



REQUEST FOR PROPOSALS

PASS CREEK REGIONAL PARK CAMPGROUND HOST

Regional District of Central Kootenay

Issued: March 11, 2024

Closing Location:

Regional District of Central Kootenay
Box 590, 202 Lakeside Drive
Nelson, BC V1L 5R4

Closing Date and Time:

2:00 pm (PST), April 3, 2024

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- 1) Description of Services
- 2) Pricing Schedules
- 3) Equipment List
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- 5) List of Previous Experience (Contracts)
- 6) Schedule of Addenda
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- Appendix A – Site plan
- Appendix B – Contract

PART 1 – INVITATION & INSTRUCTIONS TO PROPONENTS

1 Invitation & Instructions to Proponents

The definitions set out in section 3.1 apply throughout this document except when expressly stipulated or the context otherwise clearly indicates.

1.1 Executive Summary

The Regional District of Central Kootenay (RDCK) is seeking an onsite Campground Host for the Pass Creek Regional Campground that sits in beautiful Pass Creek Regional Park (PCRP). Pass Creek Regional Park is a 36.1-hectare park located close to the Columbia River and close to the City of Castlegar. Pass Creek Campground is located at 1090 Parkside Road in Robson. PCRP facilities include a seasonal swimming pond, shelters, picnic areas, 30 camping sites, children's playground, ball field, playing field and nature trails.

The Pass Creek Regional Campground Host will be responsible for providing a safe, sanitary, socially acceptable, environmentally responsible, rustic public recreation area. The host will be required to provide personal onsite accommodation, collect camp fees on a daily basis and provide a monthly report on all collected fees to the RDCK. The host will be responsible for maintenance of the campground, the baseball field, the playing field and day use area.

The host will receive a fee for their services (the annual fee submitted as part of this proposal) and will have the ability to retain campground fees obtained through the collection of fees for overnight camping and any rental of day use shelters. In 2023, the revenue from camping and shelter rental fees exceed \$40,000. The host will also have an opportunity to sell firewood within the campground, for increased revenue, in 2023 firewood revenue amounted to \$1,200.

It is the intention of the RDCK to enter into a multi-year contract with the successful proponent to ensure quality and consistency of services.

The RDCK is seeking Proposals to supply the Services herein described on or before April 3, 2024.

1.2 Proposal Documents

It is the responsibility of the Proponent to ascertain that they have received a full set of Proposal documents. Upon submission of their Proposal, the Proponent shall be deemed conclusively to have been in full possession of a full set of Proposal Documents.

1.3 Intent to Submit

Proponents intending to submit a Proposal should provide an email notification to the RDCK Representative.

A Proponent who does not submit an Intent to Submit email may not be sent any amendments or addenda.

No Proponent who sends an Intent to Submit email is obligated to submit a Proposal.

1.4 Enquiries

All enquiries related to this Proposal are to be directed, **in writing**, to the following person who is hereby designated as the RDCK Representative:

Jenna Chapman
Administrative Coordinator – Community Services
Fax: 250-352-9300
Email: jchapman@rdck.bc.ca

Information about this RFP or any matter pertaining to the Services that is obtained from any source other than the RDCK Representative is not official and should not be relied upon. Enquiries that are directed to the RDCK Representative and responses will be recorded and **MAY** be distributed to all Proponents at the option of the RDCK.

1.5 Examination of Sites and Local Conditions

The Proponent must satisfy themselves as to the practicability of supplying the Services in accordance with the Contract, and shall be held to have satisfied themselves in every particular before submitting a Proposal, by inquiry and by inspection of the Site herein described.

If applicable, the Proponent should examine the Site surroundings and, before submitting a Proposal shall satisfy themselves as to the nature of the Site, the quantities and nature of the Services to be supplied and in general, shall obtain all relevant information as to risks, contingencies and other circumstances which may influence their Proposal.

Proponents should make their own arrangements to visit the Site indicated in Appendix A-Site Plan.

1.6 Proposal Closing Time and Location

Proposals will be accepted until the Closing Time at the Closing Location indicated on the cover page.

1.7 Proposal Submissions

A digital PDF format of the Proposal submission may be sent by e-mail to: jchapman@rdck.bc.ca

The RDCK email server has about a 10 mb file size limit. Proponents are to ensure that they have gotten a confirmation of receipt of email prior to the closing time. Larger submissions should be broken down into 2 or more emails or arrangements should be made ahead of time for file transfer by ftp.

Proponents wishing to send or deliver a Proposal submission in paper format to the RDCK must submit one (1) bound and one (1) unbound copy of the document in a SEALED envelope clearly labeled **“REQUEST FOR PROPOSALS – PASS CREEK REGIONAL PARK CAMPGROUND HOST”**.

The Proponent’s name and full mailing address must be clearly marked on the outside of the response envelope.

Submissions should be accompanied by a clear indication of the anticipated schedule for the supply of the Services along with any other supporting pertinent information.

Proposals will be received until the Closing Time at the Closing Location indicated on the cover page.

Each Schedule of the Proposal Form must be completed and signed by a person authorized to sign on behalf of the Proponent and authorized to bind the Proponent to any statements made in response to this RFP.

1. The Proponent’s name and full mailing address must be clearly marked on the outside of the response envelope.
2. The Proposal must include the Proposal Form.
3. The Proposal must include a complete itemized pricing schedule (Schedule 2-Pricing Schedules).
4. The Proposal must include a list of the equipment to be used, and in the event of a breakdown, the type of back-up equipment available (Schedule 3-Equipment List).
5. The Proposal must include a list of proposed Sub-Contractors, if any (Schedule 4-Proposed Sub-Contractors).
6. The Proposal must include a synopsis of all relevant experience. A list of references shall also be included with the Proposal (Schedule 5-List of Previous Experience).

1.8 Ownership of Proposal and Freedom of Information

All responses to this RFP become the property of the RDCK. By submitting a Proposal the Proponent agrees the RDCK has the right to copy the Proposal Documents. Proposals will be held in confidence by

the RDCK, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act. The requirement for confidentiality shall not apply to any Proposal that is incorporated into the Contract for the supply of the Services. Further, the RDCK may disclose all or part of any Proposal to the RDCK Board at a public meeting of the RDCK Board of Directors, when making a recommendation for the award of the Contract.

1.9 RDCK's Right to Accept or Reject Proposal

The lowest or any Proposal will not necessarily be accepted. The RDCK reserves the right in its absolute discretion to: accept the Proposal which it deems most advantageous and favourable in the interests of the RDCK; and waive informalities in, or reject any or all Proposals, in each case without giving any notice. In no event will the RDCK be responsible for the costs of preparation or submission of a Proposal.

If there is only one compliant Proposal received by the Closing Time, the RDCK reserves the right to accept the Proposal or cancel the Proposal process with no further consideration for the sole Proposal. This includes the right to cancel this RFP at any time prior to entering into the Contract with the Contractor. The RDCK reserves the right to cancel this RFP at any time before execution of the Contract without being obligated to any Proponent regardless of whether there is one or more compliant Proposals.

Proposals that contain qualifying conditions or otherwise fail to conform to these Instructions to Proponents may be disqualified or rejected by the RDCK in its absolute discretion. The RDCK may at its sole discretion reject or retain for consideration Proposals which are non-conforming including Proposals that do not conform because they do not contain the content or form required by these Instructions to Proponents or because they have not complied with the process for submission set out herein.

1.10 No Claim for Compensation

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Request for Proposals, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

1.11 Conflict of Interest

By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent has any financial or personal relationship or affiliation with any elected official or employee of the RDCK or their immediate families which might in any way be seen (in the RDCK's sole and unfettered discretion) to create a conflict.

1.12 Anti-Collusion, Fraud & Corruption

The Proponent shall not communicate to any person prior to the opening of Proposals (other than to the RDCK through the delivery of a Proposal in the prescribed manner) the amount of any Proposal, or at any

time adjust the amount of any Proposal by arrangement with any other persons, make any arrangement with any other person about whether or not they or that other person should or should not submit a Proposal or otherwise collude with any other person in any manner whatsoever in the Proposal process.

Any breach of this provision or non-compliance on the part of a Proponent shall, without affecting the Proponent's liability for such breach or non-compliance, result in the Proposal's disqualification.

1.13 Confidentiality

Confidential information about the RDCK obtained by Proponents must not be disclosed unless authorized to do so, in writing, by the RDCK. The Proponent agrees that their obligation of confidentiality will survive the termination of any Contract awarded under this Proposal process.

1.14 This Request for Proposals is not an Invitation to Tender

There is no obligation for Proponents to enter into a Contract and no Contract is created, intended, or implied by this RFP. Neither the issuance of the RFP nor the submission and receipt of a Proposal constitute a final or any contract between the RDCK and any Proponent. Neither the issuance of this RFP nor the receipt of a Proposal in any way binds the RDCK to proceed with any project, enter into a Contract or obtain any services from any Proponent. No contractual relationship of any kind exists between the RDCK and any Proponent. No contractual relationship of any kind exists between the RDCK and any Proponent unless and until a binding agreement has been executed between a Proponent and the RDCK. This RFP is not a tender.

All Proposals are irrevocable until such time as a Contract is executed by the RDCK and a Proponent. A Proponent wishing to revoke its Proposal must put a request in writing to the RDCK Representative. Any such written request must be signed by the same authorized signatory as in the Proponent's original Proposal.

If a Proposal is selected, it is anticipated that the RDCK will enter into negotiations with the Proponent for the execution of a Contract. It is anticipated that the Contract shall be on substantially the terms and conditions set out in this RFP and as set out in Appendix B; however, the RDCK reserves the right to enter into a Contract any terms and conditions it considers reasonable, including terms and conditions that are substantially different from the draft Contract attached.

If the RDCK and a Proponent are unable to successfully negotiate and execute a Contract, the RDCK may negotiate and enter into a Contract with any other Proponent.

1.15 Irregularities and Informalities

The RDCK reserves the right, at its sole discretion to waive irregularities and informalities in any Proposal and to seek clarification or additional information on any area of any Proposal when it is in the best interest of the RDCK to do so.

1.16 Discrepancies or Omissions

Proponents finding discrepancies or omissions in the Specifications or other documents or having any doubts on the meaning or intent of any part thereof should immediately request, in writing, clarification from the RDCK Representative who will send written instructions or explanations to all parties having a set of the Proposal Documents in accordance with section 1.4. Any work on a Proposal done by the Proponent after the discovery of discrepancies, errors or omissions, which the Proponent fails to seek clarification about, shall be done at the Proponent's risk.

1.17 Modification of Terms/Addenda

The RDCK reserves the right to modify the terms of this RFP at any time before or after the Closing Time in its sole discretion. Prior to the Closing Time, written Addenda are the only means of amending or clarifying any of the information contained in the information package. The RDCK may amend or clarify the information package by issuing an Addendum. No employee or agent of the RDCK is authorized to amend or clarify the content of the information package or any Addenda except by issuing an Addendum. The RDCK makes no guarantee as to the timely delivery of any Addendum. Addenda issued prior to closing of this Invitation to Proposal shall become a part of the Proposal Documents.

