



**HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT**  
**1 Johnson Place**  
**Woodmere, New York 11598**

**REQUEST FOR PROPOSAL- AQUATIC PROGRAM SERVICES**

The Hewlett-Woodmere Union Free School District, (hereinafter referred to as the "District"), invites proposals from qualified individuals and firms/agencies to provide students of the District with Aquatic Program Services during the 2025-2026 school year.

In accordance with the District's policies and procedures, contracts for professional services requiring special skill or training are not subject to competitive bidding requirements of §103 of the General Municipal Law.

**1. Purpose**

The District requests proposals from qualified individuals and firms/agencies interested in performing Aquatic Program Services for the District beginning on or after July 1, 2025 with an annual renewal for additional one-year terms upon the approval of the Board of Education. Any renewal shall be upon the existing terms and conditions, including price. Notwithstanding the foregoing, in the event that the successful Proposer incurs additional expenses that require a price increase in subsequent years, the successful Proposer may request an annual increase not to exceed the School District's allowable growth factor for that school year.

**2. Scope of Service**

**A. General Responsibilities**

The District seeks the services to support the following aquatic programs:

1. Swim Lessons
2. Open Swim,
3. Swim Club / Swim Team

The aquatic programs are open to students as well as residents of the District. The aquatic program operates in a pool located in George W. Hewlett High School, with the above noted programs preliminarily scheduled as follows. Please note that the schedule is subject to revision at the discretion of the District.

**Swim Lessons:**

Saturdays: 10:00 a.m. – 2:00 p.m.      3 WSI & 2 Lifeguards\*, and 1 Coordinator  
Sundays: 10:00 a.m. – 2:00 p.m.      3 WSI, 2 Lifeguards\*, and 1 Coordinator

**Hewlett Swim Club:**

Mondays-Thursdays: 6:30 p.m. – 8:30 p.m.    2 Coaches/WSI and 1 Lifeguard\*  
Swim Meets: Dates and times to be determined by league

**Lap Swim Sessions:**

Mondays-Fridays: 5:30 a.m. – 7:00 a.m.    1 Lifeguards\*

**Open Swim Sessions:**

Wednesdays: 8:30 p.m. – 10:00 p.m. 2 Lifeguards\*  
Fridays: 7:00 p.m. – 8:30 p.m. 2 Lifeguards\*  
Saturdays: 2:00 p.m. – 3:30 p.m. 2 Lifeguards\*  
Sundays: 2:00 p.m. – 3:30 p.m. 2 Lifeguards\*

**Other services/needs:**

WSI and Lifeguards for Ad Ed aquatic classes if needed.

\*Based on # of swimmers

The successful proposer(s) shall provide services including but not limited to the following:

Provide Lifeguard(s) that satisfy all Federal, State and local licenses and/or certifications and training requirements, including CPR/AED.

Provide American Red Cross Water Safety Instructor(s) for swim lessons and program activities.

Provide staff to provide on-site supervision of the contracted staff.

Provide on-site staff to administer to program needs, including confirm the appropriate equipment and supplies are available and functioning, schedule staff, organize and oversee the programming.

Serve as point of contact for participants on site and client questions.

Provide additional services on an as-needed basis as may be requested by the District.

The District reserves the right, at its sole discretion, to add, modify or remove the services described herein based on its best interest and the needs of the program. Any such change in services will be communicated in writing to the successful proposer(s) and shall not entitle the successful proposer(s) to any additional compensation beyond what is agreed upon for the services herein.

The successful proposer(s) understands and agrees that it shall comply and is responsible for complying with all applicable Federal, State and local statutes, rules and ordinances, including the New York State Safe Schools Against Violence in Education (SAVE) legislation. The successful proposer(s) shall adhere to all requirements and protocols as established by the School District and the State Education Department of New York: to wit, but not limited to, fingerprinting. The successful proposer further agrees and understands that all staff that is on-site must be cleared by the New York State Education Department in accordance with the provisions contained in the SAVE legislation prior to providing services to the School District. In the event that the successful proposer(s) sends a staff member to the School District who has not obtained fingerprinting clearance with the State Education Department, the School District shall have the right to immediately terminate the within contract.

**3. Requirements for Submittal of a Proposal**

All proposals must be submitted in two (2) parts. Part 1 must consist of responses to the management and qualifications items. Part 2 must consist of complete contract cost and pricing information for the

requested scope. Incomplete submissions will not be considered for award. Proposals should not be excessively long, and should be submitted in a format that permits copying for review by the Board of Education. Only two copies of each proposal will be accepted, one copy titled "ORIGINAL" and the second titled "COPY". Each page of the quotation must state the firm submitting the proposal, the fact that the RFP is being submitted to Hewlett-Woodmere Union Free School District, and the page number. All materials submitted in response to this request for proposal shall become the property of the District. **Proposals must be received no later than 11:30 a.m. on June 18, 2025 at the following address:**

Hewlett-Woodmere Union Free School District  
Business Office  
One Johnson Place, Rm. 308  
Woodmere, New York 11598  
Attn: James Igoe

### **PART 1 - Management and Qualifications**

All proposers must be licensed and/or certified, and qualified, to provide the within services to the School District.

