenance. Staff recommends accepting the JEM's proposal for daily maintenance operations for \$68,189.20 for daily maintenance operations, as well as an additional \$3,696 to conduct the seasonal opening of both pools, and \$6,025 to conduct the seasonal closing of both pools for a total contract price of \$77,910.20. The \$12,988.20 shortfall will be funded through the Recreation Fund.

RECOMMENDATION

That the Board of Park Commissioners (1) authorize the Executive Director to execute a one-year contract with Jeff Ellis Management LLC for \$77,910.20 for the 2024 aquatics season, and (2) if mutually agreed upon, extend two additional one-year contracts for 2025 in the amount of \$81,024.25, and 2026 in the amount of \$86,556.43.

Thank You.

Attachment: Bid Tally

2024 Aquatic Maintenance Servie East End and Smalley Pool
BID OPENING THURSDAY, JANUARY 11, 2024 11 AM

No.	BIDDER	ANNUAL TOTAL BOTH LOCATIONS 2024	ANNUAL TOTAL BOTH LOCATIONS 2025	ANNUAL TOTAL BOTH LOCATIONS 2026
1	USA Managment	111,940	111,940	111,940
2	JEFF Ellis Associates Inc.	\$77,910.20	\$ 81,024.25	\$ 86,556.43
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4				
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Witness: Amh Date: _____

Assistant Treasurer: Quin Date: 01/11/2024

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