

**REQUEST FOR PROPOSAL**  
**MANAGEMENT, OPERATION, AND MAINTENANCE**  
**of the CACHE BAY TRAILER PARK**  
**2023 SEASON**

**Proposal No.**

**2023-004**

**Closing: March 31, 2023**

**Joie de vivre**



[www.westnipissingouest.ca](http://www.westnipissingouest.ca)



West Nipissing Quest

**MUNICIPALITY OF WEST NIPISSING**

**SECTION 1.0**

**RFP Management, Operation, and Maintenance of the Cache Bay Trailer Park**

**REQUEST FOR PROPOSALS**

The Municipality of West Nipissing is issuing a request for proposals from interested individuals, businesses and non-profit community groups (based in West Nipissing) to manage, operate and maintain the Cache Bay Trailer Park for the 2023 season under a lease agreement. The Municipality of West Nipissing requires that the Cache Bay Trailer Park be managed, operated and maintained to support a positive experience for campground visitors.

**Owner:** Municipality of West Nipissing  
101-225, Holditch Street  
Sturgeon Falls, ON P2B 1T1  
Phone: 705-753-2250  
Fax: 705-753-3950



**BID SUBMISSION**

- 1.0) Proposals must be returned in a sealed envelope clearly marked “Management, Operation, and Maintenance of the Cache Bay Trailer Park” complete with proponent’s Company name and Proposal reference number to Municipality of West Nipissing, 101-225 Holditch Street, Sturgeon Falls, Ontario P2B 1T1, before 2:00pm (local time) on March 31, 2023 (the “Official Closing Time”).
- 1.1) Proposals will be deemed to have been received when a Municipality representative has stamped the envelope with the time and date of receipt with the time clock located at the Services counter. The time clock located at the services counter is the official time piece. Proposals may also be submitted through the exterior drop box at Town Hall, 225 Holditch Street, Sturgeon Falls. Proposals submitted through the exterior drop box will be recorded as received when the drop box is opened the following morning.
- 1.2) Proposals submitted by facsimile or electronically will not be considered.
- 1.3) All pages contained in the request for proposal form an integral part of this process.
- 1.4) The lowest or any proposal will not necessarily be accepted. The owner may decide, at its sole discretion, that no proposal submitted will be accepted and no contract will be awarded pursuant to this procurement process. If the owner elects to reject all proposals, all proponents will be notified and the owner will not be liable to any tenderer in preparing the proposal, damages, loss of anticipated profit in connection with the work, or any matter whatsoever.
- 1.5) Proponents are advised that the Municipality functions through its Policy No. 2006-332 “Validity of Tenders” and by its By-Law No 2016-89 (including the most current amendments), “By-law to Establish Purchasing Policies and Procedures for the Municipality of West Nipissing” (Purchasing By-Law).
- 1.6) Proponents are required to check the Municipality of West Nipissing website for addenda issued before the closing date and time. If the contract administrator determines that an amendment is required to the tender documents, the contract administrator will prepare an addenda and post it to the Municipality of West Nipissing website.
- 1.7) Partial or incomplete proposals will not be considered.

**QUESTIONS AND CLARIFICATIONS**

- 2.0) Enquiries, request for explanation, interpretations or clarifications must be submitted by email to [jbelanger@westnipissing.ca](mailto:jbelanger@westnipissing.ca) , only those inquiries submitted by email will be considered. Emails submitted must include the tender title and tender reference number.



**RFP Management, Operation, and Maintenance of the Cache Bay Trailer Park**

- 2.1) Enquiries will be received up to noon local time on March 27, 2023. Enquiries received after the date and time noted will not receive a response.

**PROPOSAL OPENING**

- 3.0) Proposals will be opened privately.

