



Village of Slocan
Parks Washroom Maintenance Contract
Request for Proposals
RFP-2018-02

Closing Location:
Village of Slocan
Box 50, 503 Slocan Street
Slocan BC V0G 2C0

Closing Date and Time:
3:00 pm, Thursday, April 19th, 2018

Contact Person:
Michelle Gordon, CAO
Phone: 250-355-2277
Email: cao@villageofslocan.ca

1. INTRODUCTION

This Request for Proposals (RFP) has been prepared to directly invite qualified firms, companies and individuals to submit a Proposal to act as *Parks Washroom Maintenance Contractor* in the Village of Slocan.

2. SUBMISSION DETAILS

- a) The Village is not under any obligation whatsoever to select a proponent and may cancel this Request for Proposal at any time for whatever reason(s) and without liability to the proponents or anyone else.
- b) Proponents are solely responsible and without recourse to the Village for their own expenses in preparing and submitting a proposal and for otherwise participating in the Request for Proposal process.

Please address submissions to:

Michelle Gordon
Chief Administrative Officer
Box 50, 503 Slocan Street, Slocan BC, V0G 2C0
cao@villageofslocan.ca

Submissions are to be received by no later than 3:00 pm on Thursday, April 19th, 2018 and may be sent electronically or in a hard copy.

3. INQUIRIES

Clarification on this Request for Proposal shall be directed to:

Michelle Gordon
Chief Administrative Officer
Box 50, 503 Slocan Street, Slocan BC, V0G 2C0
cao@villageofslocan.ca
250-355-2277

4. PROPOSAL BACKGROUND

The Village of Slocan is located approximately 60 minutes from Nelson and Castlegar on Slocan Lake, in the beautiful Slocan Valley. The Village is known for being located in one of the most scenic valleys in BC and is considered as the gateway to Valhalla Provincial Park, a 50,000 hectare park established for the protection of the Selkirk Mountains.

The Village of Slocan has significant public use areas on its waterfront, on the Slocan Lake and Slocan River. These areas are utilized by the public year-round and are most popular during the summer months. This Village has garnered a reputation as a safe, family-friendly destination and is something the Village strives to maintain. The waterfront is becoming increasingly popular with multiple user groups, who access public infrastructure including a public beach park with picnic areas and washroom, beach volleyball court, swim dock, boat launch, breakwater, gazebo, and the Slocan Lake trailhead for the Slocan Valley Rail Trail.

The seasonal operation of Slocan's park facilities are by private contractor, under contract with the Village of Slocan. The operations contract is an annual contract issued in response to a Village 'Request for Proposal' (RFP). The parks facilities are open mid-May through mid-October.

5. TERM & HOURS OF OPERATION

- a) This proposal is to hire an operator to maintain parks facilities and operations for the term of one year, the 2018 season, with an option to continue for a further one (1) year with agreement of the Village.
- b) The term of operation will be from:
May 18, 2018, through to October 9th, 2018
- c) The facilities shall be open on a full-time, 7-day per week basis from 8:00am to 8:00pm.

6. CONTRACTOR FEES, LICENSES AND INSURANCE

The Contractor agrees to obtain and provide the following to the Village:

- (a) Village of Slocan Business License;
- (b) Criminal Record Check (if required);
- (c) Record of Liability Insurance, listing the Village of Slocan as Additional Insured, with inclusive limits of not less than three million dollars (\$3,000,000).

7. EMPLOYEES RESPONSIBILITY OF CONTRACTOR

All employees employed in the operation and maintenance of the parks facilities shall be employees of the Contractor and the Contractor shall be responsible for:

- (a) Hiring and firing of employees hired by the Contractor;
- (b) Payment of all wages of employees hired by the Contractor, including but not limited to Worker's Compensation fees, employment insurance, Canada Pension Plan and Income Tax deductions and expenses;
- (c) Ensuring that all employees of the Contractor shall at all times operate in a business-like manner and follow the rules, regulations, bylaws and policies of the Village of Slocan, and all other law enactments.

8. OPERATOR REQUIREMENTS

The requirements listed below, outline the majority of the requirements of the Operator but is not expected to be an exhaustive list, as additional responsibilities may be required from time to time.

