

SCHEDULE "B" – Services Required

Overview

Services required to maintain and operate Camp Lake campground, day use area and park as Shown on Schedule "D", 7 days per week from May 1 to September 15 of each year.

Note that the contract will require services for two weeks prior to campground opening (May 1st) in year 1 of contract, and one week prior to opening of campground (May 1st) in subsequent years. Activities and duties for the period prior to campground opening include:

- Orientation and Training;
- Familiarization with premises and facilities;
- Campground reservations and booking;
- Cleaning and campground opening;
- Distribution of picnic tables;
- Stocking of concession stand;
- Installation of floating docks and swimming area buoys;
- Etc.

The contract also requires one week service past the closing of the campground (September 15th) in all years of the contract. Activities and duties for the period after campground closing include:

- Year end campground cleaning;
- Removal of floating docks and swimming area buoys;
- Removal of picnic tables;
- Cleaning of all facilities and concession stand;
- Year end financial reports;
- Etc.

Concession Building/Washroom/Shower Facilities, Outdoor Privies and all other Buildings:

1. Perform a minimum of at least three (3) facility checks to ensure concession building, outhouses, washrooms, outdoor privies, shower stalls and all other buildings are kept clean throughout the day: once in the morning, once in the mid-afternoon, and once in the evening.
2. Sweep and disinfect floors as required.
3. Empty wastebaskets as required.
4. Clean and sanitize washroom fixtures including, but not limited to toilet bowls, urinals, hand basins, soap dispensers, mirrors, shower stalls and countertops as required.
5. Empty coin boxes in showers.

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6. Clean and polish chrome fittings as required.
7. Spot clean walls, partitions, doors and dispensers as required.
8. Inspect, supply and re-stock dispensers such as paper towel, toilet paper and soap as required.
9. Clean exterior entranceways including ramps; remove garbage and other debris as required.
10. Ensure the outdoor privies are clean, sprayed with chemical and pumped out as required.

Grounds Maintenance Requirements:

1. Ensure a complete cleaning is performed prior to campground opening day and after campground closing day.
2. Augmentation of water to turf areas and flowerbeds during the absence of rainfall.
3. Rake leaves and debris at sites in spring and in the fall, as well as after the departure of campers from stalls, and before new campers arrive.
4. Keep trees, shrub beds and flowerbeds free of weeds and debris.
5. Complete lawn mowing requirements as necessary, generally to a height no greater than 10cm (4 inches).
6. In the spring, set out picnic tables and garbage receptacles from on-site storage area to each camping stall, group site, and day use area, and place back into storage in the fall.
7. Clean fire-pits on a regular basis, removing ashes, garbage and debris. Fire-pits should be no more than ½ full of wood ash at any time.
8. Remove litter and empty garbage receptacles including doggie doo's daily. Transport same to an approved waste disposal site.
9. Clean all signs within the park property as necessary.
10. Clean all garbage containers as necessary. Containers should never be over-flowing and should be changed when producing offensive odours, even when not full.
11. Clean picnic tables weekly or as needed.
12. Sand tilling at playground and at both beaches weekly or more often as necessary to ensure safety. Ensure the beach area is clean and free of debris at all times. Sand must be thoroughly searched if broken glass is present.
13. Contractor must contact Beaver County if unable to complete necessary repairs, maintenance or servicing. For work that the County conducts that is required to be completed by the Contractor, the County may invoice the Contractor for this amount or withhold from next invoice payment.

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14. Ensure individual campsites are inspected and cleaned after each campsite is vacated. Campsite Cleaning includes: Raking and cleaning of debris, inspection and cleaning of fire pit (as required), inspection and cleaning of picnic table, power pedestals and other installations and equipment, mowing or weed eating as required.
15. Inspect for any hazards, and immediately report them to Beaver County. Any unsafe facility or area found by the Contractor must be closed and posted to prevent public use until repaired and inspected.
16. Ensure that all materials, signs, supplies & equipment are properly stored at the end of the campground season.
17. Responsible to ensure the completion of Minor repairs, proper maintenance and servicing of all aspects of the facilities and grounds. These repairs shall include, but not be limited to, painting of picnic tables, outdoor privies, cookhouses and concession. Beaver County will supply paint.
18. Perform maintenance of Minor and/or Major repairs as outlined further in this Schedule.