In addition to providing proof of the qualifications set forth above, in setting forth its qualifications, each individual or firm submitting a proposal shall:

- Provide the name of the firm as well as a brief description of its business activities and history.
- Provide the name and title of person(s) submitting the proposal, the firm's main office address, and primary and secondary points of contact and their telephone and fax numbers (including area codes).
- Provide information on how long the firm has been in business and length of its experience in providing Aquatic Services in school districts. Provide evidence of an individual's credentials and qualifications in the area of Aquatic Services.
- Provide a listing and description of similar contracts awarded with other organizations giving dates of service.
- Describe the individual's or firm's experience and expertise focusing on aquatic program.
- State the name(s) of the officer(s) and associate(s) in the firm.
- Detail the experience your firm and its staff have in working with aquatic programs. Please list all school districts or other organizations provided with aquatic services during the past three (3) years.
- Provide at least *three* client references from similar contracts. Include contact names, addresses and telephone numbers. District may contact any reference listed.
- Provide any other information that might be beneficial to the School District.

## **PART 2 – Cost:**

Each firm submitting a proposal shall:

State the rates for all staff that may be required to provide aquatic services to the School District. In addition, state which employees are expected to perform the services. Please include:

- A. For each position that may require servicing the District, giving the title and the regular rate you are quoting. If required, for positions, include the rate associated with the item of work to be performed.
- B. The staff costs quoted must be an all-inclusive amount for the services to be provided. No additional billing will be allowed for services provided, or for travel expenses, parking, participant materials, or other incidentals, except as set forth in the Scope of Services herein.
- C. Proposer may include in its proposal items not specified in this RFP, which it would consider pertinent. All such alternatives must be listed separately from the proposal and the cost thereof must be separate and itemized.
- D. Provide any other relevant information that will assist the School District in evaluating your Proposal.
- E. Include a rate sheet/rate schedule.
- F. The District reserves the right to retain the services described herein, or any portion thereof, if it is in the best interest of the District as determined by the Board of Education.
- G. The District intends to select individuals or firms that, in its opinion, best meet the District's needs. Therefore, the professional services described herein may be awarded, at the Board of Education's sole discretion, on the basis of factors other than cost, including but not limited to, qualifications, recommendations, merit and experience.

#### **4. Proposal Submission**

**Proposals must be clearly labeled and submitted to James Igoe no later than 11:30 a.m. on June 18, 2025.** Proposals submitted after that time and date will not be considered and will be returned to the submitter unopened.

The District reserves the right to reject without prejudice any and all quotations received under this Request for Proposals.

#### **5. Evaluation Procedures**

##### **A. Review of Proposals**

The District will review qualifications of the proposals.

The District reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

**B. Evaluation Criteria**

- Proposer's comprehension of the required (work) Scope of Services 10%
- Prior experience in similar projects 10%
- Professional Qualifications 10%
- Total proposed price 10%
- Proposer's demonstrated capabilities 10%
- Length of time in business 10%
- Client references 20%
- Staffing 20%

**C. Right to Reject Proposals**

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Board of Education and the firm selected. The District reserves the right, without prejudice, to reject any or all proposals.

This RFP does not commit the District to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The District intends to award a contract on the basis of the best interest and advantage to the District, and reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the District to do so. The District may select as the successful proposer that proposal which, in the District's sole discretion and with whatever modifications the District and the proposer may mutually agree upon, best meets the District's requirements whether or not that proposal is the lowest priced. No proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the District, in its sole discretion, shall enter into a contract with the proposer that it selects.

**D. Term of Contract/Form of Contract**

**Contract Period: September 1, 2025 through June 30, 2026.** This contract shall be for 10 months, with the option to renew for additional one-year periods, upon approval of the Board of Education for each year, at its sole discretion. Any renewal shall be upon the existing terms and conditions, including price. Notwithstanding the foregoing, in the event that the successful Proposer incurs additional expenses that require a price increase in subsequent years, the successful Proposer may request an annual increase not to exceed the School District's allowable growth factor for that school year.

**The successful proposer will be required to execute the Agreement annexed hereto as Exhibit A.**

By submission of a proposal, the proposer understands and agrees that the terms and conditions set forth in the within Request for Proposals shall be incorporated into the form of agreement between the Board of Education and the successful proposer.

#### **E. Insurance Requirements**

The SERVICE PROVIDER shall purchase from and maintain in a company or companies lawfully licensed to do business in the State of New York such insurance as required by the District. As set forth in Exhibit A of this RFP, the District has established minimum insurance requirements that are generally expected to be met by all proposers. However, the District reserves the right in its sole discretion, to accept alternative insurance coverages, limits or arrangements that it determines to be in its best interest. Any waiver or modification of the stated insurance requirements shall be determined solely by the District.

in Exhibit A of this RFP, the District has established minimum insurance requirements that are generally expected to be met by all proposers. However, the District reserves the right in its sole discretion, to accept alternative insurance coverages, limits or arrangements that it determines to be in its best interest. Any waiver or modification of the stated insurance requirements shall be determined solely by the District.

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#### **F. Financial Statement**

Upon request of the District, a proposer shall submit its most recent financial statement. The District reserves the right to use third party companies to verify financial information provided.

