

OPPORTUNITY OVERVIEW

Beaver County is looking for a fun, friendly, reliable campground host or hosts who will ensure the utmost care is taken in maintaining and operating Camp Lake Park. The successful proponent will fulfill a 3 - year term with a possible 2 - year extension for a potential total of 5 - years. This park is open to the public from approximately May 1st to September 15th each year. Camp Lake Park sees considerable daily and overnight visitors each season.

A brochure of Camp Lake park layout and amenities is attached as Schedule D.

The Request for Proposals is for services to operate and maintain the campground and day use area. The day use areas are comprised of beaches, boat launch, swimming area and associated amenities including parking.

The County will receive all revenue from camping and shower operation(s) and the County is responsible for all costs of operating the campground, except as otherwise noted in this RFP and subsequent contract/operating agreement. The County will pay a service fee to the contractor for operation of the campground and day use facilities.

In addition to the service fee paid to the contractor for operation of the campground and day use facilities, the contractor will retain all revenue from concession and firewood sales. The contractor will be responsible for costs of goods related to concession and firewood sales. Acceptable goods to be sold at the concession and in the campground property are outlined in Schedule C.

The contractor may also retain all revenue, and will be responsible for all expenses, related to rentals of recreational and activity equipment (e.g. paddle boards, canoes, etc.) they wish to provide and rent. Prior approval to rent such equipment must be obtained from Beaver County taking into consideration insurance and Health and Safety regulations and requirements.

Anticipated Contract Term

Opening day of Camp Lake Park each year is May 1st. Closing day is September 15th.

The contract period will be April 17th, 2019 (two weeks prior to opening date of May 1st, 2019) to September 22nd, 2021 (one week after campground closing), with a potential 2 year extension – for a potential total contract term of 5 years.

RFP AND PROPONENT REQUIREMENTS

Proponent Profile/Technical Skills/Experience

Proponents must provide an overview of their organization and/or resume of themselves and profile the key representative(s) who will be charged with fulfilling the terms of this contract.

The successful proponent will have the following attributes:

- Strong background in or with recreational areas.
- A love of the outdoors; landscaping and tree maintenance experience is an asset.
- Must have a strong mechanical aptitude.
- Must have excellent interpersonal and communications skills.
- Must show a sense of pride in work and in maintaining a clean and organized work area and facility.

Schedule A – Proposal Requirements

- Must be bondable.
- Experience with or ability to learn the operation of a Point of Service Terminal (commonly called a credit/debit machine) and Campground Master Reservation software.
- Ability to work outdoors for long periods of time in all conditions.
- Ability to operate maintenance equipment including but not limited to lawn tractor/mowing equipment, chainsaws, weed trimmers, leaf blowers, log splitter.
- Must carry a valid Class 5 Alberta driver's license.
- Strong problem-solving skills.
- Able to follow instructions as given and prioritize tasks.
- Ability to lift up to 50 lbs. and perform work outdoors.
- Strong work ethic and self-starter.
- Excellent communication, records management and organizational skills.
- Great teamwork, collaborating, and networking skills.
- Strong commitment to customer service.

Service Requirements and Equipment Required

- The RFP response will confirm that the contractor can successfully provide the services as outlined in Schedule B attached to this RFP.

Pricing

The proposal will identify the proposed monthly contract fee and/or any other compensation requested as part of the contract/operating agreement.

Insurance/WCB

Proponents must provide proof of coverage of the following or ability to obtain same:

- a. Insurance as further outlined in Schedule F - Sample Contract
- b. Fidelity bond
- c. WCB registration

Health and Safety Plan/Training

The contractor will be required to demonstrate its ability to adhere to Health and Safety Requirements of this RFP and resulting contract.

Submission/Proposal Format

Proponents should submit their proposal response in the following preferred format:

- Letter of Introduction
- Overview of organization and/or resume of self, highlighting evaluation criteria
- Pricing
- References
- Documentation supporting insurance, WCB or other requirements
- Other Appendices or Attachments as they relate