1.18 Liability for Errors

While the RDCK has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the RDCK, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

1.19 Basis of Contract Award

Proponents are hereby notified that the RDCK intends to negotiate and enter into the Contract for the supply of the Services based not only on the Proposal price, but the Proponent's experience and qualifications considered essential by the RDCK to provide the Services requested and any other criteria the RDCK considers relevant in its absolute discretion, including the following:

- ~~a) the qualifications and experience necessary for the satisfactory performance of the assignment;~~
- ~~b) the capacity of the Proponent to supply the Services promptly;~~
- ~~c) the performance of the Proponent on similar projects, record of compliance with all statutes, regulations, and bylaws affecting the Proponent's previous supply of Services;~~
- ~~d) a positive reference referral from previous experience;~~
- ~~e) lowest price to the RDCK of having the Services supplied in accordance with the Request for Proposals documents;~~

- ~~f) proposed rebate for commodity value to the RDCK, including comprehensiveness, transparency, ease of tracking price fluctuations, and ease of verifying Contractor's invoice information;~~
- ~~g) environmental attributes of a Proponent's Proposal;~~
- ~~h) conformity of the Proposal to the requirements set forth in the description of Services; and~~
- ~~i) conformance with the timing provided for in the Description of Services.~~
- ~~j) —~~

Evaluation Criteria and Weighted Scoring

<i>Item</i>	<i>Weight</i>
Proposed Annual Fee/Revenue:	30%
Qualifications and experience	30%
Conformity to the RFP	5%
5%	
Available relevant equipment	5%
References	20%
Value Added services	5%
Total	100%

The RDCK, when considering the award of the Contract, will take the above prerequisites and the Proposal schedules into consideration.

Proponents shall be competent and capable of supplying the Services. Proponents may be required to provide further evidence of previous experience and financial responsibility as outlined in Schedule 5-List of Previous Experience. A reference check on past experience may be performed.

Minimum Qualifications

1. The contractor must be available to commit to living on-site for full camping season.
2. The contractor must be in good health and physical condition in order to perform the duties required, some of which involve physical exertion.
3. First aid training and current certification at OFA Level 1, and CPR or higher or ability to obtain within two months of commencement of contract.
4. 5 years campground maintenance experience is preferred.
5. Ability to safely operate power equipment relating to campground.
6. Strong communication and interpersonal skills and the ability to work with others particularly volunteers.
7. Experience in working with the public and dealing with complaints.
8. Ability to work independently.
9. Ability to work irregular hours on a day to day basis.
10. A valid BC driver's license and access to a vehicle.

11. May be required to obtain a criminal record check.

The evaluation process will be conducted solely at the discretion of the RDCK. The RDCK may decide to utilize other criteria in the review of Proposals other than those set forth above; in particular, the price to supply the Services may not be the only or primary criterion that will be utilized by the RDCK. The RDCK reserves the right to make inquiries regarding any or all Proposals and to verify all information submitted by Proponents.

The RDCK reserves the right, at its discretion, to negotiate with any Proponent that the RDCK believes has the most advantageous Proposal or with any other Proponent or Proponents concurrently. In no event will the RDCK be required to offer any modified terms to any other Proponent prior to entering into the Contract with the successful Proponent, and the RDCK shall incur no liability to any other Proponent as a result of such negotiations or modifications.

Proponents are advised that, after receipt of Proposals and prior to award of Contract, Proponents may be required to provide the RDCK with additional information concerning the Proponent or their Proposal including, but not limited to, a further breakdown of relevant components of the proposed prices.

The RDCK reserves the right to reject any Proposals of a company that is, or whose principals are, at the time of submitting a Proposal, engaged in a lawsuit against the RDCK in relation to the supply of goods or services.

The RDCK reserves the right to reject any Proposals of a company that owes, or whose principals owe, monies to the RDCK at the time of submitting a Proposal.

1.20 Definition of Contract

This RFP should not be construed as an Agreement or Contract to purchase goods or services. The RDCK is not bound to enter into the Contract with the Proponent who submits the lowest priced Proposal or with any Proponent. The RDCK will be under no obligation to receive further information, whether written or oral, from a Proponent after the Proposal Closing Time.

Neither the acceptance of a Proposal nor the execution of the Contract will constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal enactments.

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent negotiation and full execution of a written agreement will constitute the Contract for the supply of the Services and no Proponent will acquire any legal or equitable rights or privileges relative to the supply of the Services until the occurrence of both such events.

1.21 Powers Preserved

Except as expressly set out in this Agreement, nothing in this Request for Proposals shall prejudice or affect the rights and powers of the RDCK in the exercise of its powers, duties or functions under the *Community Charter* or the *Local Government Act* or any of its bylaws, all of which may be fully and effectively exercised as if this Agreement had not been executed and delivered.

1.22 Form of Contract

Upon selection of a Proposal, it is anticipated that the RDCK and the successful Proponent will enter into negotiations for the execution of a Contract and it is anticipated that the Contract shall be substantially on the terms set out in this RFP including the documents listed below:

- Notice to Proceed
- Contract Agreement
- Part 2 – Description of the Services
- Part 3 - General Contract Conditions
- Part 4 - Payment Clauses
- Part 5 - Contract Form
- Schedule 1 – Description of Services
- Schedule 2 – Pricing Schedules
- Schedule 3 – Equipment List
- Schedule 4 – Proposed Sub-Contractors
- Schedule 5 – List of Previous Experience (Contracts)
- Schedule 6 – Schedule of Addenda
- Schedule 7 – Environmental Attributes
- Certificates of Insurance
- WorkSafe BC Clearance Letter

The RDCK reserves the right to enter into a Contract any terms and conditions it considers reasonable with any Proponent, including terms and conditions that are substantially different from the draft Contract attached.

The Proponent agrees that, should it enter into a Contract with the RDCK, it will provide to the RDCK the necessary Insurance Policies and WorkSafe BC Clearance Letter within fifteen (15) days of the date of the Notice of Acceptance.

PART 2 – DESCRIPTION OF SERVICES

2 Description of the Services

It is anticipated that this Part shall be read with and shall form part of the Contract to be executed by the parties.

2.1 Services Required

The Services to be supplied to the RDCK consist of the following: *campsite host, parks facility maintenance, general security, collection of fees*. A detailed description of the Services and relevant Specifications is set out in Schedule 1.

In addition to Schedule 1, the following information should be considered when determining service provision required:

RDCK Responsibilities

1. The District shall supervise the Contractor on a regular basis to ensure the Park is operating at a standard that is safe and clean for all users.
2. The District will provide electrical services, potable water services, and all costs associated with that service.
3. The District shall approve annually the campsite and other related fees charged to customers with such fees to be retained by the Contractor as the Contractor' revenue.
4. The District will provide promotional material as it deems necessary to advertise the facility.
5. The District will provide storage area for equipment, tools and garbage collection and will purchase fertilizer for field treatment.
6. Toilet pumping
7. Hazard tree assessment and abatement
8. Replacement infrastructure as required, which will include toilets, tables, signs, fire rings, and site and trail improvements
9. Fee schedule and receipt books
10. Organization and payment of dumpster
11. ~~Any other equipment decided upon by the RDCK~~

2.2 Personnel

The Contractor shall, at all times during the term of the Contract, employ a Supervisor charged with the responsibility of supervising the operations of the Contractor. The Supervisor shall represent the Contractor for the supply of the Services, and directions given to him by the RDCK shall be held to have been given to the Contractor. Contact information for the Supervisor shall be given to the RDCK, and the Supervisor shall respond promptly to all requests by the RDCK.

The Contractor shall employ properly qualified and trained equipment operators, labourers and supervisory staff to supply the Services. The Contractor acknowledges that its employees, agents and Sub-Contractors may come into contact with the public in the execution of the Contract and that it is of primary importance to the RDCK that excellent relations with the public be maintained. All personnel performing work under the Contract shall conduct themselves in a courteous and polite manner towards the public. All Contractor personnel shall wear reflective safety vests and approved safety footwear (or a garment with similar reflective qualities) at all times while performing work under the Contract.

All Contractor personnel shall respond appropriately to environmental management issues that arise during performance of their duties in respect of the supply of the Services (responding to spills, managing found hazardous materials, etc.).

2.3 Contractor's Control of Supply of Services

The Contractor shall have complete control in respect of the supply of the Services and shall effectively direct and supervise the supply of the Services using its best skill and attention. The Contractor shall be solely responsible for all means, methods, techniques, sequences and procedures required for the supply of the Services and for coordinating all parts of the supply of the Services under the Contract.

The Contractor shall carefully examine the Contract Documents and shall promptly report to the RDCK Representative any error, inconsistency or omission they may discover. Although the RDCK may agree to special methods of supplying the Services, the Contractor will not be relieved of their responsibility for the result. The RDCK's agreement with such special methods shall not constitute ground for claims for the Contractor for any additional payment, nor for relief of their responsibility for the methods used.

2.4 Contractor's Responsibilities

All equipment, labour, materials and associated costs for the supply of the Services will be the responsibility of the Contractor. The Contractor shall have the required expertise to supply the Services in a competent manner. The Contractor's responsibilities shall include, but not be limited to the following:

- a. The Contractor shall safeguard workers by ensuring clean, functional clothing, protective gloves and footwear, in accordance with Worker's Compensation Board regulations, is worn during the performance of the Contract.

- b. The Contractor shall present a positive image to residents by using clean, attractively painted, well maintained vehicles. The Contractor's vehicles shall be maintained in a clean, functional and operational condition with reference to relevant health or sanitary regulations.
 - c. The Contractor shall prominently display their name, telephone number and vehicle identification number on each vehicle to be used in the performance of the Contract.
- In addition to 2.4 (a-c) all additional responsibilities pertaining to the Pass Creek Regional Park Campground Host can found on Schedule 1 – Description of Services.

PART 3 – GENERAL CONTRACT CONDITIONS

3 General Conditions of Contract

It is anticipated that this Part shall be read with and shall form part of the Contract to be executed by the parties.

3.1 Definition of Terms

The following words and terms, unless the context dictates otherwise, shall have the following meanings. Words having a singular number include the plural and vice versa. References to the male gender refer to the female gender as well when appropriate.

“Addenda” or “Addendum” means any addenda or addendum to this RFP pursuant to section 1.17.

**“Agreement”
or “Contract”** means the written Agreement resulting from this RFP to be executed by the RDCK and the successful Proponent as Contractor as described in section 1.22 and substantially on the terms set out in this RFP and Appendix B, provided that the RDCK reserves the right to enter into a Contract any terms and conditions it considers reasonable, including terms and conditions that are substantially different from the draft Contract attached.

“Closing Location” means the location described in section 1.6 of these Instructions to Proponents.

“Closing Time” means the Closing date and time described in section 1.6 of these Instructions to Proponents.

“Contract Documents” means the Contract, the Contractor’s Proposal Documents, the Request for Proposals documents and such other documents as listed in the Contract, including all amendments and addenda agreed to between the parties.

“Contract Price” means the price to be paid by the RDCK for the supply of Services under the Contract.

“Contractor” means the successful Proponent who may be an individual, partnership, corporation or combination thereof, including joint venture, who or which executes the resulting Contract.

