

SCHEDULE A – PROPOSAL REQUIREMENTS

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 3 days prior to the May long weekend until September 30 of each year. Black Nugget Lake 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 area is comprised of picnic area, lake access, and associated amenities including parking.

The County will receive all revenue from camping and shower operations 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 operating the campground and day use facilities.

In addition to the service fee paid to the Contractor, the Contractor will retain all revenue from concession and firewood sales. The Contractor will be responsible for the cost 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

The Contract Term is from May 2022 to September 2024 with a potential 2-year extension. The Contractor is expected to be on-site no later than 1 week prior to the May long weekend and remain on-site until no later than 3 days after September 30 in each year of the Contract.

The Park is open to the public from the Wednesday prior to the May long weekend until September 30 of each year.

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 the contract as well as the Employee who will be the first point of contact with the County (as noted in the Contract).

The successful proponent will have the following attributes:

- ✓ Be bondable,
- ✓ Strong background in or with recreation areas,
- ✓ Strong commitment to customer service,
- ✓ Excellent interpersonal and communications skills,
- ✓ Great teamwork, collaboration, and networking skills,
- ✓ Strong problem-solving skills,
- ✓ Excellent communication, records management, and organizational skills,
- ✓ Strong work ethic and a self-starter,
- ✓ A love of the outdoors,
- ✓ Ability to demonstrate a sense of pride in work and in maintaining a clean and organized work area and facility,
- ✓ Landscaping and tree maintenance experience is an asset,
- ✓ Strong mechanical aptitude,
- ✓ Ability to lift up to 50 lbs,
- ✓ Ability to follow instructions as given,
- ✓ Ability to prioritize tasks,
- ✓ 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,
- ✓ Experience with (or ability to learn) the operation of a Point of Sale terminal (commonly referred to as a credit/debit machine) and Camp Reservations Canada software,
- ✓ Carry a valid Class 5 Alberta driver's license.

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.

Compensation

The proposal will identify the proposed monthly contract fee and/or any other compensation requested as part of the contract (refer to attached Schedule F – sample contract).

Insurance

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 Proponent will be required to demonstrate their ability to adhere to the Health and Safety requirements of this RFP and the resulting contract. A Certificate of Recognition is preferred.

Submission/Proposal Format

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

1. Letter of introduction and confirmation that the requirements of the RFP and contract are understood,
2. Overview of Proponent's organization and/or resume of self, key representative(s), and Employee, highlighting listed attributes,
3. Confirmation that the Service Requirements are understood and accepted and that the required equipment is available for the Proponent's use,
4. Compensation requested,
5. Documentation supporting insurance, WCB, and other requirements, or confirmation of the ability to obtain documentation if Proponent is successful,
6. References,
7. Other appendices or attachments relevant to the RFP.