Security:

1. Provide sufficient supervision of the campground, campers and day use areas in order to be aware of, and curtail, disruptive activities.
2. The Contractor will provide his/her very best efforts to monitor and report hazardous activities on the beach and the campground.
3. Complete an Incident Report (supplied to the Contractor by Beaver County) for each incident and/or altercation that arises as a result of disruptive, unreasonable or illegal activities. Same to be supplied by the Contractor to Beaver County within 72 hours of the time of the incident and/or altercation.
4. Keep records of all infractions of campground rules.
5. Contact the RCMP in the event of any infractions which cannot be safely dealt with by the Contractor.
6. Maintain a presence of one person on site 7 days per week, 24 hours per day for the operating season, to respond to emergencies after hours and to ensure gates are closed in the evening and opened in the morning.
7. The Contractor and all employees who work in the campground will be required to provide a clear Vulnerable Sector Check prior to operations beginning in each year (prior to May 1st) of the contract.

Details of security will be further outlined with the Contractor. For purposes of the contract, the proponent will have the authority to evict campers or others on behalf of Beaver County.

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The Contractor will be provided an orientation session by the County Community Peace Officer(s) prior to opening of the campground each year.

Health & Safety

1. The Contractor shall establish and maintain a system or process that ensures, as far as it is reasonably practicable to do so, that the Occupational Health & Safety Act, Regulations and Code, along with all applicable legislation and regulations as they pertain to this contract, are complied with.
2. Ensure a weekly safety/maintenance inspection is completed and submit record of same within 48 hours of inspection. A facility inspection must be done at the beginning of each month and submitted within 48 hrs of inspection. Report any immediate safety concerns to Beaver County as soon as possible.
3. The Contractor shall produce a Certificate of Recognition by an accredited Health & Safety Association, proof of registration in such a program or be familiar with and comply with all safety guidelines included in the Beaver County Health & Safety Program and the Contractor Safety Program.
4. Watch continuously for any safety concerns or hazards and report same to Beaver County.
5. Maintain a record of any first aid supplies used and request supplies from Beaver County to replenish same.
6. An initial WCB clearance letter must be provided to Beaver County prior to commencing work, and a monthly clearance letter maintaining good standing with WCB thereafter.
7. The successful proponent will be required to obtain training in the following Health and Safety disciplines after signing a contract but prior to work beginning in the first and subsequent years:
 - WHMIS 2015 (or later)
 - Chainsaw Training
 - Fire Extinguisher Training
 - Utility Terrain Vehicle (UTV) Training, if the Contractor proposes to use a UTV in provision of services.
 - Standard First Aid CPR/AED, Level C
8. The Contractor and its employees will be required to attend a Health and Safety Orientation from Beaver County immediately after operations begin in April of each year.
9. Deal with problem pests including, but not limited to: wasps, bees, skunks, mice.

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Financial, Administrative Records and Statistics:

1. Learn and use Campground master software program (training available through Beaver County), or any subsequent software program selected by the County.
2. Register all campers/day users and collect all authorized fees (have knowledge of cash register and a debit machine) related to the operation of the campground facilities/services and/or materials (including shower revenue).
3. Provide information to all campground visitors and guests and maintain a high level of public relations with all persons using the park.
4. Organize and oversee all concession activities including the sale of firewood, ice and other goods.
5. The concession stand must be operated from 10 am to 8 pm each day to provide the campground services previously listed, but also to handle sales of miscellaneous goods (firewood, consumables, snacks, etc.). The operator may be required to provide further sales of goods after 8 pm. at the discretion of the Contractor.
6. The Contractor must provide sales of concession goods and firewood, with a usual selection attached as Schedule C. The Contractor will not be permitted to sell fireworks and other goods not approved by the County. The County reserves the right to limit the sales of certain goods deemed not appropriate in a campground setting or in violation of Federal, Provincial or local rules and regulations.
7. The Contractor must balance daily all campground receipts and maintain appropriate documentation such as transaction tapes and receipt totals.
8. Weekly bank deposits are to be done on Monday of each week unless Monday is a Statutory holiday, in which case, deposit will be made on Tuesday.
9. All camping and shower records, reports and revenue are to be submitted to Beaver County Service Centre on Monday of each week (in the case of Monday falling on a Statutory holiday, records are to be submitted by Tuesday of that week).
10. Record all comments/concerns voiced by campers and park users.
11. Retain lost and found records.
12. Complete an "End of Season" report to include comments and recommendations for future consideration and forward this report to Beaver County.
13. The County will provide a Point of Sale Terminal (commonly referred to as credit/debit machine) for all transactions related to County transactions (camping revenue). If the Contractor requires a Point of Sale Terminal for other sales of the Contractor (e.g. concession, firewood, ice), it will be the