“Force Majeure”	shall mean any event or circumstance, excluding lack of funds and labour disruptions, not within the reasonable control of the party claiming the Force Majeure, which prevents or delays that party from meeting an obligation hereunder, and which that party has not been able to overcome by the exercise of due diligence, and including: (a) acts of God, including wind, ice and other storms, lightning, floods, earthquakes, volcanic eruptions and landslides; (b) epidemics, war (whether or not declared), blockades, acts of public enemies, acts of sabotage or terrorism, civil insurrections, riots and civil disobedience; (c) explosion or fire;
“G.S.T”	means the Good and Services Tax administered under the <i>Excise Tax Act</i> (Canada) and any successor tax or levy in force from time to time.
“Instructions to Proponents”	means all instructions, requirements, terms and conditions of this RFP and any addenda thereto.
“Intent to Submit”	means the email notification to the RDCK described in section 1.3 of this RFP.
“Irrevocable Commercial Letter of Credit”	means the Irrevocable Commercial Letter of Credit described in section 3.26.
“Notice of Acceptance”	means the notice provided by the RDCK to a Proponent that its Proposal has been selected as the preferred Proposal for the provision of the Services under this Request for Proposals.
“Notice to Proceed”	means the notice described in section 3.10.
“P.S.T”	means British Columbia Provincial Sales Tax and any successor tax or levy in force from time to time, including but not limited to the Services and Services Tax.
“Proponent”	means the individual, partnership, corporation or combination thereof, including joint ventures, who or which sign the Proposal submission.
“Proposal”	means the Proponent’s submission.
“RDCK”, “Regional District”	means the Regional District of Central Kootenay, a corporation under the <i>Local Government Act</i> having its offices and postal address at Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4.

“RDCK Representative”	means the person designated in section 1.4 of this RFP.
“Requirements”	means all of the requirements set out in the Request for Proposals and Instructions to Proponents, Description of Services, General Contract Conditions, Payment Clauses and elsewhere in the Agreement that describes the requirements for the supply of the Services.
“RFP”	means this Request for Proposals.
“Services”	means all goods or services to be supplied under this RFP and all else necessary for the execution, completion and fulfillment of the Requirements and as described in section 2.1 of this RFP.
“Site”	means, if applicable, the place where the Services are to be supplied or utilized by the RDCK, namely Pass Creek Regional Park, as shown in Appendix A
“Specifications”	means the requirements for and technical descriptions of the Services as detailed in Schedule 1.
“Sub-Contractor”	means any sub-contractor of the Proponent, including those Sub-Contractors listed in Schedule 4.
“Supervisor”	means the supervisor employed by the Contractor pursuant to section 2.2.

3.2 Period of Contract

It is anticipated that the Contract to be awarded as a result of this RFP shall commence on April 15th 2024.

It is anticipated that the aforesaid Contract shall terminate on April 15th 2027, with the option of a 2 year extension if agreed upon by both the contractor and the RDCK

3.3 Assignment

The Contractor shall not sublet, sell, transfer, assign, or otherwise dispose of the Contract, any portion thereof, or their right, title, or interest therein, or their obligations there under without written consent of the RDCK which consent may be withheld unreasonably, except for an assignment to a bank of the payments to be received by the Contractor from the RDCK.

3.4 Insurance

Any Contract resulting from this RFP will require that the Contractor, without limiting its obligations or liabilities and at its own expense, provide **and maintain throughout the Contract term**, the following insurances and such other insurance coverage as the RDCK may reasonably require with insurers licensed in the Province of British Columbia in forms acceptable to the RDCK. All required insurance shall be endorsed to show the RDCK as an additional insured and provide the RDCK with 30 days' advance written notice of cancellation or material change. The Contractor will provide the RDCK with evidence of the required insurance, in the form acceptable to the RDCK, immediately following execution and delivery of the Contract.

1. Comprehensive General Liability in an amount not less than \$5,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The RDCK is to be added as an additional insured.
2. Automobile Liability on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than \$2,000,000.

The Contractor shall provide proof of insurance coverage, showing the RDCK as an additional insured, on each anniversary date of the Contract.

3.5 Indemnity

The Contractor shall indemnify and save harmless, the RDCK, from and against any and all losses and all claims, demands, payments, losses, costs, damages suits, actions, recoveries, and judgments brought or recovered against them and/or the RDCK by reason of this Request for Proposals or any act or omission of the Contractor, its Sub-Contractors, agents, or employees, in the supply or provision of the Services and otherwise in the performance of or failure to perform the Contract, which shall include protecting the Services and protecting the public from hazards arising out of the supply of the Services.

The obligation of the Contractor under this Section shall apply only to the extent that losses, claims, demands, payments, costs, damages suits, actions, recoveries, and judgment claims do not arise solely out of a negligent act or omission of the RDCK, other Contractors or Representatives of the RDCK, as duly appointed by the RDCK.

3.6 Compliance with *Workers Compensation Act*

The Contractor shall ensure compliance, on their part and on the part of all of their Sub-Contractors, with the *Workers Compensation Act* and the Occupational Health and Safety Regulations thereunder.

Prior to supplying any of the Services in the Contract, the Contractor must provide the RDCK with the Contractor's WorkSafe BC number, and must pay and keep current during the term of the Contract, all assessments required by WorkSafe BC in relation to the supply of the Services or the Contract Price. In any case where pursuant to the provisions of the *Workers Compensation Act*, an order is given to the Contractor, or one of their Sub-Contractors in respect to their operations under the Contract to cease operations because of failure to install or adopt safety devices or appliances or methods as directed, or required by the *Workers Compensation Act* or Regulations there under, or because conditions of

immediate danger exist that would be likely to result in injury to any person, and the Contractor is not available or capable of removing the danger to life or equipment resultant from the Contractor's operations then the RDCK may issue a Written Notice to the Contractor and may immediately arrange for the removal of this danger and the Contractor shall be liable for the costs of such arrangements, but such act by the RDCK shall not relieve the Contractor of responsibility for injury, loss of life, or damage which may occur in that situation.

In the event that the Contractor refuses or fails to comply with an order under the *Workers Compensation Act* or Regulations thereunder, so that the supply of the Services is stopped, the RDCK may, upon written notice, terminate the Contract and proceed in accordance with Section 3.12-RDCK's Right to Terminate the Contract.

The Contractor shall, during the term of the Contract, maintain Workers Compensation Insurance in order to fully protect both its employees and the RDCK as may be required by law during the term of the Contract and shall on each anniversary date of the Contract, provide the RDCK with proof of payment of claims in good standing with WorkSafe BC by way of a WorkSafe BC Clearance Letter.

3.7 Health and Safety

The Contractor shall be solely and completely responsible for ensuring safety of all persons and property during the supply of the Services. This requirement shall apply during the Contract period and not be limited to normal working hours.

The Contractor shall be liable for any and all injury or damage which may occur to persons or to property due to any act, omission, neglect or default of the Contractor, or of their employees, workmen or agents.

The Contractor shall satisfy the Manager that a safety program has been developed in accordance with the Occupational Health and Safety Regulations, and Safe Work Practices and Procedures of WorkSafe BC and shall incorporate all of the RDCK's operating requirements and restrictions.

The Contractor shall assign an individual responsible and authorized to supervise and enforce compliance with all safety regulations required in the supply of the Services.

3.8 Intent of Contract Documents

The intent of the Contract Documents is that the Contractor shall provide all materials, supervision, labour, equipment and all else necessary for or incidental to the proper supply of the Services described in the Specifications and all incidental work to supply the Services. This is not an Agreement of employment. The Contractor is an independent Contractor and nothing herein shall be construed to create a partnership, joint venture or agency and neither party shall be responsible for the debts or obligations of the other.

3.9 RDCK Representative's Authority

The RDCK Representative will observe the supply of the Services in progress on behalf of the RDCK. The RDCK Representative will have the authority to stop the supply of the Services whenever such stoppage may be necessary, in their opinion, to ensure the proper supply of the Services in accordance with the provisions of the Contract.

3.10 Notice to Proceed

Following the execution of the Contract by the Contractor and the provisions of the required Irrevocable Commercial Letter of Credit and insurance policies, a written Notice to Proceed with the supply of the Services will be given to the Contractor by the RDCK. The Contractor shall supply the Services at the time specified in the Contract or, if applicable, begin supplying the Services on the first day of the Term and shall proceed with the supply of the Services regularly and without interruption thereafter throughout the Term, unless otherwise directed in writing by the Manager or RDCK.

3.11 RDCK's Right to Obtain Services from Other Suppliers

If the Contractor should refuse or fail to supply adequate workmanship, products, or machinery and equipment for the scheduled supply of the Services, or neglects to supply the Services properly, or fails to perform any of the provisions of the Contract, then the RDCK, without prejudice to any of its other rights under the Contract, may notify the Contractor in writing, that the Contractor is in default of their contractual obligations, and instruct him to correct the default within forty-eight (48) hours.

If the correction of the default cannot be completed within forty-eight (48) hours as specified, the Contractor shall be considered to be in compliance with the RDCK's instruction if it commences the correction of the default within the specified time, and in addition provides the RDCK with a schedule that is acceptable to the RDCK in its sole discretion for such correction and completes the corrections in accordance with such schedule.

If the Contractor fails to comply with the provisions of this section the RDCK may, without prejudice to any other right or remedy they may have, obtain the supply of Services from another supplier and may deduct the cost thereof from the payment then or thereafter due the Contractor, or may without notice to the Contractor deduct the cost from the amount secured under the Irrevocable Commercial Letter of Credit.

3.12 RDCK's Right to Terminate the Contract

If the Contractor should:

- a) be adjudged bankrupt, or make a general assignment for the benefit of creditors, or if a receiver is appointed on account of their insolvency, or
- b) fail to make sufficient payments due to their Sub-Contractors, or suppliers, or
- c) disregard laws or regulations that apply to the supply of the Services, or the RDCK's instructions, or

- d) abandon the supply of the Services, or
- e) otherwise violate the conditions of the Contract, the RDCK shall, by written notice, instruct the Contractor to correct the default within forty-eight (48) hours.

If the default is not corrected within forty-eight (48) hours, then the RDCK may, without prejudice to any other right or remedy they may have, terminate the Contract. If notice has been given to the Contractor under section 3.11-RDCK's Right to Obtain Services from Other Suppliers, then a further notice and time to correct the default is not required and that in addition to correcting the default RDCK may without further notice proceed to terminate the Contract.

If the RDCK terminates the Contract under the conditions set out above, the RDCK shall be entitled to:

- a) obtain the supply of the Services by whatever method is deemed expedient but without undue delay or expense;
- b) withhold any further payments to the Contractor until the supply of the Services is finished;
- c) upon completion of the supply of the Services, determine the full cost of obtaining the supply of the Services including compensation to the RDCK for this additional service and a reasonable allowance to cover the costs of any corrections required under the guarantee, and charge the Contractor the amount by which the full cost exceeds the unpaid balance of the Contract Price; or if such cost of obtaining the supply of the Services is less than the unpaid balance of the Contract Price, pay the Contractor the difference; or if such cost of finishing the supply of the Services is greater than the unpaid balance deduct the difference from the Irrevocable Commercial Letter of Credit.

It is also understood and agreed by and between the parties to the Contract, that in the event of a strike or lockout of the employees of the RDCK taking place during the term of the Contract, during which the supply of the Services may be interrupted or blocked, that the provisions of the Contract requiring payment by the RDCK to the Contractor shall be renegotiated on the basis of the Contractor's actual proven costs for the period.

It is also understood and agreed by and between the parties to the Contract, that in the event of a strike or lockout of the employees of the Contractor taking place during the term of the Contract, during which the supply of the Services may be interrupted or blocked, that the RDCK shall at its option and without penalty or further payment to the Contractor, have the right to unilaterally terminate the Contract, and to remove the Contractor, their employees and equipment from the Site.