**ADJUSTMENT OR WITHDRAWAL OF PROPOSALS**

- 4.0) Adjustment by telephone, facsimile or letter for a proposal already received will not be considered. A proponent desiring to make adjustment to a bid must withdraw the submission and/or supersede it with another offer.
- 4.1) Proponents may withdraw its proposal at any time prior to closing provided the withdrawal:
- i) is in the form of a letter and,
  - ii) state the name of the bidder and clearly identifies the bid that is being withdrawn and;
  - iii) is signed by the proponent's duly authorized signing officer;

**EXAMINATION OF SITE CONDITIONS**

- 5.0) It is the responsibility of the proponent before submitting a tender to carefully examine the site of the proposed work. Proponents shall fully inform themselves as to the existing site conditions and limitations to determine all factors relating to the place of work that may affect the performance of the work, conditions such as weather and availability of labour, the ground, quality and quantity of the material to be encountered, the equipment and facilities needed preliminary to and during the execution of the work, the general local conditions, and all matters which are necessary for the full and proper completion of the work and the conditions under which it will be performed.
- 5.1) Any failure to fully investigate the sites of the work or the foregoing conditions shall not relieve the proponent from his responsibility for estimating properly the difficulty or cost of successfully performing the work. Neither the owner, nor any of his representative or agents, assumes any responsibility for the accuracy of site information indicating in the tender documents and the proponents must evaluate such information relative to the actual conditions at the place of the work.



**DOCUMENT DISCREPENCIES AND OMISSION**

- 6.0) Proponents are responsible to review the request for proposal documents and to verify they are complete. If the proponent finds discrepancies or omissions from the drawings, specifications and other documents, the proponent should submit a written request for correction to the contract administrator. Written request for corrections must be received no later than three (3) days prior of tender closing date. Any required correction, addition, deletion or revision to the tender documents will be by written addenda to the tender documents issued by the contract administrator by posting to the Municipality of West Nipissing website.

**RESPONSE MATERIAL OWNERSHIP**

- 7.0) All material submitted regarding this RFP becomes the property of the Municipality and will only be returned to the Consultant at the Municipality's discretion. Disqualification of a Consultant does not eliminate this right.

**PROPOSAL SELECTION AND ACCEPTANCE**

- 8.0) Respondents, whose proposals have been selected for further evaluation, may be invited to attend an interview with the Evaluation Committee where their proposal will be discussed
- 8.1) Respondents may be requested to clarify information provided in their submission
- 8.2) Respondents are encouraged to provide any additional information, which may be relevant in the evaluation of their proposal.
- 8.3) The contents of the proposal of the successful Consultant may become contractual obligations if the Municipality wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Consultant may be removed from future solicitations.

**INSURANCE**

- 9.0) The successful proponent shall, within (7) calendar days after receipt of the owner's notice of award, deliver to the owner one copy of certificates attesting to the fact that the required policies of insurance as outlined in the contract documents have been obtained by the proponent.

**CURRENT ORGANIZATIONAL STATUS/SITUATION/STRUCTURE**

The Cache Bay Trailer Park is owned by the Municipality of West Nipissing and it is located on the shores of Lake Nipissing in the community of Cache Bay. The campground currently has a total of 45 seasonal (long term) fully serviced sites with 30-amp power, municipal water and sewer, 15 additional serviced sites with 30-amp power and municipal water (only) and 3 lots for short term stays with no services available. The park property includes the following buildings/facilities; Office Building (23' x 24'), Shower facility (23' x 23'), Laundromat building (12' x 20'), Two Washroom facilities (11' x 12'), Two storage sheds (8' x 12' and 8' x 8') Recreation Room/Building (20' x 40') and an outdoor pool.

**SCOPE**

1. The objective of this contract is to select a Park Operator that will:
  - a. Enter into an agreement with the Municipality for the management, operations and maintenance of the Cache Bay Trailer Park.
  - b. At the Operators cost, carry out implementation of Tenant Improvements, if applicable, for the Cache Bay Trailer Park.
  - c. Manage, Operate and Maintain all aspects of the Cache Bay trailer park for a term identified under Period of Contract
  - d. Provide rates associated to all services being offered.