#### **G. Freedom of Information Law**

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that the information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the proposals containing such information by typing in bold fact on the top of each page, "**THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**" The District assumes no liability for disclosure of information so identified, if the District has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

#### **H. Specifications Clarifications/Inquiries**

Any question submitted by an individual or firm regarding this RFP must be directed, in writing, to James Igoe, Business Administrator @ [jigoe@hewlett-woodmere.net](mailto:jigoe@hewlett-woodmere.net) / Hewlett-Woodmere Public Schools, 1 Johnson Place - Rm 308, Woodmere, NY 11598, no later than seven (7) days

prior to the deadline for submission of proposals. Written response, together with the original inquiry, will be posted on the Hewlett-Woodmere Public Schools website under the RFP's section at:

<https://www.hewlett-woodmere.net/district/business-office/purchasing>

**NO CONTRACT BECOMES BINDING UNTIL THE NECESSARY FUNDS HAVE BEEN APPROVED FOR THE FISCAL YEAR DURING WHICH THE CONTRACT IS IN EFFECT.**

NAME & ADDRESS OF VENDOR: \_\_\_\_\_  
(Please Print)  
\_\_\_\_\_  
\_\_\_\_\_

FEDERAL EMPLOYER ID #: \_\_\_\_\_

TELEPHONE NUMBER: ( ) \_\_\_\_\_

FAX NUMBER ( ) \_\_\_\_\_

SIGNATURE & TITLE: \_\_\_\_\_

\_\_\_\_\_  
Please Print Name Date

**HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT**  
**1 Johnson Place**  
**Woodmere, New York 11598**

*REFERENCES*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Dates of Contract(s) \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Date of Contract(s) \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Date of Contract(s) \_\_\_\_\_

Proposer's Name: \_\_\_\_\_

**NON-COLLUSIVE FORM**  
**PROPOSAL CERTIFICATIONS**

Firm Name \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date of Proposal \_\_\_\_\_

**I. General Proposal Certification**

The proposer certifies that he will furnish, at the prices quoted, the materials, equipment and/or services as proposed on this Request for Proposals.

**II. Non-Collusive Proposal Certification**

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966. By submission of this proposal, the proposer certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the proposer and affirmed by such proposer as true under the penalties of perjury:

Non-collusive proposal certification.

- (a) By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:
1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
  2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and,
  3. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

(b) A proposal shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the proposer cannot make the foregoing certification, the proposer shall so state and shall furnish with the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department agency or official thereof to which the proposal is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being requested for proposal, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any proposal hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate proposer for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such proposal contains the certifications referred to in subdivision II of this section, shall be deemed to have been authorized by the board of directors of the proposer, and such authorization shall be deemed to include the signing, and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of corporation.

**The proposer affirms the above statement as true under the penalties of perjury.**

Signature of Proposer: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
NOTARY PUBLIC

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a proposal in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Proposer/Contractor, any person signing on behalf of any Proposer/Contractor and any assignee or subcontractor and, in the case of a joint proposal, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Proposer/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Proposer/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Proposer/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Proposer/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Proposer/Contractor in default. The School District reserves the right to reject any proposal or request for assignment for a Proposer/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Proposer/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, \_\_\_\_\_, being duly sworn, deposes and says that he/she is the \_\_\_\_\_ of the \_\_\_\_\_ Corporation and that neither the Proposer/ Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

\_\_\_\_\_  
SIGNED

SWORN to before me this

\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
NOTARY PUBLIC

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

DECLARATION OF PROPOSER'S INABILITY TO PROVIDE  
CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

*Proposers shall complete this form if they cannot certify that the proposer /contractor or any proposed subcontractor is not identified on the Prohibited Entities List. The District reserves the right to undertake any investigation into the information provided herein or to request additional information from the proposer.*

Name of the Proposer: \_\_\_\_\_

Address of Proposer: \_\_\_\_\_

Has proposer been involved in investment activities in Iran? \_\_\_\_\_

Describe the type of activities including but not limited to the amounts and the nature of the investments (e.g. banking, energy, real estate)

\_\_\_\_\_

If so, when did the first investment activity occur? \_\_\_\_\_

Have the investment activities ended? \_\_\_\_\_

If so, what was the date of the last investment activity? \_\_\_\_\_

If not, have the investment activities increased or expanded since April 12, 2012? \_\_\_\_\_

Has the proposer adopted, publicized, or implemented a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran? \_\_\_\_\_

If so, provide the date of the adoption of the plan by the proposer and proof of the adopted resolution, if any and a copy of the formal plan. \_\_\_\_\_

In detail, state the reasons why the proposer cannot provide the Certification of Compliance with the Iran Divestment Act below (additional pages may be attached):

\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ being duly sworn, deposes and says that he/she is the \_\_\_\_\_ of the \_\_\_\_\_ Corporation and the foregoing is true and accurate.

