



Special Areas Board

ALBERTA MUNICIPAL AFFAIRS

212 – 2ND Avenue West, Box 820, Hanna, Alberta, Canada T0J 1P0 (403) 854-5600 Fax: 854-5527

**Special Areas Board
Request for Proposals
Campground Attendant for Prairie Oasis Park
RFP Number: RE8613**

The Special Areas Board requests proposals from person or persons (hereafter referred to as the contractor) interested in providing evening campground **hosting and light housekeeping services** for Prairie Oasis Park, a municipal campground owned and operated by the Special Areas Board.

CLOSING DATE: April 3, 2020 at 2:00 pm AB time.

INFORMATION CONTACT

John Armstrong, Parks Supervisor
Special Areas Board, Hanna, AB Phone: 403-854-5600
Email: john.armstrong@specialareas.ab.ca

RETURN PROPOSAL TO

Owen Francis, Director Municipal Services
Special Areas Board, Box 820, 212 2nd Ave West
Hanna, AB T0J 1P0 Email: requisitions@specialareas.ab.ca

Proposal may be accepted by email or courier. Proposal number to be clearly marked in subject line.

Please note the attachments:

- Proposal Requirements (Pg. 2)
- Contract 'A' (Pg. 3 - Evaluation Criteria – please complete and sign)
- Contract 'B' (Pg. 4 - Proposal Submission – please complete and sign)
- Primary Considerations (Pg. 5 – please complete)
- Schedule B – Specific Duties (Pg. 6)

References:

The vendor must provide a minimum of three (3) references

	Company Name	Address	Contact Person	Telephone Number
Reference 1.				
Reference 2.				
Reference 3.				



PROPOSAL REQUIREMENTS

Proposals should include but are not limited to:

- General information about the Contractor.
- A brief history of experience in similar work if applicable.
- References and contact information
- Other information that Contractor may consider pertinent or helpful in evaluating the proposal.
- Cost of all work to be completed must be included as specified in the Primary Considerations
- Payment terms

PROPOSAL INFORMATION

General

The Special Areas Board requests proposals from contractors interested in providing evening campground hosting and housekeeping services for Prairie Oasis Park, a municipal campground owned and operated by the Special Areas Board. All proposals will be given serious consideration. Prairie Oasis Park is located 30km southeast of Hanna, Alberta on Primary Highway 36. Contractors requiring further information may contact John Armstrong, Parks Supervisor, at (403) 854-5600.

Safety

The Special Areas Board has a certification of recognition with the Alberta Municipal Health and Safety Association (AMHSA) and as a minimum will expect contractors to adhere to OH&S standards.

Contract

The successful contractor will be required to enter into a contract with the Special Areas Board specific to their proposal. The estimated maximum budget for this work is \$15,000.00.

Additional Information

Contractors requiring further information may contact John Armstrong, Parks Supervisor, at (403) 854-5600.



CONTRACT 'A':

Conditions of Submitting Proposals - Privilege Clause / Evaluation Criteria

The Special Areas Board reserves the right to accept or reject any and all Proposals and to waive irregularities and informalities at its discretion. The Special Areas Board reserves the right to accept a Proposal other than the lowest Proposal without stating reasons.

By the act of submitting its Proposal, the Contractor waives any right to contest in any legal proceedings or action the right of the Special Areas Board to award the proposal to any Contractor in its sole and unfettered discretion. Without limiting the generality of the foregoing, the Special Areas Board may consider any other factor besides the price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to:

- Price quoted
- Residual value where applicable
- Historical repair costs and related downtime guarantees
- References from other users and operator preference
- Historical service provision, parts availability and ease of serviceability
- Historical suitability for Special Areas' specific application
- Fleet consistency or balancing where applicable

The undersigned hereby acknowledges that the "Conditions of Submitting Proposals" have been read and accepted:

Legal Name of Firm _____

Signed By _____ Date _____



CONTRACT 'B':

Proposal

Contractor: _____

Contact Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Email: _____

The Contractor agrees to supply the services quoted at stated price in accordance with the Request for Proposal Terms and Conditions.

Legal Name of Firm _____

Signed By _____ Date _____

This RFP is subject to Chapter Five (Procurement) of the Agreement on Internal Trade.

