

REQUEST FOR PROPOSALS: 2024-08

OCTOBER 10, 2024



TOWN OF MINNEDOSA, MANITOBA

**MINNEDOSA CAMPGROUND, SPRAY PARK, COTTAGE AREA WASHROOM/SHOWER FACILITY
AND BEACH AREA AND FACILITIES**

CLOSING DATE: November 1, 2024 at 12:00 P.M. CDT

Role: The Campground Manager shall be an independent contractor to provide management services at the following locations:

- a. Minnedosa Campground
- b. Beach Facilities
- c. Spray Park
- d. Cottage Area Washroom Facilities
- e. Tanner's Park Washroom

Mandate: To provide a clean, enjoyable and safe visit / stay for all campers and visitors alike. To promote the Town as a community to visit and promote the varied recreational opportunities and many other services available.

Retainer: The Manager will be retained by the Town to provide the Town with services to include but not limited to:

- a. Managerial services
- b. Maintenance and custodial services
- c. Computerized booking and reservation services for approximately 169 camping sites
- d. Computerized record keeping services

Term of Agreement: the agreement shall be for a 2-year period from January 1, 2025 to December 31, 2026.

Provision of Services: From approximately mid May to mid September the Manager shall provide full time services onsite either by the Manager or employee(s) of the Manager.

From approximately January 1 to mid May and mid September to December 31, the Manager may reduce the amount of time managing said facilities. However, will provide full booking services during this time.

Must be able to work independently. Required to hire and manage a minimum of 2 staff to carry out the required services and expectations of the Town.

Detailed duties include but not limited to:

- Providing open office hours
- General Office Duties
- Maintaining and updating the Let's Camp site
- Organizing bookings and cancellations
- Grass Cutting, weed whacking all areas as stated in this RFP
 - As required minimum once per week
- Harrowing two beach locations daily before 10:00 am
- Removing all deadfall and trash from the beach areas
- Emptying all waste and recycling receptacles minimum twice daily
- Provide minor repairs to picnic tables, campsites, washroom facilities – all materials for repairs to be supplied by the Town.
- Provide a clean, tidy and respectful environment

Miscellaneous:

Office Hours:

- May long weekend Friday to Sunday 9:00 am to 10:00 pm
- Post May long weekend Sunday to Thursday until June 30th 10:00 am to 5:00 pm
Friday and Saturday 9:00 am to 10:00 pm.
- July 1 to the end of the season shall be 9:00 am to 10:00 pm

Road and Lot maintenance:

- Provide minor road repairs within the campground
 - Pothole filling
- Provide minor site maintenance within the campground (non-seasonal)
 - Removal of ash from fire pits
 - Weed whacking
 - Grass cutting
 - General yard care and maintenance

Custodial Services

- | | |
|--------------------------|---|
| • Campground | 2 washrooms with showers
2 washrooms |
| • Minnedosa Cottage Area | 1 washroom with showers
5 washrooms |
| • Main Beach Area | 1 washroom |
| • Tanner's Crossing Park | 1 washroom |
| • Pavilion | Outside decking areas |

Note: all custodial standards shall be at the level acceptable to the Town.

- Campground washrooms/showers to be cleaned and checked minimum twice daily
- Supply and stock all washroom supplies. The Town shall supply all stock required.
- All other areas to be cleaned minimum once per day and checked twice.
- Beach washrooms to be locked at 10:00 pm and unlocked at 8:00am

Campground:

- Ensure all campers and guests are following all campground rules
- Enforce quiet time and parking rules
- Ensure all campers are camping in the correct site and parked in the correct fashion (backed in)
- Sell bundles of firewood, provided by an outside contractor, to campers.
- Ensure all garbage is picked up and campground is kept at a high level of cleanliness and neatness.
- Empty firepits and Ash Trailer – when required

Spray Park:

- Maintain grass and weed whacking
- Ensure all garbage is emptied and picked- up
- Check components for damages and report to the Town

Provision of Amenities:

- The Town will provide for the use of the Manager, a reasonable furnished office at the campground site, during the period the campground is open.
- The Town will provide a workshop / storage area
- The Town will provide a tractor and harrows
- The Town will provide garbage collection twice weekly from dumpster area
- The Town will provide materials for minor repairs
- The Town will be responsible for maintenance of the soccer pitch grass only. (X marked on attached map)

The successful Manager shall possess a high degree of professionalism and public relations experience. The Manager shall ensure that all complaints and enquires are resolved and answered in a prompt professional manner.

The position is that of an independent contractor. The successful bidder shall receive full compensation without any deductions and shall be responsible for all additional staff wages and deductions in accordance with all applicable Federal and Provincial law.

The submission should include:

- Previous management experience operating a campground
- Previous management roles, experience, and responsibilities
- Expected remuneration
- Strong computer knowledge
- Valid Manitoba Drivers License
- Provide required equipment and machinery for grass cutting, weed whacking, other lawn care equipment.

On-site tours are strongly encouraged.

Successful bidder(s) shall enter into a detailed contract agreement with the Town.

For additional information and full detailed description of duties or to arrange for an onsite tour contact:

Danniele Carriere, Chief Administrative Officer

204.867.2727

cao@minnedosa.com

RFP Submission to be sent attention:

Danniele Carriere, Chief Administrative Officer

Email: cao@minnedosa.com

Mail: Box 426

Minnedosa, MB R0J 1E0

In-person:

103 Main Street S

Minnedosa, MB

MAP

Located off Beach Road (highway 262)



APPENDIX A – PRICING AND COMPLETION SCHEDULE

1. Pricing – Campground Manager RFP 2024-08 (include applicable taxes)

TOTAL (per year) \$ _____

2. GST

GST Registration Number: _____

Dated at _____ this _____ day of _____ 2024

Firm, Organization, or Individual

Signing Authority

Street Address

Signature

City

Postal Code

Telephone

Email

APPENDIX B – FORM OF IRREVOCABILITY

I hereby offer to provide the requirements under Request for Proposal RFP: 2024-08 to the Town of Minnedosa according to the terms set out in this RFP including the requirements for and acceptance of a formal contract acceptable to the Town of Minnedosa. I also agree that this irrevocable offer shall be open to acceptance to the Town of Minnedosa for a period of one hundred twenty (120) days from the closing date for the receipt of proposals.

Witness _____ Signed _____

Name _____

Or Name _____

(Affix Company Seal if Applicable) Title _____

Company _____

Address _____

City/Prov. _____

Telephone _____

Email _____