



REQUEST FOR QUOTE: 2024-CMP01

2025 Campground Manager(s)



CLOSING DATE: November 12th at 3:30 P.M. CDT

Town Contact:

Cassandra Groen, BRMCD. COL.

Director of Recreation Services

Box 339, 275 Hamilton Street, Neepawa, MB R0J 1H0

Ph 204-476-7614 | recreation@neepawa.ca

DESCRIPTION OF WORK

The Town of Neepawa is seeking campground managers to do the following tasks;

- Take bookings in-person and over the phone through our online system.
- Collect cash and financial reports, submitted to supervisor weekly.
- Oversee campground emails and website.
- Working with the custodian to ensure that signage stating the cleaning times for the washrooms be made and posted on the washroom doors. Manager(s) shall perform random checks during the day to ensure the washrooms remain tidy.
- To ensure that all amenities at each site are in working order (electrical, water, etc.) and to notify the supervisor if repairs need to be made.
- That grass is cut prior to any lot being rented.
- To weed and maintain flower beds and/or any potted flowers.
- To collect garbage from barrels and deposit it in the garbage bins, in bagged form, for municipal collection.
- Ensure overall cleanliness of the campground and shall pick up any litter blowing around or outside of the garbage cans or bins.
- To perform general custodial duties for the interior and exterior of the Tourist Booth building (wash floors, windows, touch up painting, dusting, etc).
- After Storms the campground manager(s) are required to go check on campers and sites to make sure everyone is safe and accounted for.
- Help provide a great experience for our campers through relationship building and good customer service.
- Maintenance of the whole campground site.

LOCATION

The Location of the work is located at Broadway Avenue, Neepawa, MB R0J 1H0. Manager(s) are to be on site every day, and a lot will be provided to them for a camper or tent.

TERM DATES & TIMES

The Term of this contract shall commence on or around the 1st day of April and ending on or around the 30th day of September, 2025. Term dates shall be subject to weather.

Campground office will be open:

Monday-Thursday: 8:30am- 6:00pm (with contact information on door after 6:00pm incase anyone needs something later)

Friday-Sunday: 8:30am-8:00pm (with contact information on door after 8:00pm incase anyone needs something later)

SITE VISIT

Proponents wishing to view the proposed site may arrange to do so with the contact person. The Town of Neepawa is willing to show site visits on weekdays from 8:30am-3:30pm.

SUPPLIES

Town of Neepawa will provide supplies; such as but not limited to: paper towel, toilet paper, and cleaning supplies.

PROPOSAL SUBMISSIONS

Proposals will be accepted either by email, mailed or hand delivered to the Town of Neepawa Office.

Town of Neepawa
275 Hamilton Street
Neepawa, MB
R0J 1H0
recreation@neepawa.ca

Proposals must be received, and date and time stamped by **3:30 P.M. CDT on November 12th, 2024**. The Bidder's proposal shall be email titled or enclosed in a sealed envelope marked:

"RFQ 2024-CMP01 – 2025 Campground Manager(s)"

All proposals shall be submitted on the forms provided in this document.

No changes shall be made to any portion of this document.

The Town of Neepawa will not be responsible for any lost documents or for those documents that are not delivered to the correct location.

The Town of Neepawa may reject proposals, waive deficiencies, or accept any proposal which they may consider to be in the best interest of the Town.

No late proposals will be accepted.

PROPOSAL CONTENT

Proposal submissions shall include the following:

- **Team Introduction:** Project key position names and qualifications to include Sub-Proponents if applicable. Name of the proposed Manager who will be the Town's contact throughout the duration of the project.
- **Experience and Qualifications:** Submissions shall include the legal name and form of the firm(s), specify the parent company if applicable, provide an overview of the qualifications and experience of the firm(s) in providing similar services or goods to the public sector and any other relevant information about the responding firm(s).
- **References:** The Proponent shall provide a minimum of three (3) references. Include client names, addresses, contact names and contact numbers. References should be included for any sub-contractors to be employed with the project. The Town of Neepawa reserves the right to contact any or all references supplied and disqualify Proponents who have given negative performance/service and/or quality ratings by the supplied references or any other references contacted.

PRICING

- All prices shall be in Canadian funds and include all applicable taxes, applicable duties, brokerage and any other tax levies imposed by any governments or government authority.
- Pricing shall include delivery, F.O.B. destination to the site named herein, with all freight, unloading at destination and handling. All operating, overhead, profit and all incidental costs included. It is the Proponent's responsibility to ensure all requirements of the RFQ have been included in the pricing.

CONTACT PERSON

All Inquiries shall be directed to:

Cassandra Groen
Director of Recreation Services
Town of Neepawa
recreation@neepawa.ca
204 476-7614

TO BE FILLED OUT BY BIDDER: 2025 CAMPGROUND MANAGER(S)

CONTACT INFORMATION

Name _____

Title _____

Company _____

Address _____

City/Prov. _____

Telephone _____

Email _____

Pricing – 2025 CAMPGROUND MANAGER(S) (include all fees)

TOTAL \$ _____

Breakdown of Costs:

ACKNOWLEDGEMENTS

I/WE ACKNOWLEDGE that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.

I/WE ACKNOWLEDGE that all matters stated in the submitted proposal are in all respects true.

I/WE ACKNOWLEDGE that for the Town of Neepawa to accept this quote, all forms must be completed in full.

I/WE ACKNOWLEDGE that I/WE have carefully read the Proposal RFQ: 2024-CMP-01 and have satisfied ourselves as to the conditions under which the work is to be carried out and do hereby make an offer with the Town of Neepawa to provide the necessary services for **2025 Campground Managers** at the pricing.

I/WE ACKNOWLEDGE that the pricing submitted cannot be increased after being selected as the Campground Managers.

This day of _____ 2024 I _____ agree to the acknowledgements in this agreement.

Firm or Organization or individual

Signing Authority

Street Address

Signature

City

Postal Code

Telephone

Email