



2024

River Park Campground Attendant

PAR-2024-01
January 1, 2024



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Appendix A River Park Campground Site Map

1.0 Introduction

The City of Weyburn (“the City”) is seeking to secure an onsite Contractor for River Park Campground between May 1 to September 30, 2024. The Contractor is responsible to oversee the campground including fee collection, online booking system, site maintenance and overseeing the day-to-day operations of the campground. The contract will be for one (1) season with the option to renew for two (2) additional years during above mentioned months.

2.0 Scope of Services and Requirements

The scope of work will include:

- Interact with the public in a positive and customer focused manner. Provide information about facilities services, activities, rules and regulations and things to see and do in the surrounding area. Be familiar with RV lifestyle.
- Hours of operation (office hours) will be 8:00 to 10:30 AM and 5:00 to 8:00 PM seven (7) days a week. Be able to respond to after-hours inquiries and issues as they arise.
- If Contractor is unavailable, contractor will be solely **responsible for staffing** required to accomplish daily tasks.
- Reserve, book and ensure that fees are collected for use of campsites for the City (must have basic computer skills).
- Perform and assist established check-in and check-out processes with customers.
- Comply with all City “Occupational Health and Safety” Programs.
- Enforce campground Rules and Regulations in a positive and proactive manner.
- Keep accurate bookkeeping records and comply with City policies.
- Report matters of concern to the City.
- Contractor and his/her employees are to ensure that washrooms to be cleaned during each shift (morning and evening), and more often if required.
- Perform minor repairs related campground and related building. Rectify minor maintenance problems such as unclogging stopped up toilets, drains, etc.
- Inspecting and informing City of larger repairs needed.
- Contractor and his/her employees are to ensure hospitality room and campground office be cleaned at least once during each shift. Floors must be swept, mopped and all surfaces dusted and cleaned.
- The contractor and his/her employee are responsible for emptying trash located in all areas of the building, loose trash and debris in the campsite areas, and trash receptacles, including Gazebo, on Saturday, Sunday, and statutory holidays in the campground. Once collected, trash is to be placed in the dumpster located at the park entrance.
- Inform authorities about observed legal infractions or public safety concerns.
- Assist visitors in obtaining assistance in an emergency when available.
- Maintain the campground sites to an acceptable standard as directed by the City.

2.1 City Responsibilities

- Parks Department staff shall empty trash receptacles in River Park campground from Monday to Friday, excluding statutory holidays.
- All landscape maintenance in the campground and surrounding areas of River Park will be performed by the Parks Department and therefore shall be excluded from the contract and as such not deemed the responsibility of the Contractor.
- City will supply cleaning and washroom supplies and coffee supplies upon advanced request from contractor and his/her employees.
- The City will provide lab top computer, cell phone, printer, point of sale terminal, related office supplies and Wi-Fi located at campground office.
- The City will provide an ATV to be used within campground.
- The City will be responsible for any plumbing, electrical, or other maintenance problems not of a minor nature shall be reported to the Parks Department immediately so repairs can be arranged for in a timely manner. The Contractor shall be provided a call list to report problems occurring after hours or on weekends.
- The City will provide campsite #9 at no cost to the contractor for his/her RV.
- The City will provide training of online booking system.
- **Salary** for May 1 to Sept 31, 2024, will be \$1,134.40/wk. (\$22,688.00 for 20 wks.).

2.2 Warranty

The proponent agrees to execute and complete the scope of work as stated herein and warranty such work for a period of one (1) year.

2.3 Project Schedule

May 1 to September 30, 2024. The contract will be for one (1) season with the option to renew for two (2) additional years during above mentioned months. Split shift basis from 8:00 to 9:30 AM and 5:00 to 8:00 PM, seven (7) days a week.

3.0 Performance Measures

The work performed has a high impact on the Weyburn community and public safety, health, and well-being. The Contractor shall ensure performance of all work is in conformance with OH&S regulations, industry safety measures, all codes and regulations, and all City regulations.

3.1 Qualifications and Experience

Bidding Contractor should provide in their proposal a resume as well as a resume for all personnel recommended for staffing. Resume shall also include a minimum of two (2) references. A cover letter should also be provided explaining why you are the best choice to deliver the Scope of Work as described in this RFP. Past performance on previous contracts with the City may be considered as part of the evaluation. Only those of interest will be contacted for mandatory interview.

4.0 Terms and Conditions

It is very important to review and understand all the terms and conditions, as well as, all the policies and programs, listed in this section. The City will award contracts only to contractors that are able to meet the requirements listed below following contract award:

- a. Business License: The firm selected for this contract shall obtain or provide proof of having a current City of Weyburn Business License.
- b. Insurance Requirements: The Contractor will be required to provide proof of all insurance required for the work prior to execution of the contract and a copy of a current clearance or letter of good standing with the Saskatchewan Workers Compensation Board. Payment of Saskatchewan WCB premium is the responsibility of the Contractor.
- c. Criminal Record Check with Vulnerable Sector: The contractor will be required to obtain Criminal Record Check at their own expense.

5.0 Third Party Agreement

The Third Party agrees to indemnify and save harmless Canada, Saskatchewan, the Recipient, their officers, servants, employees or agents from and against claims, demands, loss, expenditures, damages, actions, suits, or other proceedings by whomsoever brought or prosecuted in any manner based upon, or occasioned by any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- This Contract;
- The performance of a contract or the breach of any term or condition of it by the Third Party, its officers, servants, employees, or agents; or
- Any omission or other willful or negligent act of the Third Party, their respective officers, servants, employees, or agents.