3.13 Contractor's Right to Stop Supply of Services or Terminate the Contract

If the supply of the Services should be stopped or otherwise delayed for a period of ninety (90) days or more under an order of any court, or other public authority, and provided that such order was not issued as the result of any act or fault of the Contractor or of anyone directly or indirectly employed by him, the Contractor may, without prejudice to any other right or remedy they may have, by giving the RDCK written notice, hold the RDCK in default.

The Contractor may notify the RDCK in writing that the RDCK is in default of its contractual obligations if the RDCK, subject to requirements of these Contract General Conditions fails to pay to the Contractor when due, any amount due and owing to the Contractor under the Contract. Such written notice shall advise the RDCK that if such default is not corrected within thirty (30) calendar days from the receipt of the written notice the Contractor may, without prejudice to any other right or remedy it may have, stop the supply of the Services and terminate the Contract.

If the Contractor terminates the Contract under the conditions set out above, they shall be paid for all Services supplied and for any loss sustained upon products and construction machinery and equipment, with reasonable profit up to the time that the Contract is terminated. If the Contractor terminates the Contract this is their sole remedy and the RDCK will not be liable for any additional costs or for any loss of profit following termination.

3.14 Sub-Contractors

The Contractor agrees to preserve and protect the rights of the RDCK with respect to any supply of Services or work performed under the Contract and shall:

- a) enter into Contracts or written Agreements with the Sub-Contractors requiring them to supply Services and perform work in accordance with and subject to the terms and conditions of the Contract Documents; and
- b) be as fully responsible to the RDCK for acts and omissions of the Sub-Contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

The Contractor therefore shall incorporate all terms and conditions of the Contract General Conditions into all Sub-Contract Agreements they enter into with their Sub-Contractors, insofar as they are applicable.

The Contractor agrees to employ only those Sub-Contractors proposed by him in writing in Schedule 4-Proposed Sub-Contractors, and accepted by the RDCK for such portions of the supply of the Services as may be designated.

The RDCK may, for reasonable cause, object to the use of a proposed Sub-Contractor and require the Contractor to employ another that is acceptable to the RDCK. Under these circumstances, the RDCK will advise the Contractor, in writing, of its objection to a Sub-Contractor. The Contractor shall provide the names of alternate Sub-Contractors for that part of the supply of the Services, each of whom must be acceptable to the RDCK. The Contractor and the RDCK will then agree as to which new Sub-Contractor shall be used.

Nothing contained in the Contract General Conditions shall create any contractual obligation between any Sub-Contractor and the RDCK.

Sub-Contractors shall not further sub-contract any portion of the supply of the Services that is the subject of their sub-contract without prior written approval of the RDCK, which may not be withheld unreasonably.

3.15 Private Land

If applicable, it shall be the Contractor's responsibility to ascertain the boundaries within which the supply of Services must be confined. The Contractor shall not enter upon lands other than those provided by the RDCK for any purpose without obtaining prior written permission of the land-owners and occupiers. A copy of the written permission is to be provided to the RDCK prior to entry upon private lands.

The Contractor shall not enter upon lands owned by others on which the RDCK has easements or rights-of-entry without having received the prior written authorization of the RDCK for such entry. It shall be the Contractor's responsibility to ascertain from the RDCK the conditions on which easements of rights-of-entry have been granted on private lands and to abide by these conditions throughout.

3.16 Dispute Resolution

All claims, disputes or issues in dispute between the RDCK and the Contractor shall be decided by mediation or arbitration if the parties agree, or failing agreement, in a court of competent jurisdiction within the Province of British Columbia. All procedures for the resolution of disputes arising in relation to the Contract shall be governed by the laws of British Columbia, Canada.

In the event that the parties agree to arbitration, the arbitration shall be governed by the rules of the British Columbia International Arbitration Centre, except that the Arbitrator(s) shall be agreed upon by the parties, and failing agreement by the parties, shall be appointed by a court of competent jurisdiction within the Province of British Columbia, Canada.

Arbitration will take place in the Southern Interior of British Columbia and be governed by the laws of the Province of British Columbia, Canada.

3.17 Taxes and Duties

The Contractor shall pay all government sales taxes, customs duties and excise taxes with respect to the Contract including but not limited to any GST or PST. The Contractor is required to identify any applicable tax separately on all invoices and the RDCK is liable to pay this amount to the Contractor. Where an exemption of government sales taxes, custom duties or excise taxes is applicable to the Contract by way of the Contractor filing claims for, or cooperating fully with the RDCK and the proper authorities in seeking to obtain such refunds, the procedure shall be established in a Supplementary Condition.

3.18 Staff Resources and Management

The Contractor shall, at all times during the term of the Contract, have a Supervisor charged with the responsibility of supervising the operations of the Contractor and shall maintain a local office at all times and a telephone staffed during all working hours throughout the duration of the Contract.

The Contractor shall employ properly qualified and trained equipment operators, labourers and supervisory staff for the operation of the Contract and shall make available a sufficient number of staff to complete the supply of the Services. Failure or delay in the performance of the Contract due to the Contractor's inability to obtain personnel of the number and skill required shall constitute a default of the Contract.

The Contractor shall ensure that no person will be discriminated against because of race, colour, sex, age, religion or origin. Wages and hours of labour employed shall be in accordance with all applicable federal, provincial and municipal enactments. The Contractor shall, at all times, enforce discipline and good order among their employees, and shall not employ on the Site any unfit person or anyone not skilled in the work assigned to them. Any persons employed on the Site, who become intoxicated, intemperate, disorderly, incompetent or willfully negligent, shall, at the written request of the RDCK Representative, be removed from the Site and shall not be employed again in any portion of the supply of the Services without the approval of the RDCK Representative.

3.19 Right to Audit

Upon reasonable notice the Contractor and/or any Sub-Contractors shall provide the RDCK and its internal auditors, external auditors, its regulators and such other entities/persons as the RDCK may designate, with unrestricted access at reasonable times to the data and records relating to the supply of the Services, including but not limited to the Contractor's marketing and sale of the recyclable material, the amounts charged to the RDCK by the Contractor, and the amounts of any commodity value rebates that are payable. Such access will be provided in order to verify the accuracy of charges and invoices for the Services supplied.

3.20 Change in the Services

The RDCK, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Services. The Contractor shall proceed with the supply of the Services as changed and the Services shall be supplied under the provisions of the Contract. No changes shall be undertaken by the Contractor, without written order from the RDCK, except in an emergency endangering life or property, and no claims for additional compensation shall be valid unless the change in writing was so ordered.

If such changes affect the requirements of the Contract, they will be so specified at the time of ordering the changes. The value of the addition or deduction from the Contract Price, and the method of determining such value, shall be by unit prices or combinations of unit prices as specified in Schedule 2- Pricing Schedules, or use one of more of the following methods in deciding such value:

- a) by unit prices submitted in the Proposal
- b) by unit prices submitted by the Contractor and accepted by the RDCK

- c) by lump sum on the Contractor's estimate and accepted by the RDCK
- d) on a force account basis as specified hereinafter.

3.21 Contract Performance Reviews

From time to time as deemed necessary, the Manager may request that the Contractor participate in a Contract performance review. Documented performance arising from such reviews may be used as basis for alteration of the description of Services or suspension/termination of the Contract.

3.22 Rights of Waiver

A waiver of any breach of or provision of the Contract will not constitute or operate as a waiver or any other breach of any other provision, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

3.23 Duty of Care

The Contractor acknowledges that the RDCK, in the preparation of the Contract documents, provision of oral or written information to Proponents, review of Proposals or the carrying out of the RDCK's responsibilities under the Contract, does not owe a duty of care to the Contractor and the Contractor waives for itself and its successors, and waives the right to sue the RDCK in tort for any loss, including economic loss, damage, cost or expense arising from or connected with any error, omission or misrepresentation occurring in the preparation of the Contract documents, provision of oral or written information to Proponents, review of Proposals or the carrying out of the RDCK's responsibilities under the Contract.

3.24 Severability

All sections of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more sections herein are void the validity of the remaining paragraphs hereof will not be affected.

3.25 Compliance with Permits, Laws and Regulations

The laws and regulations of the place where the Services are supplied shall govern.

The Contractor shall give all required notices and comply with all laws, ordinances, regulations, codes and orders of all authorities having jurisdiction relating to the supply of the Services, to preservation of public health, and to construction safety. If the Contractor observes anything in the Contract Documents to be at variance with the foregoing, they shall promptly notify the RDCK, in writing, and await the RDCK instructions. If the Contractor supplies any Services or performs any work, knowing it to be contrary to such laws, ordinances, regulations, codes or orders, and without giving notice requesting instructions from the RDCK, they shall bear all costs arising there from.

The Contractor shall, at their own expense, procure all permits, licenses and certificates required by law for the supply of the Services.

The Contractor will give all notices and obtain all the licenses and permits required to supply the Services. The Contractor will comply with all laws applicable to the supply of the Services and performance of the Contract.

Any Contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

3.26 Security for Supply of Services

Unless otherwise agreed in writing by the RDCK may, in its absolute discretion, the Contractor shall provide to the RDCK security for the performance of its obligations under the Contract in the form of an Irrevocable Commercial Letter of Credit in the amount of *% of the Contract Price detailed in Schedule 2 of this RFP, which security shall be issued by a financial institution within the RDCK that is acceptable to the RDCK in its absolute discretion and in form and substance approved by the RDCK.

3.27 Force Majeure

In the event that either party is rendered wholly or partly unable to perform its obligations hereunder as a result of an event of Force Majeure, then subject to the RDCK's right of termination under section 3.12- RDCK's Right to Terminate, the Contract, that party will be excused from whatever performance is affected by the event of Force Majeure, to the extent so affected, provided that:

- a) the non-performing party promptly after the occurrence of the event of Force Majeure gives the other party notice describing the particulars of the occurrence;
- b) the suspension of performance is of no greater scope and of no longer duration than is required by the event of Force Majeure;
- c) the non-performing party uses reasonable commercial efforts to remedy its inability to perform; and
- d) when the non-performing party is able to resume performance of its obligations hereunder, that party will give the other party written notice thereof.

PART 4 – PAYMENT CLAUSES

4 Payment Clauses

This Part shall be read with and shall form part of the Contract.

4.1 Payment for Services

This Part sets out the method of measurement and payment to compensate the Contractor for the supply of the Services.

Payment will be made by the RDCK to the Contractor within thirty (30) days of submission by the Contractor of complete service detail for the Services supplied in the previous month during the term of the Contract.

4.2 Goods and Services Tax

The Contractor shall identify the GST as separate line item on all invoices.

4.3 Payment Withheld or Deducted

The RDCK may withhold payment on any Progress Payment as may be necessary or prudent to protect itself from loss on account of:

- a) the Contractor is not making satisfactory progress with the supply of the Services;
- b) defective Services which are not remedied;
- c) if applicable, there are claims of lien, or liens (or a lien) filed against any premises of which the Services are supplied or being supplied, or reasonable evidence of the probable filing of such claims of lien or of filing or registration of liens (or a lien) as a result of the failure of the Contractor to make payment properly to Sub-Contractors or for materials, labour, or otherwise;
- d) damages caused to another party by the Contractor;
- e) any other evidence of loss or danger of loss on the part of the RDCK, resulting from of the Contractor's operations.
- f) the RDCK has corrected deficiencies under section 3.11-RDCK's Right to obtain Services from other suppliers.

