



Claresholm

REQUEST FOR PROPOSAL TOWN OF CLARESHOLM

RFP Title: Campground Attendant
RFP Issue Date: October 13, 2021
RFP Closing Date: November 12, 2021; 2:00pm MST
RFP Closing Location: Town of Claresholm
111 – 55th Ave West, Claresholm, Alberta
Box 1000, Claresholm, Alberta, T0L 0T0
Attention: Blair Bullock, CPA, CA
Director of Corporate Services

Contact: Blair Bullock, CPA, CA; Director of Corporate Services
Email: blair@claresholm.ca
Telephone: 403-625-3381
Facsimile: 403-625-3869
Website: www.claresholm.ca

Proposals may be delivered to the above location by hand, courier, mail, fax or email.

Introduction

The Town of Claresholm is requesting Proposals for the services of a self-employed individual or company to manage the Town of Claresholm Municipal Campground as well as carry out other duties as outlined below.

Definitions

Throughout this Request for Proposal the following definitions apply:

- “Campground Attendant” means the successful Proponent to this Request for Proposal
- “CAO” means Chief Administrative Officer
- “Proponent” means an individual or company that submits a proposal in response to this Request for Proposal
- “Proposal” means a submission in response to this Request for Proposal
- “RFP” means Request for Proposal
- “Services” means the works requested to be performed as per this RFP
- “Town” means the Town of Claresholm

Background Information

The Town of Claresholm is a great place to live and it prides itself on the friendliness of its residents, its retail services, and its industrial facilities. It is a thriving community of 3,780 people. Claresholm’s traditional roles of an agricultural service center and industrial airport have been diversified in past years by the growth of the health care sector.

The Town of Claresholm is bordered by the Municipal District of Willow Creek #26, midway between Calgary and Lethbridge on Highway 2. It is 104 km south of Calgary and 90 km northwest of Lethbridge.

The Town of Claresholm owns a municipal campground with 28 sites; 11 sites with full hook ups with power, water and sewer, and 17 sites with power and water (no sewer). The campground currently operates from May through Thanksgiving. During the off-season campers are still able to rent a camping spot with power only and with no use of the shower/bathroom facilities. Campground attendant duties during this time are limited.

Located on premises, in the same building as the campground office, is a 2 bedroom, approximately 850 square foot, residence that is available for rent to the campground attendant if desired. It is the Town’s preference that the attendant live on location, however this is the attendants choice. Rent is \$750/month and includes water, sewer, garbage, recycling, natural gas and electrical utilities.

Instructions to Proponents

Proponents shall submit two (2) copies of their sealed proposal, clearly marked with the name of the project “RFP – Campground Attendant”.

Proposal Requirements

A cover letter shall be provided with the proposal clearly stating the Proponent’s understanding of the services to be provided. The letter must include the name(s) of the person(s) who will be authorized to make representations for the Proponent, their title(s) and telephone number(s). The person signing the cover letter must be authorized to bind the Proponent.

Proposals, as a minimum, should include:

1. Individual or Company Profile and Contact: A brief profile (1 to 2 pages) indicating the relative qualifications, if any, and experience (eg. brief resume). Identify the Proponent’s contact person, phone number and email address. State the home office address and phone number along with any other pertinent contact information.
2. Implementation: Proposals must clearly show the Proponents understanding of the work to be performed. Please state proposed office hours and illustrate level of service you are willing and prepared to provide and other expectations. This could include, but would not necessarily be limited to, whether you would live on location (i.e. renting the residence), time of day cleanings would be done, proposed office hours, how available you are outside of office hours, how visible you will be around the campground (eg. walk through in evenings to preemptively address issues such as fires during fire ban or potential noise issues).
3. Fee Proposal: Clearly state the fee proposal in the following format.

Off-season fees will be optional, at the Town’s option. If a fee for off-season campground attendant is not noted, it is assumed that the Proponent is unwilling to operate year-round. If one is noted, it will be at the Town’s option whether or not that portion of the Proposal is activated.

Service	Est. Weeks	Weekly Rate	Est. Fee
Campground Attendant (Mid-April to Thanksgiving Weekend)	21	xxx	\$xxx
Campground Attendant – off season (Thanksgiving to Mid-April) - optional	31	xxx	xxx
Spray Park Operator (End of May to Mid-September)	15	xxx	xxx
Other Disbursements/Supplies (identify)			<u>xxx</u>
Total Fee			<u>\$xxx</u>

At all times, the Town reserves the right to seek written clarification regarding a proposal from a proponent. Such clarification shall be deemed an amendment to the proponent's proposal.