SWORN to before me this \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
NOTARY PUBLIC

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

CONFLICT OF INTEREST CERTIFICATION

Name of Contractor \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

The Contractor above mentioned declares and certifies:

- First            That the said Contractor is of lawful age and the only one interested in this proposal, and that no one other than said Contractor has any interest herein.
- Second        That this proposal is made without any previous understanding, agreement or connection with any other person, firm, or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud.
- Third          That no member of the Board of Education of the Hewlett-Woodmere Union Free School District nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education is directly or indirectly interested in this proposal or in the supplies, materials, equipment, work, or services to which it relates, or in any portion of the profits thereof.
- Fourth        That said vendor has carefully examined the instructions, schedules, and specification prepared under the direction of the Board of Education, and will, if successful in this proposal, furnish and deliver at the prices proposed and within the time stated, all materials, supplies, apparatus, goods, wares, merchandise, services, or labor for which this proposal is made.
- Fifth          That the prices quoted are net and exclusive of all federal, state and municipal sales and excise taxes.
- Sixth         The non-collusive proposal certification applies to this proposal.

\_\_\_\_\_

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 2025

\_\_\_\_\_  
NOTARY PUBLIC

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

DISCLOSURE FORM

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

| <u>Name</u> | <u>Title</u> |
|-------------|--------------|
| _____       | _____        |
| _____       | _____        |
| _____       | _____        |

1. Does any Hewlett-Woodmere Union Free School District Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm?\_\_\_\_\_ If yes, set forth the basis upon which a financial interest exists in the firm:

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2. Has the firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with Hewlett-Woodmere Union Free School District?\_\_\_\_\_ If yes, please describe transaction(s):

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3. Does any direct relative of a member of the Board , administrators, or staff possess any financial interest, directly or indirectly, in the firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling).\_\_\_\_\_ If yes, set forth below the Hewlett-Woodmere Union Free School District Board Member, administrator, or staff member whose relation possess an interest and the relationship:

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THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT "A"**

**AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, 2025 by and between Hewlett-Woodmere Union Free School District hereinafter referred to as the "SCHOOL DISTRICT"), as the party of the first part, having its principal place of business located at 1 Johnson Place, Woodmere, New York 11598, and \_\_\_\_\_ (hereinafter referred to as the "SERVICE PROVIDER"), as the party of the second part, having his principal place of business for purposes of this Agreement at \_\_\_\_\_.

**WITNESSETH:**

**WHEREAS**, SCHOOL DISTRICT is authorized to contract with third parties for the provision of Aquatic Program Services; and

**WHEREAS**, SCHOOL DISTRICT desires that SERVICE PROVIDER provide staff to support the SCHOOL DISTRICT's aquatic program.

**WHEREAS**, SERVICE PROVIDER is capable of and willing to assist SCHOOL DISTRICT in operating and maintaining an aquatic program designed to reduce provide instruction and training and promote safety for the program participants;

**NOW THEREFORE**, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereto mutually agree as follows:

1. **TERM OF AGREEMENT:** This Agreement shall be in effect for the period September 1, 2025 to June 30, 2026, unless terminated earlier, as set forth herein.

**SCOPE OF SERVICES:**

**A. General Responsibilities**

The SCHOOL DISTRICT seeks the services to support the following aquatic programs: 1. Swim Lessons, 2. Open Swim, 3. Swim Club / Swim Team. The aquatic programs are open to students as well as residents of the District. The aquatic program operates in a pool located in George W. Hewlett High School, with the above noted programs preliminarily scheduled as (subject to revision):

**Swim Lessons:**

Saturdays: 10:00 a.m. – 1:55 p.m.      3 WSI & 2 Lifeguards\*, and 1 Coordinator  
Sundays: 9:50 a.m. – 1:50 p.m.      3 WSI, 2 Lifeguards\*, and 1 Coordinator

**Hewlett Swim Club:**

Mondays-Thursdays: 6:30 p.m. – 8:30 p.m.    2 Coaches/WSI and 1 Lifeguard\*  
Swim Meets: Dates and times to be determined by league

**Open Swim Sessions:**

Wednesdays: 8:30 p.m. – 10:00 p.m. 2 Lifeguards\*

Fridays: 7:00 p.m. – 8:30 p.m. 2 Lifeguards\*

Saturdays: 2:00 p.m. – 3:30 p.m. 2 Lifeguards\*

Sundays: 2:00 p.m. – 3:30 p.m. 2 Lifeguards\*

**Other services/needs:**

WSI and Lifeguards for Ad Ed aquatic classes if needed.

\*Based on # of swimmers

The successful proposers shall provide the following services:

Provide Lifeguard(s) that satisfy all Federal, State and local licenses, certifications and training requirements, including CPR/AED.

Provide American Red Cross Water Safety Instructor(s) for swim lessons and program activities.

Provide staff to provide on-site supervision contracted staff

Provide on-site staff to administer to program needs, including confirm the appropriate equipment and supplies are available and functioning, schedule staff, organize and oversee the programing.

Serve as point of contact for participants on site and client questions.

Provide additional services on an as-needed basis as may be requested by the District.

2. **PAYMENT SCHEDULE:** In full consideration of the services to be rendered by SERVICE PROVIDER to SCHOOL DISTRICT for the term of this Agreement, SCHOOL DISTRICT agrees to pay SERVICE PROVIDER as per the rates on the attached Schedule “A”.