The Third Party agrees that nothing in this Contract is to be constructed as authorizing the Third Party to contract for or to incur any obligation on behalf of Canada, Saskatchewan, or the Recipient or to act as agent for them.

6.0 Conflict of Interest/Confidentiality/City-Contractor Relationship

Contractor shall avoid all conflicts of interest and respect its relationship with the City by maintaining confidentiality of materials deemed confidential by law. Contractor specifically agrees to the following:

- a. Contractor covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this RFP. Without limitation, the Contractor represents to and agrees with the City that no conflict of interest is created between providing the City services hereunder and any interest Contractor may have with respect to any other person or entity which has any interest adverse or potentially adverse to the City.
- b. All reports, analysis, maps, diagrams, or any documents prepared or assisted in the preparation of or by the Contractor are also considered the work product of the City and shall not be communicated to any person except as specifically authorized in writing signed by the City.

7.0 Delivery of Proposals

Proponents are requested to submit an electronic proposal via the Bids & Tenders online bidding system. Hard copy proposal submissions will not be accepted. The proponents are responsible for confirming the receipt of the documents and submission.

Proponents may edit or withdraw their Bid Submission prior to the closing time and date. However, the Bidder is solely responsible to ensure the re-submitted bid is received by the Bidding System no later than the stated closing time and date.

All responses to the RFP become the property of the City. The RFP does not commit the City to award a contract or to pay any cost incurred in the preparation of the proposal. This project is subject to budget constraints. The City reserves the unqualified right to increase or decrease project scope; modify, suspend, or terminate at its sole discretion any and all aspects of the RFP and/or RFP process, to reject any or all proposals, whether or not minimum qualifications are met, and to modify, postpone, or cancel the RFP without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to waive any defects as to form or content of the RFP or any responses by any Contractor teams and to request and obtain additional information from any candidate submitting a proposal.

8.0 Electronic Proposal Submission

- a. Only Registered Suppliers on Bids & Tenders can submit
 - All Bidders shall have a Bidding System Vendor account and be registered as a Plan Taker for this Bid opportunity, which will enable the Bidder to download the Bid Call Document, to receive Addenda email notifications and download all documents without the watermark “preview” on them.
 - To ensure receipt of the latest information and updates via email regarding this bid, or if a Bidder has obtained this Bid Document from a third party, the onus is on the Bidder to create a Bidding System Vendor account and be register as a Plan Taker for the bid opportunity.

b. Submitting questions through Bids & Tenders

- Questions related to this bid are to be submitted to the Purchasing representative through the Bidding System only by clicking on the “Submit a Question” button for this specific bid opportunity.

c. Obtaining documents

- To obtain documents online please visit <https://weyburn.bidsandtenders.ca/Module/Tenders/en>
- Documents are not provided in any other manner.
- You can preview the bid documents with a Preview Watermark prior to registering for the opportunity.

d. Electronic submission instructions

- ELECTRONIC BID SUBMISSIONS ONLY, shall be received by the Bidding System. Hardcopy submissions not permitted.
- Bidders are cautioned that the timing of their Bid Submission is based on when the Bid is RECEIVED by the Bidding System, not when a Bid is submitted, as Bid transmission can be delayed due to file transfer size, transmission speed, etc.
- For the above reasons, it is recommended that sufficient time to complete your Bid Submission and to resolve any issues that may arise. The closing time and date shall be determined by the Bidding System’s web clock.
- Bidders should contact Bids & Tenders support listed below, at least twenty-four (24) hours prior to the closing time and date, if they encounter any problems. The Bidding System will send a confirmation email to the Bidder advising that their bid was submitted successfully. If you do not receive a confirmation email, contact Bids & Tenders support at support@bidsandtenders.ca
- Late Bids are not permitted by the Bidding System.
- To ensure receipt of the latest information and updates via email regarding this bid, or If a Bidder has obtained this Bid Document from a third party, the onus is on the Bidder to create a Bidding System Vendor account and register as a Plan Taker for the bid opportunity.

e. Addenda Process in electronic submissions

- Bidders shall acknowledge receipt of any addenda through the Bidding System by checking a box for each addenda and any applicable attachment.

- It is the responsibility of the Bidder to have received all Addenda that are issued. Bidders should check online at <https://weyburn.bidsandtenders.ca/Module/Tenders/en> prior to submitting their Bid and up until Bid closing time and date in the event additional addenda are issued.
- If a Bidder submits their bid prior to the Bid closing time and date and an addenda have been issued, the Bidding System shall **WITHDRAW** the Bid submission and the bid status will change to an **INCOMPLETE STATUS** and Withdraw the Bid. The Bidder can view this status change in the “MY BIDS” section of the Bidding System.
- The Bidder is solely responsible to:
 - make any required adjustments to their Bid; and
 - acknowledge the addenda; and
 - Ensure the re-submitted Bid is RECEIVED by the Bidding System no later than the stated bid closing time and date.

9.0 Evaluation Process

Selection of a successful proposal will be based upon the following selection criteria:

- Ability to provide the services required (100%).

The City may ask questions of a clarifying nature from bidders as required.

10.0 Key Dates

Activity	Date
Questions Submission Deadline	4:00 PM on February 29, 2024
Proposal Submission Deadline	1:00 PM on March 1, 2024
Interviews – Only those of interest will be contacted	March 4 through March 22, 2024
Estimated Award of Contract Date	March 25, 2024
Required Project Completion Schedule	May 1 to September 30, 2024

Appendix A