Scope of Service

The scope of service to be provided by the Campground Attendant as part of this project is summarized below. It is broken into 3 sections by service. The off season campground attendant is optional. If the proponent is unwilling to provide off-season campground attendant services, please indicate this and do not provide a fee for this. If the proponent is willing, provide a quoted weekly fee, and the Town will then determine based on price whether or not those services will be included in the contract.

Tasks required to meet the project objective will be considered to be required under this Terms of Reference unless they are deemed unforeseeable or are required to meet expanded project objectives.

Campground Attendant – Regular Season:

- Be available daily, during posted hours at minimum, (posted hours to be determined on mutual agreement of Campground Attendant and the Town).
- On-call 24/7 to address complaints or concerns of users of the campground during Mid April to Thanksgiving Weekend.
- Cleaning of housing (if used) and office facilities, both interior and exterior, on a regular basis. Any planters or gardening at the housing is maintained by the occupant (Attendant if using the housing facilities).
- Cleaning and maintaining supplies in the campground washroom daily (7 days per week), both interior and exterior. Making sure all washrooms are properly supplied with toilet paper, paper towels, soap etc. Washing and replacing shower curtains as required (Supplies are provided by the Town).
- Taking reservations and registration of guests and collection of campground fees. Bringing campground fees and supporting receipts to the Town Office daily (except on weekends). The Campground Attendant is also responsible for keeping those fees secure prior to handing in to the Town Office.
- Work with Parks personnel and the Director of Infrastructure to ensure campground is neat and well maintained. Attendant will notify the Director of Infrastructure when issues with the facility (housing, office, washrooms, spray park washrooms, picnic tables and such) need the Town's attention.
- Local Tourist Information - Ensuring the visitors to the campground are provided with pamphlets and information to enjoy their stay in the community and the area. Assist visitors with information on the area such as tourist destinations, downtown businesses etc.

Campground Attendant – Off Season:

- On-call to address complaints or concerns of users of the campground.
- Cleaning of housing (if used) and office facilities, both interior and exterior, on a regular basis.
- Taking reservations and registration of guests and collection of campground fees – this will be for power only sites, no water or sewer (likely will be quite empty most weeks). Bringing campground fees and supporting receipts to the Town Office on a regular basis (i.e. weekly). Collection of fees especially during the off season can be done just via drop box or other means to limit requirement for you to be on-site daily or maintain regular office hours.
- Work with Parks personnel and the Director of Infrastructure to ensure campground is neat and well maintained. Attendant will notify the Director of Infrastructure when issues with the facility (housing, office, and such) need the Town's attention.
- Local Tourist Information - Ensuring the visitors to the campground are provided with pamphlets and information to enjoy their stay in the community and the area. Assist visitors with information on the area such as tourist destinations, downtown businesses etc.
- NOTE: Campground washroom/shower facilities will be closed.

Spray Park Operator (end of May to early September)

- Opening up the spray park change room/washroom in the morning and locking at night.
- Clean the change room/washroom facility daily (7 days per week) and make sure the supplies are replenished when needed.
- The Attendant will not be responsible for any maintenance or upkeep of the actual Spray Park, but shall notify the Director of Infrastructure or on-call Town personnel when issues are noted.

General

- If the residence is not rented by the campground attendant, the Town maintains the right to rent the residence to a third party.
- Proposals should contain provisions for dealing with extraordinary circumstances beyond that which was originally planned.
- Term of Contract. The Proposal is for a one-year term, from Jan 1, 2022 to December 31, 2022. If the contract is satisfactorily carried out for the first year, the successful proponent's contract may be extended for two (2) one (1) year extensions at the sole discretion of the Town. The Town will undertake an annual performance review and the Town may, at its discretion revoke the contract upon thirty (30) days' notice should there be any unsatisfactory aspect of performance.

- The Proponent must prove WCB coverage if applicable.
- The Proponent must carry (proof required) a minimum of \$2,000,000 liability insurance coverage.

Proposal Closing Date

The proposal shall be submitted no later than 2:00 p.m. MST on November 12, 2021 in sealed envelopes or containers marked with the RFP title and addressed to:

Town of Claresholm Administration Office
 Attention: Blair Bullock, CPA, CA – Director of Corporate Services
 111 – 55th Ave West, Box 1000,
 Claresholm, Alberta,
 T0L 0T0
 Email: blair@claresholm.ca
 Fax: 403-625-3869

Inquiries

All questions regarding the RFP shall be directed to the contact person listed below prior to the submission date. No inquiry will be responded to after 2:00 p.m. MST on November 12th, 2021.