4.4 Monies Due to the RDCK

The Contractor's payment for any commodity value to the RDCK, if any is required by the Contract, will be provided to the RDCK monthly.

All monies payable to the RDCK by the Contractor under any stipulation herein or as provided in section 3.11-RDCK's Right to obtain Services from other suppliers, or section 4.5-Liquidated Damages, may be

retained by the RDCK out of any monies due, or which may become due, from the RDCK to the Contractor under this or any other Contract with the RDCK, or the RDCK may demand payment to the RDCK by the Contractor, or the RDCK may deduct monies from the Irrevocable Commercial Letter of Credit. The RDCK shall have full authority to withhold any amount or estimated amount, if circumstances arise which may indicate the advisability of so doing, though the final sum to be retained may be unascertained.

The RDCK may also, at its discretion, calculate into the monies due to the RDCK, the RDCK's staff time plus a 10% overhead in any event where the RDCK has had to correct deficiencies as per section 3.11-RDCK's Right to obtain Services from other suppliers.

4.5 Liquidated Damages

In case the Contractor fails to commence or complete the supply of the Services in accordance with the Contract, and to the satisfaction of the Manager, within the time or times specified, the Contractor shall pay to the RDCK a sum of the annual Contract Price divided by 365 for each and every day that the Services have not been supplied after the times specified; which sum or sums, in view of the difficulty of ascertaining the losses which the RDCK will suffer by reason of delay in the supply of Services, is hereby agreed upon and fixed as a reasonable measure of the RDCK's costs and determined by the parties hereto as the liquidated damages that the RDCK will suffer by reason of said delay and default, and not as a penalty. The RDCK may deduct and retain the amounts of such liquidated damages as per section 4.4-Monies Due to the RDCK.

4.6 Negotiations During Contract Term

If the RDCK requires changes to the supply of the Services, negotiations for payment to the Contractor for Services not specified herein shall be based on a comparison of similar Services that are specified herein, and as specifically measured by the increase or decrease in process time required, manpower, equipment, etc., each of which will be specifically identified, fully itemized, and at the discretion of the Manager, justified. If similar comparison is not practical, then the item will be specifically negotiated, based on time required, manpower, equipment, etc., each of which will be specifically identified and fully itemized.

PROPOSAL FORM



REQUEST FOR PROPOSALS

PASS CREEK REGIONAL PARK CAMPGROUND HOST

CLOSING DATE & TIME: 2:00 PM, April 03, 2024

COMPANY NAME: _____

ADDRESS: _____

CITY/POSTAL CODE: _____

EMAIL: _____

DATED: _____

TO: Regional District of Central Kootenay
Box 590, 202 Lakeside Drive
Nelson, BC V1L 5R4

The Proponent has carefully examined the Site where the Services will be supplied or used and the Contract Documents for the Pass Creek Regional Park Campground Host.

The undersigned Proponent understands the conditions under which the Services are to be supplied and offers to provide all necessary labour, machinery, tools, equipment, apparatus and other means of construction and do all work and furnish all materials called for by the Contract Documents in the manner prescribed herein and in accordance with the Regional District's requirements, for the rates Proposed in Schedule 2-Pricing Schedules and in accordance with the other Schedules of this Proposal.

The immediately following schedules, entitled Schedules 1 to 7, shall be read with and form part of this Proposal as if embodied herein. The Proposal includes all addenda numbers [#] to [#] inclusive.

The Proponent understands and agrees that:

- a) the proposed rates specified in Schedule 2-Pricing Schedules include all taxes, duties and all other additional charges on any materials, equipment and labour, except the GST which shall be charged separately;
- b) payment will be made only for the supply of Services specified in the Contract. Payment will be made according to the rates proposed in Schedule 2-Pricing Schedules;
- c) The lowest or any Proposal will not necessarily be accepted. The RDCK reserves the right in its absolute discretion to: accept the Proposal which it deems most advantageous and favorable in the interests of the RDCK; and waive informalities in, or reject any or all Proposals, in each case without giving any notice. In no event will the RDCK be responsible for the costs of preparation or submission of a Proposal;

If there is only one compliant Proposal received by the Closing Time, the RDCK reserves the right to accept the Proposal or cancel the Proposal process with no further consideration for the sole Proposal. This includes the right to cancel this RFP at any time prior to entering into the Contract with the Contractor. The RDCK reserves the right to cancel at any time before award of the Contract without being obliged to any Proponent – not just where there is only one compliant Proposal; and

- d) The RDCK reserves the right, at its sole discretion to waive irregularities and informalities in any Proposal and to seek clarification or additional information on any area of any Proposal when it is in the best interest of the RDCK to do so. The RDCK, however, may at its sole discretion reject or retain for consideration Proposals which are non-conforming because they do not contain the content or form required by these Instructions to Proponents or because they have not complied with the process for submission set out herein.

The Proponent agrees as follows:

- a) If the undersigned is notified in writing of the acceptance of their Proposal, it agrees that it will enter into negotiations with the RDCK within fifteen (15) days of the date of the Notice of Acceptance for a Contract;
- b) Guarantees completion of the Contract in accordance with the Contract Documents;
- c) Within fifteen (15) days from the date of the Notice of Acceptance of this Proposal, to furnish to the RDCK, the specified insurance and WorkSafe BC clearance letter for the performance of the Contract;
- d) To begin supply of the Services on the date specified in the Notice to Proceed;
- e) Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim; and

- f) The RDCK reserves the right, at its discretion, to negotiate with any Proponent that the RDCK believes has the most advantageous Proposal or with any other Proponent or Proponents concurrently. In no event will the RDCK be required to offer any modified terms to any other Proponent prior to entering into the Contract with the successful Proponent, and the RDCK shall incur no liability to any other Proponent as a result of such negotiations or modifications.

Signature of Proponent

Authorization

I/we hereby certify that the prices and dates and other information contained in this Proposal are correct, and that the signatures below are those of duly authorized officers of our company having the power necessary to make such a Proposal.

It is hereby agreed that once the Proposals for the Contract have been opened, this Proposal and the offer constituted thereby shall not be revoked before EITHER acceptance thereof by the Regional District OR the expiration of ninety (90) calendar days after the opening of Proposals for the Contract, whichever shall first occur.

SIGNED, SEALED AND DELIVERED by:

Name of Proponent (Company)

In the presence of:

Name (printed)

Witness Name (printed)

Authorized Signature

Witness Signature

Address (printed)

Address (printed)

Address (printed)

Address (printed)

Telephone

Fax

Telephone

Fax

DATED at _____ this _____ day of _____, 20____.

SCHEDULES

Schedule 1 - Description of Services

Schedule 2 - Pricing Schedules

Schedule 3 - Equipment List

Schedule 4 - Proposed Sub-Contractors

Schedule 5 - List of Previous Experience (Contracts)

Schedule 6 - Schedule of Addenda

Schedule 7 - Environmental Attributes

SCHEDULE 1 – DESCRIPTION OF SERVICES

1. Duties and Standards of Performance

The Park Host shall:

1. Provide at their own expense, all the labour, tools, equipment, materials and supplies needed to provide all the services that meet the requirements of the contract
2. Stay in a site designated by the RDCK for the term of the service agreement.
3. Inform and ensure guests are aware of and abiding by rules and regulations set forth by the RDCK and RDCK Regional Parks Bylaw 2173, including but not limited to quiet hours, vehicle speed, use of generators, length of stay etc.
4. The Host will collect all fees and be responsible for record keeping of guest attendance and monies collected by means of receipt books, provided by the RDCK.
5. Ensure campsites, picnic areas, lawns, trails, ball field, shelters and washroom facilities are in a clean and tidy condition free from all litter, broken glass, garbage and foreign material.
6. Maintain campsites, picnic shelters, fireplaces, beach area and play field free of weeds, encroaching vegetation and overhanging limbs.
7. Ensure all picnic tables, shelters, benches, posts, signs and playground equipment are painted/stained and are pleasing to the eye
8. Follow the fertilizing, seeding, watering, and cutting program for the playfields as directed.
9. Maintain firepits in a clean condition clear of ashes, coals and unburned wood.
10. Ensure all playground equipment is maintained in a safe and operational manner
11. Ensure all toilets, showers and fixtures are in a clean and sanitary condition of dust, dirt, stains, mold, cobwebs, graffiti, garbage, excess water, unpleasant odors and all foreign material.
12. Provide firewood throughout the operating season and deliver to the firewood corrals
13. Provide as required; toilet paper, deodorant and deodorizing chemicals.
14. Provide garbage bags as required for all garbage cans. Garbage cans to be emptied on a regular basis. Provide the RDCK with adequate notice if additional garbage pick-up is required.
15. Ensure the Pass Creek Regional Park water systems are safe and in fully functional condition, under the direct supervision of the RDCK Utility Technician and Regional Parks Operations Supervisor in accordance with operating permits issued by Interior Health Authority.
16. Control water flow to the swimming pond as per direction of the Regional Parks Operations Supervisor.
17. Ensure the Park is winterized as directed.
18. Ensure lawns are in clean and tidy condition, free from all litter, garbage, debris, foreign material, excessive grass clippings and that they are cut on a regular basis.
19. Ensure the play fields are level, free of weeds, rocks, grass and any other debris and in a playable state.

20. Ensure all roads, parking lots, camping sites are in good repair, maintained free of debris and in a smooth condition.
21. Ensure all trails, walkways, paths, steps are safe and in a fully functional condition.
22. Repair or eliminate known hazards when possible. In addition, the Park Host must make a reasonable effort to ensure users do not use the hazard area, if in the Park Hosts opinion; the area is unsafe due to existing or potential hazards.
23. Report required maintenance and hazards to the RDCK.
24. Record and report any conflicts with wildlife, contraventions of the established park rules and regulations, accidents or near misses that occur, and any other notable or strange occurrences
25. Not represent or speak on behalf of the RDCK.
26. Not burn debris, such as bags, containers, etc. unless authorized to do so by the RDCK.
27. Present a clean and well-groomed appearance, and be attired in a manner appropriate for carrying out the obligations as stated in the agreement and this document.
28. Be courteous and tactful when dealing with the public. Direct any complaints of a serious nature to the RDCK.
29. Control access to park by use of gate at various times and/or to manage site as per RDCK.
30. Carry out all work in a manner that will create the least disruption and inconvenience to the public, and display vehicle identification throughout the term of the agreement.

2 DETAILED MAINTENANCE

1. Recreation Site Activation

Prior to commencement of routine service, the RDCK and the Park Host should inspect this site and associated structures, together, to identify off-season use and/or damage, and any necessary maintenance, remedial action and/or repairs that are required.

2. Structure Renovations and/or Replacements

Any painting and staining that is required should be completed on an as required basis when wood is exposed due to vandalism, wear or other damage. Prepare all surfaces by scraping old paint and using a wire brush to create a fresh bonding surface for new paint.