3. **INVOICE DUE ON MONTHLY BASIS:** SERVICE PROVIDER will submit an invoice for services and SCHOOL DISTRICT will pay said invoice in accordance with the schedule set forth in paragraph 3. SCHOOL DISTRICT shall give SERVICE PROVIDER notice of any invoice dispute within twenty (20) days of its receipt and reserves the right to withhold payment pending the resolution of this dispute. Failure to dispute any invoice shall not be deemed as an acceptance and does not act as a waiver of SCHOOL DISTRICT’s rights or prevent SCHOOL DISTRICT from availing itself of any remedy or course of action it has at law or in equity at a later date.

4. **INDEPENDENT CONTRACTOR:** SERVICE PROVIDER acknowledges that he will not hold himself and/or his agents out as employees of SCHOOL DISTRICT. SERVICE PROVIDER is retained by SCHOOL DISTRICT only for the purposes and to the extent set forth in this Agreement, and his relationship to SCHOOL DISTRICT shall, during the periods of his services hereunder, be that of an independent contractor. SERVICE PROVIDER shall not be considered as having employee status and

shall not be entitled to participate in any of SCHOOL DISTRICT's workers' compensation, retirement, fringe benefits, unemployment insurance, liability insurance, disability insurance, or other similar employee benefit programs. Similarly, SERVICE PROVIDER and/or his agents shall not be considered as having employee status for the purposes of any other rights, privileges or benefits derived from employment by SCHOOL DISTRICT. SERVICE PROVIDER agrees that this Agreement does not confer benefits of any nature whatsoever upon him other than payment for services provided herein. SERVICE PROVIDER shall not assert any claim for additional benefits of any nature, including, but not limited to, unemployment compensation benefits, by reason of the services to be performed pursuant to this Agreement. SERVICE PROVIDER shall not be entitled to assert any claim to entitlements pursuant to any collective bargaining agreement now or hereafter in effect between SCHOOL DISTRICT and its employees.

5. **EXPENSES OF SERVICE PROVIDER:** SERVICE PROVIDER shall be responsible for all costs and expenses incurred by SERVICE PROVIDER that are incident to the performance of services for SCHOOL DISTRICT, including, but not limited to, all tools, vehicles, or other equipment to be provided by SERVICE PROVIDER, all fees, fines, licenses, bonds or taxes required of or imposed against SERVICE PROVIDER and all other of SERVICE PROVIDER's costs of doing business.

6. **INCOME TAX DESIGNATION AND INDEMNIFICATION:** SCHOOL DISTRICT shall not withhold from sums becoming payable to SERVICE PROVIDER under this Agreement any amounts for Federal, State, or local taxes including Federal or State income taxes, employment taxes (including Social Security and Medicare taxes), and unemployment taxes. SERVICE PROVIDER agrees that any tax obligation of SERVICE PROVIDER arising from the payments made under this Agreement will be SERVICE PROVIDER's sole responsibility. SERVICE PROVIDER will indemnify SCHOOL DISTRICT for any tax liability, interest, and/or penalties imposed upon SCHOOL DISTRICT by any taxing authority based upon SCHOOL DISTRICT's failure to withhold any amount from the payments for tax purposes.

7. **SCHOOL DISTRICT'S RIGHT TO EXAMINE ACCOUNTING RECORDS:** SCHOOL DISTRICT shall have the right to examine any and all accounting records as they pertain to the services to be provided pursuant to this Agreement.

8. **RESPONSIBILITY FOR PAYMENT OF SERVICES:** No parent or guardians or any other person shall be required to make any payment for services performed in accordance with this Agreement. SERVICE PROVIDER and its employees shall not share or accept any fee or gratuity from any student or student's family or any other person for service provided pursuant to this Agreement.

9. **REPORTS TO SCHOOL DISTRICT:** SERVICE PROVIDER hereby agrees to furnish written reports concerning the services to be provided hereunder to SCHOOL DISTRICT. SERVICE PROVIDER will render such reports to SCHOOL DISTRICT at any time that such reports are made to the parents of any student covered by the terms of this Agreement, and will render such additional reports as may be required by the SCHOOL DISTRICT.

10. **LICENSE AND AUTHORIZATION:** SERVICE PROVIDER warrants that it, and all of its employees who shall provide the services herein, are duly licensed and authorized to perform the services as described herein. SERVICE PROVIDER warrants that it will provide SCHOOL DISTRICT with licensed and qualified individuals. SERVICE PROVIDER further represents that such services shall

be performed by individuals that are licensed under the laws of the State of New York, inclusive of the State Education Department Licensing requirements. SERVICE PROVIDER shall certify that all such individuals possess documentation evidencing such license qualifications as required by Federal, State or local statutes, rules, regulations and orders. The individuals who are furnishing services hereunder shall be subject to the approval of SCHOOL DISTRICT. SCHOOL DISTRICT reserves the right to reject the placement of any individual.

11. **SAVE LEGISLATION:** SERVICE PROVIDER understands and agrees that it is responsible for complying with all applicable Federal, State, local statutes, rules, and ordinances including the New York State Safe Schools Against Violence in Education (SAVE) legislation. SERVICE PROVIDER shall adhere to all requirements and protocols as established by SCHOOL DISTRICT and the State Education Department of New York: to wit, but not limited to, fingerprinting. SERVICE PROVIDER further agrees and understands that it and all of its employees who shall provide the services herein must be cleared by the New York State Education Department in accordance with the provisions contained in the SAVE legislation prior to providing services to SCHOOL DISTRICT.