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responsibility of the Contractor to arrange installation of this Point of Sale Terminal at Contractor expense.

Minor and Major Repairs and Maintenance:

1. The Contractor will be responsible to undertake and pay for all maintenance of the Premises, which is not the result of accidental loss. Such maintenance will include both Minor Repairs and damage to the Premises for which the Contractor is responsible, to ensure that the Premises are safe, operational and maintained to a good and workmanlike standard.
2. Minor Repairs include, but are not limited to: tightening, adjusting, lubricating or replacing hardware; repairing or replacing broken locks, hinges, screens, windows, doors, taps, weather-stripping, paper dispensers, soap dispensers, damaged or rotted posts or boards, non-functioning or damaged lights or fixtures, leaking taps, washers or pipes and poorly functioning furnace filters and other equipment. Minor repairs also include spot painting.
3. The County will be required to provide any parts and/or supplies needed by the Contractor to complete the Minor Repairs, with approval to purchase supplies being first obtained from Beaver County or supplies being provided directly by Beaver County.
4. Maintenance activities are not Major repairs within the meaning of this Agreement.
5. For the purpose of Section 1 above, "accidental loss" shall be defined as follows:
 - a. The loss is outside the scope of normal wear and tear including vandalism, and does not fall into the category of "minor repairs" as defined in this Agreement; and
 - b. The loss is not an insurable loss as defined by the County's insurance policies.
6. The County will be responsible to undertake and pay for Major Repairs deemed to be over and above Minor Repairs, including but not limited to, the following:
 - a. All heating (including all boilers and furnaces), air conditioning, plumbing, and electrical machinery and equipment, and all other machinery and equipment which by their nature require periodic repair and maintenance;
 - b. All structural repairs and maintenance including all repairs and maintenance to any portion of the roofs, perimeter load bearing walls, facilities and foundations.
 - c. Major painting and or cosmetic upkeep of facilities and/or equipment (beyond spot painting).

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7. For Major Repairs:
 - a. Such repair shall be reported to Beaver County, which will in its sole discretion arrange for repair to be undertaken.
 - b. The County may negotiate with the Contractor to provide the repairs necessary, at a price mutually agreeable to the County and Contractor.
 - c. The Contractor shall provide the County with properly executed receipts and other supporting proof, as requested, to show the actual expenditures respecting the major repair amount. The expenditures for major repair amounts that count toward the Contractor's obligation are the reasonable, direct expenditures by the Contractor for approved major repairs exclusive of overhead, financing or supervision expenses. Any dispute about what is the reasonable direct expenditure by the Contractor respecting major repair amounts shall be settled by the decision of the County, acting reasonably.
8. All Minor and Major repairs conducted by the Contractor shall be completed in a good and workmanlike manner to the satisfaction of the County, acting reasonably.

Manpower and Equipment

The Contractor shall supply all personnel, equipment and supplies necessary to operate and maintain Camp Lake Park. For reference, the County has utilized the following equipment to maintain Camp Lake in past years:

- Truck
- Side by side/UTV
- Tractor with tiller for beach maintenance
- Mower(s)
- Weed Wacker
- Chain saw
- Axe
- Shovel, rake, spade/wheel barrow
- Trimmers/pruning shears
- Basic tool set including: hammer, wrenches, socket set, drill screws, nails, drill bits
- Ladder
- Paint roller, brushes, tray
- Jerry can
- Air compressor
- Garden hose
- Rope, straps, tarps

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Beaver County may have some of the above listed equipment available for sale to the successful proponent, which would be negotiated separate from the award of Contract to operate campground.