3. Campsite and Day Use Area Maintenance

- a) Keep campsite structures in a safe and operational condition.
- b) Maintain campsites and surrounding area in a clean and tidy condition free from litter, garbage, broken glass, and foreign material. Dispose of all litter and refuse at a regional dumpsite or transfer station.
- c) Remove all non-standard RDCK approved structures from the campsites and maintain all new structures approved and installed by the RDCK

- d) Pick up all litter throughout the park.
- e) Where applicable, retain the campsite shape and definition by removing weeds, encroaching vegetation, and overhanging limbs a minimum of 1.5 feet (0.5 metre) surrounding the campsite and driveway shoulders.
- f) Rake the campsite and driveway shoulders removing wood chips, needles, sticks/branches and other debris. Particular attention should be given to heavily used areas, but not limited to, around fire rings, around and beneath tables, and in tenting spots. This should be completed before new campground users arrival.
- g) Maintain areas surrounding structures free of weeds, encroaching vegetation, overhanging limbs, dirt, litter, garbage and debris. Level all gravel surfaces to present an overall clean and neat appearance. Cut brush, grass, etc. around tables and along paths.
- h) At the request and permission of the RDCK if qualified faller certification, host may fall, buck and pile any hazard trees on the site for firewood.
- i) Not use pails or other containers contaminated with disinfectants or sanitizers to obtain water from streams or lakes.
- j) Secure and inspect all structures, and areas, including water system daily.

4. Table Maintenance

- a) Repair damaged tables.
- b) Ensure tables are safe by securing loose planks, removing all splinters, nails and other hazardous protrusions, and making sure tables are level and not prone to rocking or tipping when used.
- c) Paint/stain tabletops and seat planks as necessary to keep the surfaces clean and neat in appearance. All wood exposed due to vandalism, wear or other damage shall be scraped and stained or painted.
- d) Maintain tables and the immediate area in a clean condition, free from all cobwebs, dirt, grass/brush, litter, garbage and debris. Wash all tabletops and seat planks.

5. Toilet Maintenance

- a) Keep bathrooms and pit toilet buildings and fixtures in a safe and fully functional condition.
- b) Maintain pit toilets and bathrooms in a clean and sanitary condition free from dust, dirt, stains, mold, cobwebs, graffiti, litter, garbage, excess water, unpleasant odors, and all foreign material.
- c) Thoroughly clean and sanitize the public bathroom facilities including; floors and walls with a mixture of cleaner and water.
- d) Ensure consumables are properly stocked for park usage
- e) Treat sewage with enzymes provided by the RDCK as required, following the instructions on the product.

- f) Maintain the area surrounding the pit toilet free from all litter, garbage, debris, weeds, encroaching vegetation and overhanging limbs. Remove all debris from the roof surface.
- g) Inform RDCK when toilets are in need of pumping with a minimum one month lead time.

6. Sign/Poster Maintenance

- a) Ensure signs are in good repair and maintained in a firm vertical position with the sign message oriented to provide maximum viewing exposure.
- b) Replace or repair all missing or damaged signs.
- c) Maintain signs in a clean condition free from dirt and foreign matter that could restrict asite user's ability to read them.
- d) Maintain the immediate area around signs free from garbage, grass, weeds and brush.
- e) Notify the RDCK if signs are in poor condition or need replacing, stain signs as required.
- f) Replace damaged Site Use Rules (staple securely in toilets and on notice boards).

7. Trail Maintenance (within a site)

- a) Ensure all trails, walkways, boardwalks, paths, steps, stairs and handrails are safe and in a fully functional condition.
- b) Maintain trails, walkways, path steps and stairs and adjacent areas in a clean condition free from litter, garbage, rocks, limbs, windfall trees, encroaching vegetation, and other foreign material that may pose a hazard or restrict access.
- c) Ensure culverts, and ditches are clear to ensure proper drainage.

8. Beach and Pond Area

- a) Remove all litter, broken glass and garbage from the beach and surrounding area.

9. Fire Rings/Pits

- a) Maintain fire pits and immediate areas in a clean condition clear of garbage, residue and unusable wood.
- b) Remove cold ashes that are deeper than 10 centimeters. All ashes are to be hauled away from the site and disposed of at on-site location.
- c) Extinguish non-attended fires.
- d) Remove undesignated fire rings.

3. VISITOR SERVICES STANDARDS

1. Visitor Information

The Park Host shall:

- 1. Be responsible for the daily collection of camping fees. Fees are set by RDCK and these fees will be binding. The Host will be responsible for record keeping of guest attendance and monies collected by means of receipt, provided by the RDCK.
- 2. Be able to explain the camping fees to site users and maintain a positive attitude towards those people who do not agree with the fees or who were not aware of the fees before arriving at the site.
- 3. Answer all site users' inquiries, information requests, and/or complaints in a courteous manner. All complaints or complicated public inquiries should be directed to the RDCK. A complaint of a serious nature should be reported immediately to the RDCK.
- 4. Provide site users with reasonable assistance and friendly and helpful service.
- 5. Be familiar with the rules and regulations pursuant to the RDCK Park Regulation Bylaws.

2. Noise Control

The Park Host is required to inform and educate site users regarding the following:

1. A person shall not create or cause deliberate or unnecessary disturbance at any time.
2. "Quiet hours" at the site are between 10:00 pm and 7:00 am, no loud noise is acceptable during these times, including use of motorized vehicles or generators.
3. Any other authorized rules and signs posted by the RDCK

4. PUBLIC SAFETY STANDARDS

If any of the following situations arise at the site during the operating season, the Park Host must take the following action:

- a) **The site becomes unsafe/hazardous-the** Park Host must immediately notify the RDCK office of any condition that makes the site unsafe or hazardous for use, including a high fire hazard or a nuisance animal. With regard to nuisance animals, The RDCK will request the assistance of a conservation officer. In all cases, RDCK office must be notified
- b) **Site users acting in an unsafe manner-the** Park Host must inform site users acting in an unsafe manner to cease that activity. If the users will not comply and the situation is of a serious nature, the Park Host should call the local RCMP and/or the RDCK office.
- c) **Serious Injuries/Fatalities-the** Park Host must secure scene, secure witness, record details and take photos where required and fill out RDCK incident report. They must immediately report a serious injury or death to the local RCMP and to the RDCK.

5. Working with the Public

The Park Host must manage the site to ensure the safety and supervision of site users and their property. The Park Host must undertake the following actions when managing users:

1. Public Relations-effective public relations on behalf of the Park Host depend upon physical appearance, attitude and the ability to deal with people in a fair and consistent manner. The Park Host must be able to communicate effectively and control their verbal and physical responses in any situation. This is called the "public relations approach". It does not change from situation to situation, and it is the key to success in dealing with people.

2. Assessing the Risk

- a) The Park Host must observe and analyze each potential conflict situation to ensure it is safe to make contact with the site user. The Park Host must also be prepared mentally, physically and communicatively to handle the situation.
- b) The safety of the Park Host is paramount, and they should not put themselves a risk in situations of conflict.

3. Education

The Park Host must attempt to inform and educate site users of the site rules and regulations:

- a) **Encouraging Compliance-in** every possible instance, site users should be advised the compliance required and given an opportunity to correct their behaviors (e.g. keep noise down, buy a camping permit, etc.).
- b) **Day Stay Maximum Limit-the** Park Host must advise any site user who has reached the maximum stay (camping) limit allowed by the regulations and may request an authorization from the RDCK to extend the stay of the site user.
- c) **Violation/Order to Vacant-the** Park Host must advise site users who are contravening the Bylaw or regulations that they are in violation, and may be subject to enforcement action or ordered to vacate if they do not cease. Only if it is safe to do so, a Park Host may ask a person that is causing a violation at a site to leave. Only a Designated RDCK Official or the RCMP can order a person to vacate a site under the authority of the RDCK Bylaw
- d) **Access Control-the** Park Host may regulate vehicular and pedestrian traffic to prevent congestion and camping and parking problems from developing. Gates or control devices are to be opened and closed as required. The Park Host must remain at the site and be available to the public while the control devices are closed and the site is occupied with users. The needs of an emergency must be considered whenever a control device is closed. Only campers may remain in the site after 10:00 p.m.
- e) **Complaints and Disturbances-the** Park Host will record and report to the RDCK any complaints by site users about disturbances or other undesirable or illegal activities in the area.
- f) **Notebooks-the** Park Host should keep records of important incidents, including such things as time, date, place and weather conditions names and descriptions of the people involved what was seen and done and what was heard (conversations). Park Host should retain the notebook in a safe place.

SCHEDULE 2 – PRICING SCHEDULES

This section shall be read with and shall form part of the Contract Form. The Proponent hereby proposes the following fee (exclusive of GST) to provide all materials, supervision, labour, equipment and all else necessary for the proper supply of the Services. Costs of a general nature that do not pertain to any one item shall be pro-rated among all items. No claim for extra payment on the grounds that the Services supplied could not be properly charged to items within the Description of Services will be considered.

Proposed annual fee: \$ _____ (per year)

INSURANCE: Provide proof of General Liability Insurance for amount of \$5,000,000

WCB: Must show proof of registration and be in good standing.

TERMS & PAYMENT: Contract fee is to cover all services in the above mentioned "duties and standards of performance" including all equipment needed for the operational maintenance, labour and fuel for the duration of the contract. Contract is for the period of April 15th 2024, to April 15th 2027 with the option for yearly renewal up to 2 years. The self-employed individual or company entering into this Agreement is responsible for making all necessary deductions (income tax, CPP, etc.).

The host will also have an the ability to collect and retain fees for campsite and other rentals and also have the ability to sell firewood within the campground.

Signature of Proponent

SCHEDULE 3 – EQUIPMENT LIST

The Proponent proposes to use the equipment listed below in supplying the Services covered by the Contract (list only the major pieces of equipment to be used):

NUMBER OF UNITS	BRIEF DESCRIPTION OF EQUIPMENT (STATE ITS USE, MAKE, AGE AND GENERAL CONDITION)	CHECK WHETHER	
		OWNED BY PROONENT	RENTED OR LEASED

The Proponent must provide a brief description of the contingency plan in the event of equipment unavailability, failure or breakdown, or in the event that greater than anticipated volumes of material are generated by the RDCK.

Signature of Proponent

SCHEDULE 4 – PROPOSED SUB-CONTRACTORS

The Proponent shall provide the name and address of the Sub-Contractor that the Proponent intends to employ on each item of work specified below.

Any changes or additions to this list must be submitted to the Manager for approval before sub-contracting the supply of the Services.

ITEM OF WORK TO BE SUB-CONTRACTED	NAME, ADDRESS AND TELEPHONE NUMBER OF PROPOSED SUB-CONTRACTOR

(If additional space is required use reverse side of this page.)

Signature of Proponent

SCHEDULE 5 – LIST OF PREVIOUS EXPERIENCE (CONTRACTS)

The Proponent shall fill in details below of the most recent contracts they have undertaken with the supply of Services of a nature similar to this proposed Contract.

It is the intention of Regional District of Central Kootenay to use the information given below to assess the experience of the Proponent in the appropriate supply of Services. The RDCK may contact the references given below before awarding the Contract.

Proponent's Experience on Projects of a Similar Nature

Project: _____ Value: _____

Owner: _____ Phone Number: _____

Description: _____

Project: _____ Value: _____

Owner: _____ Phone Number: _____

Description: _____

Project: _____ Value: _____

Owner: _____ Phone Number: _____

Description: _____

Signature of Proponent

SCHEDULE 6 - ADDENDA

It is herewith acknowledged that the following Addenda have been received and form part of the Proposal.