12. **COMMISSIONER VISITS:** SERVICE PROVIDER shall be subject to the visitation of the Commissioner of Education or his/her designated representative(s).

13. **AUTHORIZATION OF SCHOOL DISTRICT:** SERVICE PROVIDER shall coordinate all services through the Community Education & Services Office or any other authorized office of SCHOOL DISTRICT.

14. **SCHOOL GROUNDS & RULES:** It is understood and agreed that while on school grounds, SERVICE PROVIDER, its employees, and/or its agents shall obey all SCHOOL DISTRICT rules and regulations and must follow all reasonable directives of SCHOOL DISTRICT's administrators and employees.

15. **PHOTO I.D.:** SERVICE PROVIDER shall furnish each individual providing services hereunder with a photo identification badge to be worn at all times while the individual is on-site providing services to SCHOOL DISTRICT.

16. **TERMINATION NOTICE:**

- a. This Agreement may be terminated by either party upon thirty (30) days' written notice to the other party. In the event of such termination, the parties will adjust the accounts due and payable to SERVICE PROVIDER for services rendered. SERVICE PROVIDER will not incur any additional expenses upon receipt of SCHOOL DISTRICT's notification that SERVICE PROVIDER's services have been terminated. Upon any such termination, the parties shall endeavor in an orderly manner to wind down activities hereunder. In the event of termination, all reports and services due to SCHOOL DISTRICT must be completed by SERVICE PROVIDER within thirty (30) days of the termination date.
- b. This Agreement may be terminated by SCHOOL DISTRICT upon three (3) days' written notice to SERVICE PROVIDER in the event of a material breach by SERVICE PROVIDER.

17. **CONFIDENTIALITY and DATA SECURITY AND PRIVACY STANDARDS:**

- a. SERVICE PROVIDER agrees that all information obtained in connection with the services provided for in this Agreement is deemed confidential information. SERVICE PROVIDER shall not use, publish, discuss, disclose or communicate the contents of such information, directly or indirectly with third parties, except as provided for in this Agreement. SERVICE PROVIDER further agrees that any information received by SERVICE PROVIDER during the course of the services provided pursuant to this Agreement which concerns the personal, financial, or other affairs of SCHOOL DISTRICT, its employees, agents, clients, and/or students will be treated by SERVICE PROVIDER in full confidence and will not be revealed to any other persons, firms, or organizations.
- b. SERVICE PROVIDER acknowledges that it may receive and/or come into contact with personally identifiable information, as defined by New York Education Law Section 2-d, from records maintained by SCHOOL DISTRICT that directly relate to a student(s) (hereinafter referred to as "education record"). SERVICE PROVIDER understands and acknowledges that it shall have in place sufficient protections and internal controls to ensure that information is safeguarded in accordance with applicable laws and regulations, and understands and agrees that it is responsible for complying with state data security and privacy standards for all personally identifiable information from education records, and he shall:
  - i. limit internal access to education records to those individuals that are determined to have legitimate educational interests;
  - ii. not use the education records for any other purposes than those explicitly authorized in this Agreement;
  - iii. maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of education records in its custody; and
  - iv. use encryption technology to protect data while in motion or in his custody from unauthorized disclosure using a technology or methodology specified by the secretary of the United States department of health and human services in guidance issued under Section 13402(H)(2) of Public Law 111-5.
- c. SERVICE PROVIDER further understands and agrees that it is responsible for submitting a data security and privacy plan to SCHOOL DISTRICT prior to the start of the term of this Agreement. Such plan shall outline how all state, federal and local data security and privacy contract requirements will be implemented over the life of the contract consistent with SCHOOL DISTRICT's policy on data security and privacy, as adopted. Further, such plan shall include a signed copy of SCHOOL DISTRICT's Parents' Bill of Rights and the training requirement established by SERVICE PROVIDER for all employees who will receive personally identifiable information from student records (hereinafter referred to as "student data").
- d. SERVICE PROVIDER understands that as part of SCHOOL DISTRICT's obligations under New York Education Law Section 2-d, SERVICE PROVIDER is responsible for providing SCHOOL DISTRICT with supplemental information to be included in SCHOOL DISTRICT's Parents' Bill of Rights. Such supplemental information shall be provided to SCHOOL DISTRICT within ten (10) days of execution of this Agreement and shall include:
  - i. the exclusive purposes for which the student data will be used;

- ii. how SERVICE PROVIDER will ensure that subcontractors, persons or entities that SERVICE PROVIDER will share the student data with, if any, will abide by data protection and security requirements;
    - iii. that student data will be returned or destroyed upon expiration of the Agreement;
    - iv. if and how a parent, student, or eligible student may challenge the accuracy of the student data that is collected; and
    - v. where the student data will be stored (described in such a manner as to protect data security), and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.
  - e. In the event of a breach of the within confidentiality and data security and privacy standards provision and unauthorized release of student data, SERVICE PROVIDER shall immediately notify SCHOOL DISTRICT and advise it as to the nature of the breach and steps SERVICE PROVIDER has taken to minimize said breach. In the case of required notification to a parent or eligible student, SERVICE PROVIDER shall promptly reimburse SCHOOL DISTRICT for the full cost of such notification. SERVICE PROVIDER shall indemnify and hold SCHOOL DISTRICT harmless from any claims arising from its breach of the within confidentiality and data security and privacy standards provision.