TERMS AND CONDITIONS

Contract Award:

The Contract award will be made on a best value basis as determined by the purchaser relating to the evaluation criteria outlined in Contract 'A'.



POP Campground Attendant

The Special Areas Board requests proposals from person or persons (**hereafter referred to as the Contractor**) interested in providing evening campground management, hosting and housekeeping services for Prairie Oasis Park, a municipal campground owned and operated by the Special Areas Board. Prairie Oasis Park is located 30km southeast of Hanna, Alberta on Primary Highway 36. Contractors requiring further information may contact John Armstrong, Parks Supervisor, at (403) 854-5600.

PRIMARY CONSIDERATIONS

The following configuration is regarded as essential but deviations may be considered.
Deviation or incomplete forms will affect ranking and may result in rejection.

PROCEDURES	YES	NO	DEVIATION
Able to provide services and work hours as stipulated in Schedule “B”- Specific Duties and Requirements or state thoroughly alternate proposed work period and shift times.			
Able to meet assigned monetary value of service contract or provide breakdown of alternate proposed monetary value (i.e. \$?_per hour x _? Hours per Day x _? Days per month) Able to provide names of all persons involved in proposal Able to meet all contractual criteria as specified in example contract provided.			
Contractor must meet the physical requirement needs for the duties of the request.			
This is a safety sensitive position and vendors may be required to complete a pre access drug test and are subject to our Safety Program.			



SCHEDULE B – SPECIFIC DUTIES AND REQUIREMENTS

Hours required to be on-site:

Contractor will set up in Park by May 22 nd , 2020	
May 22 nd to September 6 th , 2020	Each evening and night from 5:30 p.m. – 7:30 a.m.

Duties Include:

Registration of late arrival campers, communication of campground rules to campers and day users, selling of off hour firewood and general hosting communication and administration. Other duties to include light Housekeeping (cleaning and restocking of washroom supplies/toiletries, cleaning of shower/change rooms, emptying of trashcans and fire pits, site cleanup of camping stalls, day use area and campground in general	
Registration of Overnight Campers;	
	Contractor is responsible to collaborate with the Park Staff to ensure proper registration of first come and pre-registered campers
Selling of Firewood;	
	Contractor required to sell firewood supplied by the SAB to accommodate Park patrons when concession is closed or requested by patrons and make separate and accurate deposits
Monitoring for Compliance;	
	Monitoring for compliance of the Special Areas Board Park Regulations is to be handled in a cordial and informative manner. Difficult situations shall be handled with common sense and professionalism. More serious situations should be reported and turned over to the Parks Supervisor or delegate, the R.C.M.P., or SAB Community Peace Officer.
Entry Gate Closing & Opening;	
	Contractor must close entry gate at 11:00 p.m. and ensure that it is open again at 7:00 a.m. each day if gate is installed and operational.

The Special Areas Board Shall Provide the Contractor with the Following:

Firewood: stored, pre-cut and bundled for sale to public.	Notebooks, pens, flashlights and other miscellaneous equipment.
Camping site with full service* (30 amp) Contractor must supply their own aesthetically and operationally suitable accommodation unit.	Cell phone for park business
Pick-up truck for in park use only.	Rakes, shovels, etc.
Access to all necessary cleaning supplies and stock items.	

*The Contractor will keep their site clean and maintained (i.e. grass mowing, tree watering, etc.). The Contractor site holding tank pump out should be coordinated with scheduled campground pump outs (costs for extra pump outs are the responsibility of the Contractor)



EVENING WORK SCHEDULE

5:30 – 10:00 p.m.	<ul style="list-style-type: none">- Check and clean washrooms in camping loops.- Check and clean showers and change rooms.- Check and clean camping sites.- Check and clean day use area (including playground and fire-pits) for loose garbage.- Sell firewood, confirm and inform (when necessary) incoming campers of Park rules.- Patrol day use area periodically thru the evening.
10:00 – 11:30 p.m.	<ul style="list-style-type: none">- Complete registration and perform compliance check.- Close entry gate if operational
11:30 p.m.– 7:30 a.m.	<ul style="list-style-type: none">- Sleep at park.- Ensure quiet time compliance.- Respond to emergency situations as required.

Witness or Seal

Contractor -