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

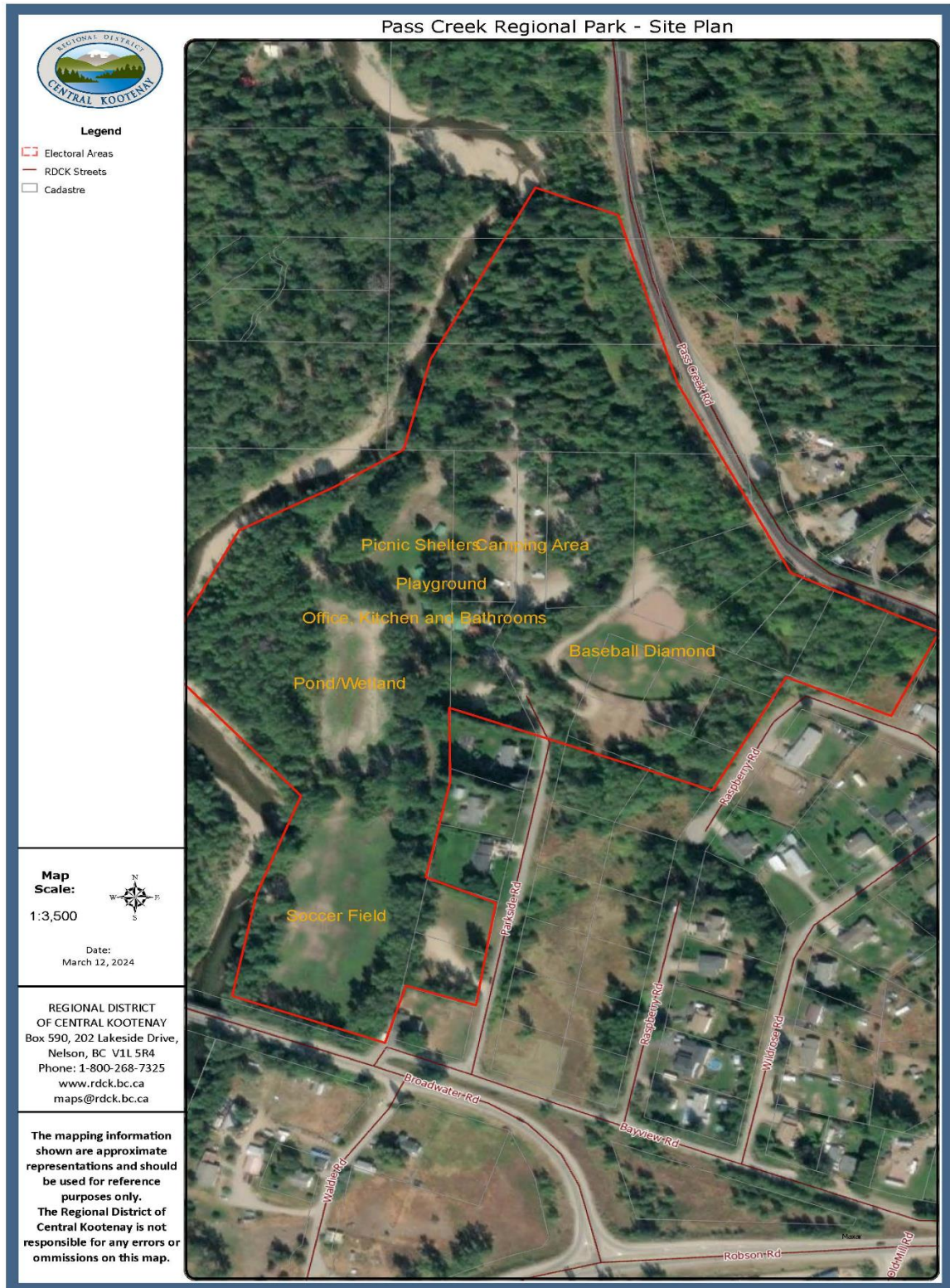
ADDENDUM NO. _____ DATED _____

Signature of Proponent

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APPENDIX A – SITE PLAN





APPENDIX B – CONTRACT

Services Agreement

Contract #: 2024-057-PKS_PASS_CREEK_CAMPGROUND_HOST
Project: Pass Creek Regional Park Campground Host
GL Code: 54030 / OPR249-100

THIS AGREEMENT executed and dated for reference the:

day day of April , 2024
(Day) (Month) (Year)

BETWEEN

REGIONAL DISTRICT OF CENTRAL KOOTENAY

(hereinafter called the “RDCK”)

at the following address:

Box 590, 202 Lakeside Drive
Nelson, BC V1L 5R4

Agreement Administrator: Cary Gaynor

Telephone #: 250-352-1510

Email: cgaynor@rdck.bc.ca

AND

CLICK HERE TO ADD CONTRACTOR NAME

(hereinafter called the “Contractor”)

at the following address:

Click here to add address
City, Province, Postal Code

Agreement Administrator: Add name

Telephone: Click here to add phone #

Email: Click here to add email

1 FOR GOOD AND VALUABLE CONSIDERATION, THE RECEIPT OF WHICH IS CONFIRMED, THE RDCK AND THE CONTRACTOR AGREE AS FOLLOWS:

- (a) **SERVICES:** The Contractor shall provide the services detailed in Schedule “A” of this Agreement (the “Services”).
- (b) **CHANGES TO SERVICES:** The RDCK and the Contractor acknowledge that it may be necessary to modify the Services, the Project schedule and/or the Budget in order to complete the Project. In the event that the RDCK or the Contractor wishes to make a change or changes to the Services, the Project schedule and/or the Budget it shall notify the other of the proposed change and reason(s) therefore. The party receiving the notification shall review and consider the proposal for change and shall as soon as is reasonably possible and no longer than within five (5) working days, advise in writing the party proposing the change whether it agrees to the change. Where the parties agree to the change, such agreement will form part of this Agreement and be formalized by means of an Agreement Amendment.

- (c) **TERM:** Notwithstanding the date of execution of this Agreement the Contractor shall provide the Services described in Schedule A hereof commencing on **April 30, 2024** and ending on **April 30, 2027 with the option of yearly renewal up to two (2) years.** (the “Term”).
- (d) **LOCATION:** The location for delivery of the Services shall be Pass Creek Regional Park.
- (e) **CONTRACT PRICE/RATE:** \$35,000.00 per year (excluding GST) and on the terms set out in Schedule B.
- (f) **BILLING DATE:** Annually.
- (g) Schedules A and B are incorporated into, and form part of this Agreement.
- (h) The following terms and conditions are incorporated into, and form part of this Agreement:

THE CONTRACTOR'S OBLIGATIONS

2 The Contractor shall:

- (a) Undertake all work and supply all materials necessary to perform the Services, unless stipulated otherwise in Schedule A;
- (b) Upon the request of the Regional District of Central Kootenay (herein after called the “RDCK”) fully inform the RDCK of the work done by the Contractor in connection with the provision of the Services and permit the RDCK at all reasonable times to inspect, review and copy all works, productions, buildings, accounting records, findings, data, specifications, drawings, working papers, reports, documents and materials, whether complete or otherwise, that have been produced, received or acquired by the Contractor as a result of this agreement;
- (c) Comply with all applicable municipal, provincial and federal legislation and regulations;
- (d) At its own expense, obtain all permits and licenses necessary for the performance of the Services, and on request provide the RDCK with proof of having obtained such licenses or permits;
- (e) Promptly pay all persons employed by it;
- (f) Not assign this Agreement, not subcontract any of its obligations under this Agreement, to any person, firm or corporation without the prior written consent of the RDCK;
- (g) At all times, exercise the standard of care, skill and diligence normally exercised and observed by persons engaged in the performance of services similar to the Services;
- (h) At all times, treat as confidential all information and material supplied to or obtained by the Contractor or subcontractor as a result of this Agreement and not permit the publication, release or disclosure of the same without the prior written consent of the RDCK;
- (i) Not perform any service for any other person, firm or corporation which, in the reasonable opinion of the RDCK, may give rise to a conflict of interest;
- (j) Be an independent Contractor and not the servant, employee or agent of the RDCK;
- (k) Ensure all persons employed by it to perform the Services are competent to perform them, adequately trained, fully instructed and supervised;

- (l) Accept instructions from the RDCK, provided that the Contractor shall not be subject to the control of the RDCK in respect of the manner in which such instructions are carried out;
- (m) At its own expense, obtain Workers Compensation Board coverage for itself, all workers and any shareholders, directors, partners or other individuals employed or engaged in the execution of the Services. Upon request, the Contractor shall provide the RDCK with proof of such compliance;
- (n) Be responsible for all fines, levies, penalties and assessments made or imposed under the *Worker's Compensation Act* and regulations relating in any way to the Services, and indemnify and save harmless fines, levies, penalties and assessments;
- (o) Ensure that all personnel hired by the Contractor to perform the Services will be the employees of the Contractor and not to the RDCK with the Contractor being solely responsible for the arrangement of reliefs and substitutions pay supervision, discipline, employment insurance, workers compensation, leave and all other matters arising out of the relationship of employer and employee;
- (p) Not in any manner whatsoever commit or purport to commit the RDCK to the payment of any money;
- (q) Establish and maintain time records and books of account, invoices, receipts, and vouchers of all expenses incurred;
- (r) Notwithstanding the provision of any insurance coverage by the RDCK, indemnify and save harmless the RDCK, its successor(s), assign(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions, and causes of action (collectively referred to as "**Claims**"), that the RDCK may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arise out of errors, omissions or negligent acts of the Contractor or its subcontractor(s), servant(s), agent(s) or employee(s) under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the RDCK its other contractor(s), assign(s) and authorized representative(s) or any other persons;
- (s) Use due care that no person or property is injured and no rights infringed in the performance of the Services, and shall be solely responsible for all losses, damages, costs and expenses in respect to any damage or injury, including death, to persons or property incurred in providing the Services or in any other respect whatsoever;
- (t) The Contractor must provide the RDCK with a certificate of insurance upon execution of this Agreement in a form acceptable to the Chief Financial Officer of the Regional District and shall, during the Term of this Agreement, take out and maintain the following insurance coverage:
 - (i) Automobile Liability (third party) insurance with a minimum limit of \$2,000,000.
 - (ii) comprehensive commercial general liability insurance against claims for bodily injury, death or property damage arising out of this Agreement or the provision of the Services in the amount of **\$ 5,000,000.00 dollars per occurrence** with a **maximum deductible of \$5,000**;

Such insurance will:

- (A) name the Regional District, its elected officials, employees, officers, agents and others as an additional insured;
- (B) include the Contractor's Blanket contractual liability;

- (C) include a Cross Liability clause;
 - (D) include occurrence property damage;
 - (E) include personal injury;
 - (F) include a Waiver of Subrogation clause in favor of the RDCK whereby the insurer, upon payment of any claim(s), waives its right to subrogate against the RDCK for any property loss or damage claim(s);
 - (G) be primary in respect to the operation of the named insured pursuant to the contract with the RDCK. Any insurance or self-insurance maintained by the RDCK will be in excess of such insurance policy (policies) and will not contribute to it;
 - (H) require the insurer not cancel or materially change the insurance without first giving the RDCK thirty days' prior written notice; provided that if the Contractor does not provide or maintain in force the insurance required by this Agreement, the Contractor agrees that the RDCK may take out the necessary insurance and the Contractor shall pay to the RDCK the amount of the premium immediately on demand.
- (u) Inspect the site where the Services are to be performed (the "Site") and become familiar with all conditions pertaining thereto prior to commencement of the Services;
 - (v) Where materials and supplies are to be provided by the Contractor, use only the best quality available;
 - (w) Where samples of materials or supplies are requested by the RDCK, submit them to the RDCK for the RDCK's approval prior to their use;
 - (x) Not cover up any works without the prior approval or consent of the RDCK and, if so required by the RDCK, uncover such works at the Contractor's expense; and
 - (y) Keep the Site free of accumulated waste material and rubbish caused by it or the Services and, on the completion of the Services, leave the Site in a safe, clean and sanitary condition.