1. Slocan Beach:

- (a) keep the beach, boat ramp, grass and parking area clean and tidy, but not to keep the grass cut;
- (b) check garbage bins on a daily basis and, if full on days that are not regularly scheduled for garbage pick-up by Village Public Works, to bag and drop it off at the Public Works yard in the place designated by the Public Works Supervisor;
- (c) ensure that no recyclables are placed in the garbage;
- (d) clean washroom facilities daily, keep the toilets operational and keep the facilities supplied with all paper products and light bulbs;
- (e) be responsible for opening the Beach Park washrooms daily at 8:00am;
- (f) be responsible for closing the Beach Park washrooms daily at 8:00pm.

2. Kiddie Park:

- (a) keep park and area clean and tidy, but not to keep the grass cut;
- (b) check garbage bins on a daily basis and, if full on days that are not regularly scheduled for garbage pick-up by Village Public Works, to bag and drop it off at the Public Works yard in the place designated by the Public Works Supervisor;
- (c) ensure that no recyclables are placed in the garbage;
- (d) clean washroom facilities daily, keep the toilets operational and keep the facilities supplied with all paper products and light bulbs;
- (e) be responsible for opening the Kiddie Park washroom daily at 8:00am;
- (f) be responsible for closing the Kiddie Park washroom daily at 8:00pm.

3. Trailhead Washroom:

- (a) keep Trailhead washroom area clean and tidy, but not to keep the grass cut;
- (b) check garbage bins on a daily basis and, if full on days that are not regularly scheduled for garbage pick-up by Village Public Works, to bag and drop it off at the Public Works yard in the place designated by the Public Works Supervisor;
- (c) ensure that no recyclables are placed in the garbage;
- (d) clean washroom facilities daily, keep the toilets operational and keep the facilities supplied with all paper products and light bulbs;
- (e) be responsible for opening the Trailhead washroom daily at 8:00am;
- (f) be responsible for closing the Trailhead washroom daily at 8:00pm.

4. Miscellaneous:

- (a) immediately notify the Village/Public Works Foreman of vandalism or the requirement for any repairs to the buildings or facilities which are over and above regular maintenance;
- (b) the Contractor agrees that he/she has satisfied himself/herself as to the nature and locations of the work;
- (c) the Operator agrees to comply with Village policies, resolutions, bylaws, and regulations, and all other enactments of local, provincial or federal law;
- (d) ensure the safety of the public while working on the site;
- (e) be responsible to pay own taxes, premiums and insurances;
- (f) provide own transportation and will be responsible in all aspects for the same;
- (g) the Contractor waives any and all claims that he/she may have against the Village and its elected officials, officers, employees and representatives for any and all liability or claims, of any kind whatsoever, regarding this contract;
- (h) management of facilities maintenance and associated activity areas will be the responsibility of the Contractor, and he/she will be responsible for the supplies, materials, and tools required for the management of the facilities (toilet paper, paper towel and hand soap to be provided);
- (i) Contractor will provide friendly, courteous, and welcoming service whilst dealing with the public;
- (j) other requests as required.

9. PROPOSAL BUDGET

1. This Contract Agreement is based on an hourly rate of \$15.00 per hour to a maximum of 400 (four hundred) hours for a total maximum payment of \$6,000.00 (six thousand dollars);

The Contractor shall invoice the Village for the above noted fees on a bi-weekly basis and the Village shall pay the invoices within seven (7) days of receiving the invoices. The Village will not be responsible for payment of any other benefits, including, but not limited to CPP, EI, holiday pay or health and insurance benefits.

10. PROPOSAL SUBMISSIONS, SELECTION AND EVALUATION CRITERIA

Proposal Format:

The following format and sequence should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration and evaluation of key elements.

- a) Title Page, showing Proponent's contact information.
- b) Table of Contents including page numbers.
- c) The body of the proposal shall include, but not be limited to the following elements:
 - Description of experience in managing such facilities;
 - Description of knowledge of the Slokan area and attractions;
 - Brief overview of business plan for operating the facilities;
 - Ideas for increased efficiency (e.g. sustainable practices, etc.) while maintaining the importance of the tourist experience;
 - References of past work experience in managing similar facilities.

11. CONFIDENTIALITY

The proponent acknowledges that the Village of Slokan is a "public body", as defined by and subject to the *Municipal Freedom of Information and Privacy Act (FOIPPA)*. All proposals will be held in confidence by the Village of Slokan unless otherwise required by law.