Upon termination of this Agreement, SERVICE PROVIDER shall return or destroy all confidential information obtained in connection with the services provided herein and/or student data. Destruction of the confidential information and/or student data shall be accomplished utilizing an approved method of confidential destruction, including shredding, burning or certified/witnessed destruction of physical materials and verified erasure of magnetic media using approved methods of electronic file destruction. The parties further agree that the terms and conditions set forth herein shall survive the expiration and/or termination of this Agreement.

18. **HIPAA and FERPA ACKNOWLEDGMENT:** Both parties to this Agreement understand that they may receive and/or come into contact with *protected health information* as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and information protected by the Family Educational Rights and Privacy Act ("FERPA"). The Parties hereby acknowledge their respective responsibilities pursuant to HIPAA and FERPA and, if necessary, shall execute a Business Associate Agreement in connection with such responsibilities.

19. **INDEMNIFICATION and HOLD HARMLESS:** SERVICE PROVIDER further agrees that it shall defend, indemnify and hold harmless SCHOOL DISTRICT, its officers, directors, agents and employees for all loss, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts paid in settlement in connection with a terminated, pending or completed action, suit or proceeding arising from any act, error or omission, misstatement, misleading statement, neglect or breach of duties by SERVICE PROVIDER or any of its agents taken or made with respect to this Agreement.

## 20. **INSURANCES**

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the SERVICE PROVIDER hereby agrees to effectuate the naming of the District as an Additional Insured on the SERVICE PROVIDER's insurance policies, except for workers' compensation and N.Y. State Disability insurance.

2. The policy naming the District as an Additional Insured shall:
  - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred. The decision to accept non-licensed and non-admitted carriers lies exclusively with the District and may create significant vulnerability and costs for the District.
  - b. State that the SERVICE PROVIDER's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District.
  - c. Additional insured status shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance.
3.
  - a. The certificate of insurance must describe the services provided by the SERVICE PROVIDER that are covered by the liability policies.
  - b. At the District's request, the SERVICE PROVIDER shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the SERVICE PROVIDER will provide a copy of the policy endorsements and forms.
4. The SERVICE PROVIDER agrees to indemnify the District for applicable deductibles and self-insured retentions.
5. Minimum Required Insurance:
  - a. **Commercial General Liability Insurance**
    - \$1,000,000 per Occurrence/ \$2,000,000 Aggregate
    - \$2,000,000 Products and Completed Operations
    - \$1,000,000 Personal and Advertising Injury
    - \$1,000,000 Sexual Misconduct and Assault
    - \$100,000 Fire Damage
    - \$10,000 Medical Expense

Coverage for sexual misconduct must be affirmed. Sub-limits below the policy limits for sexual misconduct coverage are acceptable solely at the discretion of the District.

- b. **Automobile Liability**
    - \$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
  - c. **Workers' Compensation and NYS Disability Insurance**

Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

d. **Professional Errors and Omissions Insurance**

\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the SERVICE PROVIDER performed under the contract for the District. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.

e. **Umbrella/Excess Insurance**

\$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required Auto Liability, General Liability and Professional Liability coverages.

6. The SERVICE PROVIDER acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects SERVICE PROVIDER to liability for damages including, but not limited to, direct, indirect, consequential, special and any other damages SCHOOL DISTRICT sustains as a result of this breach. In addition, SERVICE PROVIDER shall be responsible for the indemnification to SCHOOL DISTRICT of any and all costs associated with such lapse in coverage including, but not limited to, reasonable attorneys' fees. The SERVICE PROVIDER is to provide the District with proof of the required insurance coverage, evidencing the above requirements have been met, prior to the commencement of work pursuant to this Contract and prior to any use of the facilities by SERVICE PROVIDER. The failure of SCHOOL DISTRICT to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by SCHOOL DISTRICT.

If the SERVICE PROVIDER utilizes independent contractors, then they must provide verification that coverages extend to the independent contractors. If Independent Contractors are required to provide Professional Errors and Omissions coverage of their own, then proof of this coverage must be provided.

SCHOOL DISTRICT is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). SERVICE PROVIDER further acknowledges that the procurement of such insurance as required herein is intended to benefit not only SCHOOL DISTRICT but also the NYSIR, as SCHOOL DISTRICT's insurer.

In the event that any of the insurance coverage to be provided by SERVICE PROVIDER contains a deductible, SERVICE PROVIDER shall indemnify and hold SCHOOL DISTRICT harmless from the payment of such deductible, which deductible shall in all circumstances remain the sole obligation and expense of SERVICE PROVIDER.

Prior to commencement of his services, SERVICE PROVIDER shall obtain and pay for insurance as may be required to comply with the indemnification and hold harmless provisions outlined under this Agreement.

