

Schedule B – Services Required

Overview

The following services are required to maintain and operate Camp Lake Campground day use area and park, 7 days per week, during the Term of the Contract. Such services will be carried out to the County's satisfaction.

Activities and duties for the period prior to Camping Season 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,
- etc.

Activities and duties for the period after Camping Season include:

- Year-end campground cleaning,
- Removal of picnic tables,
- Cleaning of all facilities and concession stand,
- Year-end financial reports,
- etc.

Following are activities and duties required by the Contractor during the Camping Season. In all cases, the standards of cleanliness, grounds maintenance, repairs, security surveillance, health and safety compliance, record-keeping, and concession operation will be carried out to the County's satisfaction.

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. Disinfect and clean shower mats daily.
6. Empty coin boxes in showers daily.
7. Clean and polish chrome fittings as required, including, but not limited to door handles, safety bars, etc.
8. Spot-clean walls, partitions, doors, and dispensers as required.
9. Inspect, supply, and re-stock dispensers such as paper towel, toilet paper, and soap as required.
10. Clean light fixtures and fans, change bulbs, and remove bugs as required.
11. Clean exterior entranceways including ramps. Remove garbage and other debris as required.
12. Ensure the outdoor privies are clean, sprayed with chemical, and pumped out as required.

Additional Cleaning/Sanitization (with respect to Clause 20 of the Contract)

(to be completed by the Contractor)

1. _____
2. _____
3. _____

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. Tag dead trees for removal.
5. Complete lawn mowing requirements as necessary, generally to a height no greater than 10 cm (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 pet feces daily. Transport same to an approved waste disposal site.
9. Clean all signs within the Camp Lake Campground 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 playgrounds weekly or more often as necessary to ensure safety. Rake sand daily to ensure sufficient sand underneath the swings and slides to reduce impact. Sand must be thoroughly searched if broken glass is present.
13. Clear playground of debris/garbage and weeds weekly.
14. 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, in accordance with the Contract.
15. 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 pits (as required), inspection and cleaning of picnic tables, power pedestals, and other installations and equipment, mowing or weed eating as required.
16. 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.
17. Ensure that all materials, signs, supplies, and equipment are properly stored at the end of the campground season.
18. 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.
19. Perform maintenance of Minor and/or Major Repairs as outlined further in this Attachment.

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 in the day use area 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 campground season to respond to emergencies after hours.
7. The Contractor, the Employee, 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 15) of the Contract.

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

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 will establish and maintain a system or process that ensures, as much 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 Contractor will be required to provide proof of training in the following health and safety disciplines after signing a Contract and prior to work beginning in the first and subsequent years. Failure to provide proof of training as required will constitute a default for which a deadline has been established (Clause 23 of the Contract).

- 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, the Employee, and its employees will be required to attend a health and safety orientation from Beaver County immediately before operations begin in May of each year.
 9. Deal with problem pests including, but not limited to, wasps, bees, skunks, mice, pigeons, magpies, crows, and water fowl; and any nests these pests build.

Financial, Administrative Records and Statistics:

1. Learn and use the Camp Reservations Canada software program (training available through Beaver County) or any subsequent software program selected by the County.
2. Register campers/day users who cannot register themselves, 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 Camp Lake Campground.
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 (6 pm on Sundays) to provide the campground services previously listed, but also to handle sales of miscellaneous goods (firewood, consumables, snacks, etc.). The Contractor or the Employee 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 sale 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 made on Monday of each week unless Monday is a Statutory holiday, in which case, deposits 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 responsibility of the Contractor to arrange installation of this Point of Sale Terminal at the Contractor’s expense.

Minor and Major Repairs and Maintenance:

1. The Contractor will be responsible to undertake and pay for all maintenance of the Camp Lake Campground, which is not the result of accidental loss. Such maintenance will include both Minor Repairs and damage to the Camp Lake Campground for which the Contractor is responsible, to ensure that Camp Lake Campground is 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 Contract.
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 Contract; 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).
7. For Major Repairs:
 - a) Such need for repair will 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 will 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 will be settled by the decision of the County, acting reasonably.
8. All Minor and Major Repairs conducted by the Contractor will be completed in a good and workmanlike manner to the satisfaction of the County, acting reasonably.

Manpower and Equipment

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

- Truck
- Side-by-side/UTV
- Tractor with tiller for playground sand maintenance
- Mower(s)
- Weedwhacker
- Chainsaw
- Axe
- Shovel, rake, spade/wheelbarrow
- Trimmers/pruning shears, hand saw
- 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
- Pressure washer
- Light bulbs
- Office supplies
- Cleaning supplies