



Village of Slocan
Operator of Springer Creek RV Park & Campground
Request for Proposals
RFP-2018-01

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 Operator for the Springer Creek RV Park & Campground and Slocan Tourist Information Booth 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 owns and operates the Springer Creek RV Park & Campground at the entrance to the Village just off Highway 6. The campground is popular with tourists visiting the Slocan Valley and experiencing Valhalla Park, Slocan Lake, the Slocan Valley Rail Trail and other local attractions.

The Springer Creek RV Park & Campground is municipally-owned, with operations funded from a combination of municipal taxes and user fees. The seasonal operation of the Springer Creek RV Park & Campground is 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 Campground is open mid-May through mid-October.

5. TERM & HOURS OF OPERATION

- a) This proposal is to hire an operator to run the Springer Creek RV Park & Campground 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 11, 2018 (one week prior to opening date of Campground) until
October 16th, 2018 (one week after close of the Campground).
- c) The Campground shall be open on a full-time, 7-day per week basis.
- d) The Slocan Tourist Information Booth shall be open a minimum of four (4) hours per day during low season (May 19 – June 15 and September 16 – October 9) and a minimum of six (6) hours per day during high season (June 16 – September 15th).

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 of the campground shall be employees of the Contract 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 Slokan, and all other law enactments.

8. OPERATOR REQUIREMENTS

The requirements listed below, for the RV Park and Campground and Tourist Information Booth, 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. Springer Creek RV Park & Campground:

- (a) be available to respond to phone calls and emails to manage reservations and address inquiries;
- (b) ensure campers use designated campsites and follow campsite rules and regulations;
- (c) collect fees and charges as required, pursuant to the Village Fees & Charges Bylaw;
- (d) maintain an accurate daily record, in a receipt book(s), of all site fees, sani-dump, firewood, and other applicable fees collected from campers;
- (e) fill out daily activity report sheets submit the records with all fees collected, to the Village Office on the first business day of each week;
- (f) provide site maps, advertisements, and other applicable tourist information to campers;
- (g) ensure campers keep their pets controlled, on leash, and picked up after, pursuant to the Village Animal Control Bylaw and Campground Policy;
- (h) keep woodshed area stocked, clean, and tidy at all times;
- (i) keep campground and campsites clean and tidy (includes raking, cutting grass and gardening/weeding);
- (j) collect garbage twice daily (ensuring that no recyclables are placed in the garbage);
- (k) clean washrooms/showers twice daily;
- (l) keep toilets operational;
- (m) maintain supplies in washroom;

- (n) replace light bulbs as necessary;
- (o) check propane level as required and complete check lists when required;
- (p) agree that Contractor's telephone number be displayed and be available to respond as needed;
- (q) report any and all problems to the Village Administrator; he or she may also request Contractor to report problems to Public Works Supervisor;
- (r) promote and publicize the Campground in an effort to increase its use;
- (s) any other duties as required.

2. Slocan Tourist Information Booth:

- (a) shall be open a minimum of four (4) hours per day during low season (May 19 – June 15 and September 16 – October 9) and a minimum of six (6) hours per day during high season (June 16 – September 15th);
- (b) will clearly advertise hours and days of operation;
- (c) will record and submit visitor statistics, telephone log and daily cash receipts to the Village Office on the first business day of each week;
- (d) will clean tourist booth and grounds, set up inside tourist information displays, keep safe custody of cash float, inventory, books, and photo albums;
- (e) be familiar with Slocan and area, meet and greet campers and tourists, provide good customer service at all times.

3. 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, including water sprinkler regulations, and all other enactments of local, provincial or federal law;
- (d) be responsible for distribution of advertising materials for the facilities;
- (e) be responsible for all minor repairs to facilities;
- (f) ensure the safety of the public while working on the site;
- (g) be responsible to pay own taxes, premiums and insurances;
- (h) provide own transportation and will be responsible in all aspects for the same;
- (i) 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;
- (j) management of the campground and associated activity areas will be the responsibility of the Contractor, and he/she will be responsible for the supplies, materials, tools required for the management of the facilities;
- (k) 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 1000 (one thousand) hours for a total maximum payment of \$15,000.00;

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.

Plus -

2. Revenue-sharing formula between the Village (owners) and the Contractor (operator):

Once net annual revenues have reached (up to and including) \$25,000 (twenty-five thousand dollars), any additional revenues shall be divided as follows:

- The Contractor will receive 50%
- The Village will receive 50%

Fifty percent of revenue over \$25,000 will be paid out at the end of the Contract season, upon successful completion, submission, and review by Village Administration and Council, of a Year End Report summarizing season operations, including incidents and recommendations.

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 as an RV Park and campground, tourist booth, and/or public parks;
 - Description of knowledge of the Slokan area and attractions;
 - Brief overview of business plan for operating the facilities;

- Concepts to increase facility use and thereby increase revenue;
- 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 Slocan 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 Slocan unless otherwise required by law.