21. **NOTICES:** Any notices to be given under this Agreement by either party to the other may be effected by personal delivery in writing, recognized overnight courier service which provides a receipt against delivery, or by mail, registered or certified, postage prepaid with return receipt requested. Each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing. Notice shall be delivered or mailed to:

Hewlett-Woodmere Union Free School District  
Business Office  
One Johnson Place  
Woodmere, New York 11598  
Attn: James Igoe

22. **ASSIGNMENT OF AGREEMENT:** SERVICE PROVIDER shall not assign, transfer or convey any of his respective rights or obligations under this Agreement without the prior written consent of SCHOOL DISTRICT.

23. **DISCRIMINATION PROHIBITED:** Neither SCHOOL DISTRICT nor SERVICE PROVIDER will discriminate against any individual because of his/her age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status and will take affirmative action to ensure that each individual is afforded equal opportunities without discrimination because of his/her age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status.

24. **GOVERNING LAW:** This Agreement shall be governed by, and interpreted and enforced in accordance with, the laws of the State of New York without regard to conflicts or choice of law provisions that would defer to the substantive laws of another jurisdiction. Each of the parties hereto consents to the jurisdiction of any state court located within the County of Nassau, State of New York, or federal court located in the County of Suffolk, State of New York, and irrevocably agrees that all actions or proceedings relating to this Agreement must be litigated in such courts, and each of the parties waives any objection which it may have based on improper venue or *forum non conveniens* to the conduct of and proceeding in any such court.

25. **SEVERABILITY:** If any term, provision, covenant or condition of this Agreement, or the application thereof to any person, place or circumstance, shall be held by a court of competent jurisdiction to be invalid, unenforceable or void, the remainder of this Agreement and such term, provision, covenant or condition as applied to other persons, places and circumstances shall remain in full force and effect.

26. **NO PRIOR AGREEMENTS:** This Agreement constitutes the full and complete Agreement between SCHOOL DISTRICT and SERVICE PROVIDER, and supersedes all contemporaneous and prior written and oral agreements, commitments or understandings with respect thereto. This Agreement may not be altered, changed, added to, deleted from or modified except through the mutual written consent of the parties.

27. **AGREEMENT CONSTRUCTION:** This Agreement has been arrived at mutually and is not to be construed against any party hereto as being the drafter hereof or causing the same to be drafted.

28. **REPRESENTATIONS AND WARRANTIES:** SERVICE PROVIDER represents and warrants: 1) that SERVICE PROVIDER has no obligations, legal or otherwise, inconsistent with the terms of this Agreement; 2) that the performance of the services to be provided in this Agreement does not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party; and 3) that SERVICE PROVIDER has not entered into or will not enter into any Agreement (whether oral or written) in conflict with this Agreement.

29. **AMENDMENT:** This Agreement may be amended only in writing and signed by the parties.

30. **NON-WAIVER:** No course of dealing of any party hereto, no omission, failure or delay on the part of any party hereto in asserting or exercising any right hereunder, and no partial or single exercise of any right hereunder by any party hereto shall constitute or operate as a waiver of any such right or any other right hereunder. No waiver of any provision hereof shall be effective unless in writing and signed by or on behalf of the party to be charged therewith. No waiver of any provision hereof shall be deemed or construed as a continuing waiver, as a waiver in respect of any other or subsequent breach or default of such provision, or as a waiver of any other provision hereof unless expressly so stated in writing and signed by or on behalf of the party to be charged therewith.

**IN WITNESS WHEREOF,** the parties hereto have executed this Agreement the day and year first above written.

HEWLETT-WOODMERE UNION FREE SCHOOL  
DISTRICT

Date: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

## Schedule "A"

Please provide cost per job title below for each scheduled activity. Estimated staffing needs for each program are provided within the request for proposal document.

### **Swim Lessons:**

Saturdays: 10:00 a.m. – 2:00 p.m.

WSI \$ \_\_\_\_\_

Lifeguard \$ \_\_\_\_\_

Coordinator \$ \_\_\_\_\_

Sundays: 10:00 a.m. – 2:00 p.m.

WSI \$ \_\_\_\_\_

Lifeguard \$ \_\_\_\_\_

Coordinator \$ \_\_\_\_\_

### **Hewlett Swim Club:**

Mondays-Thursdays: 6:30 p.m. – 8:30 p.m.

Coach \$ \_\_\_\_\_

WSI \$ \_\_\_\_\_

Lifeguard \$ \_\_\_\_\_

Swim Meets: Dates and times to be determined by league

Coach \$ \_\_\_\_\_

WSI \$ \_\_\_\_\_

Lifeguard \$ \_\_\_\_\_

### **Lap Swim Sessions:**

Mondays-Fridays: 5:30 a.m. – 7:00 a.m.

Lifeguard \$ \_\_\_\_\_

### **Open Swim Sessions:**

Wednesdays: 8:30 p.m. – 10:00 p.m.

Lifeguard \$ \_\_\_\_\_

Fridays: 7:00 p.m. – 8:30 p.m.

Lifeguard \$ \_\_\_\_\_

Saturdays: 2:00 p.m. – 3:30 p.m.

Lifeguard \$ \_\_\_\_\_

Sundays: 2:00 p.m. – 3:30 p.m.

Lifeguard \$ \_\_\_\_\_

### **Other services/needs:**

WSI and Lifeguards for Ad Ed aquatic classes if needed.

WSI \$ \_\_\_\_\_

Lifeguard \$ \_\_\_\_\_