**2. Seasonal Hours of Operation**

The suggested operating time for the park is from May 15 to September 30th

This timeline is a suggested minimum for operation and each respondent is requested to provide its proposed seasonal operation timeline along with specific daily hours of operation.

**3. Advertising**

The operator is responsible for the promotion and advertising of the park/campground and all costs associated.

**4. Guidelines and requirements**

At minimum;

- a. Develop a regular cleaning schedule to ensure the all buildings/facilities and grounds are presentable, clean and in good working order.
- b. Develop a regular yard maintenance schedule to ensure the park is properly maintained (including garbage collection).

- c. Provide all materials, supplies, maintenance equipment and resources necessary for the operation, management and maintenance of the campground.
  - d. Ensure all maintenance activities are performed in a timely manner.
  - e. Perform services at a high quality to ensure an effective operation of the park
  - f. Supply all the personnel and staff necessary to provide high quality, friendly and helpful service to clients and the public.
  - g. Operator will be responsible for all costs associated to municipal water and sanitary services, municipal taxes including garbage collection, utilities (hydro, etc.), insurance and human resources (staff).
    - i. Average estimated yearly costs; water and sewer (\$14,000), Municipal Taxes including garbage collection (\$2,500) and hydro (\$9,000).
  - h. The property shall only be used as a tent and trailer park.
  - i. The park must be kept to provincial parks standards and regulations.
  - j. The Operator will keep all revenue from the operation of the campground, less expenses as outlined in this document. Gross revenue based on the 2022 operation are estimated to be \$96,000.
  - k. All Municipal, Provincial and Federal laws and regulations must be adhered to by the contractor/lessee (Occupational Health and Safety, Ministry of Labour, Environmental, By-laws, Revenue Canada, Health Unit Regulations, etc.)
5. Operator responsibilities shall also consist of the following;
- a. All above grade sewer and water lines from trailer to buried pipe connections.
  - b. Breakers only located in electrical pedestals to each sites
  - c. Site grading/levelling of all trailer sites including any work required to the granular base.
  - d. Site grading of the access routes within park including any work required to the granular base.
  - e. Spring opening and Fall winterizing of all components susceptible to freezing such has water lines, hot water tanks etc.
  - f. Damages done by renters and visitors.
6. Municipality's responsibilities includes:
- a. All electrical wiring and components except for breakers located in pedestals.
  - b. All buried infrastructure such has, sewer line, electrical wiring, concrete tanks, holding tank, sewage pumps and culverts
  - c. Winterizing of sewage pumps and forcemain lines
  - d. Hot water tanks.
  - e. All buildings on site except for damages done by renters and visitors
  - f. Ditching
  - g. Hazardous tree maintenance

## **7. Plumbing and Electrical**

Plumbing or electrical work required by the Operator shall be at the Operator's expense and shall be carried out by a Government licensed tradesman. Prior to the start of any proposed renovations, the Municipality of West Nipissing must first approve all proposed work. The Operator shall ensure all trades provide proof of General Liability Insurance certificate (naming the Municipality of West Nipissing as an additional insured) and WSIB certificate of clearance.

## **8. Alterations**

Any alterations or renovations to the park area by the Operator are prohibited except with prior approval of the Site Authority.

### **PROPOSAL SUBMISSION**

The Respondent is to submit a proposal, which addresses the following:

- a. A resume and cover letter pertaining to the main proponent, including related prior experience in work of similar size and scope.
- b. Outline a plan to operate the campground which will include services, staffing, sales, communications, janitorial and campground maintenance, and explain how the Campground will be efficiently, effectively and safely operated to meet all operational and customer service standards.
- c. Proposed additional value-added services to be offered at the park (if any)
- d. Proposed yearly lease rate to the Municipality
- e. Proposed rates/fees for camping services
- f. Proposed opening and closing dates and hours of operations.
- g. Signed Proposals - The proposal must be signed by the person(s) authorized on behalf of the Proponent or Company and binds the Proponent to the statements made in the RFP response.