Blair Bullock, CPA, CA – Director of Corporate Services
 Town of Claresholm
 111 – 55th Ave West, Box 1000,
 Claresholm, Alberta, T0L 0T0
 Phone: 403-625-3381
 Fax: 403-625-3869
 Email: blair@claresholm.ca

Scoring and Evaluation

Ratings will be confidential and no details will be released to any of the proponents. The proposals, as submitted, shall be evaluated in accordance with the following factors:

Evaluation Criteria	Weight
1. Experience/Resume	25
2. Implementation	25
3. Quality of Proposal	20
4. Fee Schedule	30
TOTAL	100

Terms of Agreement

The Town of Claresholm will select one or more proponent(s) who submitted a proposal with whom the Town of Claresholm, in its sole and unfettered discretion, will negotiate regarding the terms of a contract for Service.

Notification

The successful proponent will be notified by November 26, 2021.

Modifications of Terms and RFP Cancellation

The Town reserves the right to modify the terms of the RFP prior to the submission date at its sole discretion. Proponents will be advised of any changes or modifications in writing from the Town. The Town reserves the right to cancel the RFP at any time prior to entering into a contract with the successful proponent.

Irrevocability of Proposals

The Proposals received shall remain irrevocable for a period of sixty (60) days following the RFP Closing in order to allow for the Town of Claresholm to undertake the evaluation of the proposals received and to undertake the negotiations as provided for herein.

Disclaimer of Liability and Indemnity

By submitting a proposal, a proponent agrees:

- That it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- That it has gathered all information necessary to perform all of its obligations under its proposal;
- That it is solely responsible for ensuring that it has all information necessary to prepare its proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its proposal;
- To hold harmless the municipality, its elected officials, officers, employees, insurers, agents or advisors and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process;
- That it shall not be entitled to claim against the municipality, their elected officials, officers, employees, insurers, agents or advisors on grounds that any information, whether obtained from the municipality or otherwise (including information made available by its elected officials, officers, employees, agents or advisors), regardless of the manner or form in which the information is provided is incorrect or insufficient;
- That the municipality will not be responsible for any costs, expenses, losses, damages or liability incurred by the proponent as a result of, or arising out of, preparing, submitting,

or disseminating a proposal, or for any presentations or interviews related to the proposal, or due to the Town's acceptance or non-acceptance of a proposal; and

- To waive any right to contest in any proceeding, case, action or application, the right of the municipality to negotiate with any proponent for the contract whom the Town of Claresholm deems, in their sole and unfettered discretion, to have submitted the proposal most beneficial to the municipality and acknowledges that the municipality may negotiate and contract with any proponent it desires.

No Proposal and no Contractual Relationship

The proponent acknowledges and agrees that this procurement process is a Request for Proposal and is not a Tendering process. It is part of an overall procurement process intended to enable the municipality to identify a potential successful proponent. The submission of a proposal does not constitute a legally binding agreement between the Town of Claresholm and any proponent. For greater certainty, by submission of its proposal, the proponent acknowledges and agrees that there will be no initiation of contractual obligations or the creation of contractual obligations between the municipality and the proponent arising from this RFP or the submission of a proposal. Further, the proponent acknowledges that a proposal may be rescinded by a proponent at any time prior to the execution of the contract.

Confidentiality and FOIP

Information pertaining to this project and to the Town of Claresholm obtained by the proponent as a result of the proponent's participation in this RFP is confidential and must not be disclosed by the proponent except as authorized, in writing, by the Town of Claresholm.

The Freedom of Information and Protection of Privacy Act of Alberta (FIOIP) applies to all information and records relating to, obtained by, generated by, created by, collected by, or provided under this RFP or the Contract that are in the custody or control of the Town of Claresholm.

Proposal Return

The proposal and accompanying documentation becomes the property of the Town of Claresholm and shall not be returned.

Law and Forum of Proposal

The law to be applied in respect of this RFP shall be the law of the Province of Alberta and all civil actions commenced in relation to this RFP shall be adjudicated by the Courts of the Province of Alberta. By submitting a proposal, the proponent is deemed to have agreed to attorn to the jurisdiction of the Courts of the Province of Alberta.