All pricing shall be in Canadian funds, all applicable taxes included with the exception of HST.

### **PROPOSAL EVALUATION CRITERIA**

In recognition of the importance of the procedure by which a Respondent may be selected, the following criterion outlines the primary considerations to be used in the evaluation and consequent awarding of this project (not in order).

The following point system will be used when evaluating proposal components:

|     |              |
|-----|--------------|
| 0.0 | unacceptable |
| 1.0 | poor         |
| 2.0 | fair         |
| 3.0 | good         |
| 4.0 | excellent    |



The total rating for each component will be obtained by multiplying the component point assigned by the evaluator by the component weight.

| <b>Criteria</b>   | <b>Maximum Score</b> | <b>Assigned Weight (A)</b> | <b>Points Awarded (B)</b> | <b>Total Points (A) x (B)</b> |
|---|----------------------|----------------------------|---------------------------|-------------------------------|
| Financial Return to the Municipality of West Nipissing (lease payment)      | 4                    | 50                         |                           |                               |
| Qualification and experience of the Project Manager assigned to the Project | 4                    | 25                         |                           |                               |
| Proven experience with projects of a similar scope and size                 | 4                    | 25                         |                           |                               |
| Services offered  | 4                    | 10                         |                           |                               |
| Approach to project   | 4                    | 10                         |                           |                               |
| Compliance and Clarity of submission  | 4                    | 10                         |                           |                               |
| <b>TOTAL</b>  |                      |                            |                           |                               |

In making a proposal, the Respondent hereby certifies that they have reviewed this RFP and are familiar with all conditions contained therein.



### HEALTH & SAFETY

- 1.0) **General:** Operator must comply with the Occupational Health and Safety Act (OHSA) and all applicable safety rules, regulations, and labour codes.
- 1.1) **Equipment & tools:** All equipment and tools used by the Operator shall conform to Canadian Standards Association (CSA) or manufacturer specifications. The Municipality of West Nipissing reserves the right to prohibit the use of any equipment and methods or practices that do not conform to acceptable standards. Defective equipment and tools shall be removed from the work site premises immediately.
- 1.2) **PPE:** All workers must wear appropriate CSA approved eye protection, hearing protection, CSA approved hard hats, CSA approved foot protection and CSA approved gloves at all time while working in prescribed areas.
- 1.3) **Reporting:** Operator must report immediately to the contract administrator all workplace incidents and environmental damages. Contractor shall also report accidents/incidents to the Ministry of Labour or any other appropriate authority required by legislation.
- 1.4) **WSIB:** Contractor shall provide the Municipality with a current WSIB Clearance Certificate at the request of the Municipality.

### GENERAL LIABILITY INSURANCE

- 2.0) The successful Operator's General Liability Insurance policy shall not be less than \$5,000,000 (five million dollars) per occurrence. The successful Bidder agrees to provide proof of a General Liability insurance policy in the amount of not less than \$5,000,000, (five million dollars) per occurrence, to indemnify the Corporation of the Municipality of West Nipissing against any damages occasioned through any act, omission or neglect of the successful Bidder while carrying out the service under this Proposal.

### PROTECTION OF WORK & PROPERTY

- 3.0) The successful Operator shall protect the Municipality's property from injury or damage arising from or in connection with this work. The Operator will be held responsible for any damage, including fire, as a result of their performance of the work described.

### PERFORMANCE

- 4.0) Operator will be informed about any unsatisfactory performance, as identified by the contractor administrator, and given a reasonable opportunity to remedy. Unresolved unsatisfactory performance issues may result in termination of the remainder of the contract



- 4.1) The Municipality reserves the right to disqualify an Operator due to the Operator's past performance on previous contracts awarded, failure to complete awarded work, or termination of previous contracts.

**ASSIGNMENT OF CONTRACT**

- 5.0) The successful Operator shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or Corporation, without the previous consent, in writing, of the Municipality's officials, which consent shall not be unreasonably withheld.