THE REGIONAL DISTRICT OF CENTRAL KOOTENAY'S OBLIGATIONS

3 The RDCK shall:

- (a) Subject to the provisions of this Agreement, pay the Contractor, in full payment for the Services which in the opinion of the RDCK at the times set out is Schedule B of this Agreement (herein called "**Contract Price**"), and the Contractor shall accept such payment as full payment for the Services;
- ~~(b) Notwithstanding Subsection 3(a), not be under any obligation to advance to the Contractor more than 90% of the Contract Price for Services rendered in accordance with Schedule A to the satisfaction of the RDCK. The 10% holdback shall be retained and paid back in accordance with the *Builder Lien Act*;~~
- ~~(c) Providing that it is not in breach of any of its obligations under this Agreement, holdback from the Contract Price in addition to the 10% holdback contemplated in Subsection 3(b), sufficient monies to indemnify the RDCK completely against any lien or claim of lien arising in connection with the provision of the Services;~~

- (d) Make available to the Contractor all available information considered by the RDCK to be pertinent to the Services;
- (e) Give the Contractor reasonable notice of anything the RDCK considers likely to materially affect the provision of the Services; and
- (f) Examine all studies, reports, sketches, proposals and documents provided by the Contractor under this Agreement, and render decisions pertaining thereto within a reasonable time.

TERMINATION OF AGREEMENT

- 4 In the event of a substantial failure of a party to perform in accordance with the terms and conditions of this Agreement, it may be terminated by the other party on five (5) days' written notice.
- 5 The RDCK may, at its sole discretion, terminate this Agreement on ten (10) days' notice, and the payment of funds required to be made pursuant to Section 6 shall discharge the RDCK of all of its liability to the Contractor under this Agreement.
- 6 Where this Agreement expires or is terminated before 100% completion of the Services, the RDCK shall pay to the Contractor that portion of the Contract Price which is equal to the portion of the Services completed to the satisfaction of the RDCK prior to expiration or termination.
- 7 Where the Contractor fails to perform or comply with the provisions of this Agreement the RDCK may, in addition to terminating this Agreement, pursue such remedies as it deems necessary.

GENERAL TERMS

- 8 The RDCK shall be the sole judge of the work, material and the standards of workmanship in respect of both quality and quantity of the Services, and his decision on all questions in dispute with regard thereto, or as to the meaning and intentions of this contract, and as to the meaning or interpretation of the plans, drawings and specifications, shall be final, and no Services shall be deemed to have been performed as to entitle the Contractor to payment therefrom, until the RDCK is satisfied therewith.
- 9 The RDCK certifies that the Service purchased pursuant to this Agreement are for the use of and are being purchased by the RDCK and are therefore subject to the *Excise Tax Act* (Canada).
- 10 This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 11 Time shall be of the essence of this Agreement.
- 12 Any notice required to be given hereunder shall be delivered or mailed by prepaid certified or registered mail to the addresses above (or at such other address as either party may from time to time designate by notice in writing to the other), and any such notice shall be deemed to be received 72 hours after mailing.
- 13 This Agreement shall be binding upon the parties and their respective successors, heirs and permitted assigns.
- 14 A waiver of any provision or breach by the Contractor of any provision of this Agreement shall be effective only if it is in writing and signed by the RDCK.
- 15 A waiver under Section 14 shall not be deemed to be a waiver of any subsequent breach of the same or any other provision of this Agreement.

- 16 Everything produced, received or acquired (the “**Material**”) by the Contractor or subcontractor as a result of this Agreement, including any property provided by the RDCK to the Contractor or subcontractor, shall:
- (a) be the exclusive property of the RDCK; and
 - (b) be delivered by the Contractor to the RDCK immediately upon the RDCK giving notice of such request to the Contractor.
- 17 The copyright in the Material belongs to the RDCK.
- 18 The RDCK may, at its discretion, notify the Contractor that the terms, amounts and types of insurance required to be obtained by the Contractor hereunder be changed.
- 19 Where the Contractor is a corporation, it does hereby covenant that the signatory hereto has been duly authorized by the requisite proceedings to enter into and execute this Agreement on behalf of the Contractor.
- 20 Where the Contractor is a partnership, all partners are to execute this Agreement.
- 21 Sections 2 b), i), j), r), and 17 of this Agreement will, notwithstanding the expiration or earlier termination of the Term, remain and continue in full force and effect.
- 22 Parts 2, 3 and 4 of the Request for Proposals dated March 11, 2024 and the Contractor’s Proposal provided in response are hereby incorporated into and forms part of this Agreement.
- 23 Except as expressly set out in this Agreement, nothing herein shall prejudice or affect the rights and powers of the RDCK in the exercise of its powers, duties or functions under the *Community Charter* or the *Local Government Act* or any of its bylaws, all of which may be fully and effectively exercised as if this Agreement had not been executed and delivered.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the day and year first above written.

REGIONAL DISTRICT OF CENTRAL KOOTENAY	CLICK HERE TO ADD CONTRACTOR NAME
_____ (Signature of Authorized Signatory)	_____ (Signature of Authorized Signatory)
_____ (Name and Title of Authorized Signatory)	_____ (Name and Title of Authorized Signatory)
_____ (Signature of Authorized Signatory)	_____ (Signature of Authorized Signatory)
_____ (Name and Title of Authorized Signatory)	_____ (Name and Title of Authorized Signatory)

SCHEDULE A: SERVICES

1. Duties and Standards of Performance

The Park Host shall:

1. Provide at their own expense, all the labour, tools, equipment, materials and supplies needed to provide all the services that meet the requirements of the contract
2. Stay in a site designated by the RDCK for the term of the service agreement.
3. Inform and ensure guests are aware of and abiding by rules and regulations set forth by the RDCK and RDCK Regional Parks Bylaw 2173, including but not limited to quiet hours, vehicle speed, use of generators, length of stay etc.
4. The Host will collect all fees and be responsible for record keeping of guest attendance and monies collected by means of receipt books, provided by the RDCK.
5. Ensure campsites, picnic areas, lawns, trails, ball field, shelters and washroom facilities are in a clean and tidy condition free from all litter, broken glass, garbage and foreign material.
6. Maintain campsites, picnic shelters, fireplaces, beach area and play field free of weeds, encroaching vegetation and overhanging limbs.
7. Ensure all picnic tables, shelters, benches, posts, signs and playground equipment are painted/stained and are pleasing to the eye
8. Follow the fertilizing, seeding, watering, and cutting program for the playfields as directed.
9. Maintain fire pits in a clean condition clear of ashes, coals and unburned wood.
10. Ensure all playground equipment is maintained in a safe and operational manner
11. Ensure all toilets, showers and fixtures are in a clean and sanitary condition of dust, dirt, stains, mold, cobwebs, graffiti, garbage, excess water, unpleasant odors and all foreign material.
12. Provide firewood throughout the operating season and deliver to the firewood corrals
13. Provide as required; toilet paper, deodorant and deodorizing chemicals.
14. Provide garbage bags as required for all garbage cans. Garbage cans to be emptied on a regular basis. Provide the RDCK with adequate notice if additional garbage pick-up is required.
15. Ensure the Pass Creek Regional Park water systems are safe and in fully functional condition, under the direct supervision of the RDCK Utility Technician and Regional Parks Operations Supervisor in accordance with operating permits issued by Interior Health Authority.
16. Control water flow to the swimming pond as per direction of the Regional Parks Operations Supervisor.
17. Ensure the Park is winterized as directed.
18. Ensure lawns are in clean and tidy condition, free from all litter, garbage, debris, foreign material, excessive grass clippings and that they are cut on a regular basis.

19. Ensure the play fields are level, free of weeds, rocks, grass and any other debris and in a playable state.
20. Ensure all roads, parking lots; camping sites are in good repair, maintained free of debris and in a smooth condition.
21. Ensure all trails, walkways, paths, steps are safe and in a fully functional condition.
22. Repair or eliminate known hazards when possible. In addition, the Park Host must make a reasonable effort to ensure users do not use the hazard area, if in the Park Hosts opinion; the area is unsafe due to existing or potential hazards.
23. Report required maintenance and hazards to the RDCK.
24. Record and report any conflicts with wildlife, contraventions of the established park rules and regulations, accidents or near misses that occur, and any other notable or strange occurrences
25. Not represent or speak on behalf of the RDCK.
26. Not burn debris, such as bags, containers, etc. unless authorized to do so by the RDCK.
27. Present a clean and well-groomed appearance, and be attired in a manner appropriate for carrying out the obligations as stated in the agreement and this document.
28. Be courteous and tactful when dealing with the public. Direct any complaints of a serious nature to the RDCK.
29. Control access to park by use of gate at various times and/or to manage site as per RDCK.
30. Carry out all work in a manner that will create the least disruption and inconvenience to the public, and display vehicle identification throughout the term of the agreement.

2 DETAILED MAINTENANCE

1. Recreation Site Activation

Prior to commencement of routine service, the RDCK and the Park Host should inspect this site and associated structures, together, to identify off-season use and/or damage, and any necessary maintenance, remedial action and/or repairs that are required.

2. Structure Renovations and/or Replacements

Any painting and staining that is required should be completed on an as required basis when wood is exposed due to vandalism, wear or other damage. Prepare all surfaces by scraping old paint and using a wire brush to create a fresh bonding surface for new paint.

3. Campsite and Day Use Area Maintenance

- a) Keep campsite structures in a safe and operational condition.
- b) Maintain campsites and surrounding area in a clean and tidy condition free from litter, garbage, broken glass, and foreign material. Dispose of all litter and refuse at a regional dumpsite or transfer station.

- c) Remove all non-standard RDCK approved structures from the campsites and maintain all new structures approved and installed by the RDCK
- d) Pick up all litter throughout the park.
- e) Where applicable, retain the campsite shape and definition by removing weeds, encroaching vegetation, and overhanging limbs a minimum of 1.5 feet (0.5 metre) surrounding the campsite and driveway shoulders.
- f) Rake the campsite and driveway shoulders removing wood chips, needles, sticks/branches and other debris. Particular attention should be given to heavily used areas, but not limited to, around fire rings, around and beneath tables, and in tenting spots. This should be completed before new campground users arrival.
- g) Maintain areas surrounding structures free of weeds, encroaching vegetation, overhanging limbs, dirt, litter, garbage and debris. Level all gravel surfaces to present an overall clean and neat appearance. Cut brush, grass, etc. around tables and along paths.
- h) At the request and permission of the RDCK if qualified faller certification, host may fall, buck and pile any hazard trees on the site for firewood.
- i) Not use pails or other containers contaminated with disinfectants or sanitizers to obtain water from streams or lakes.
- j) Secure and inspect all structures, and areas, including water system daily.

4. Table Maintenance

- a) Repair damaged tables.
- b) Ensure tables are safe by securing loose planks, removing all splinters, nails and other hazardous protrusions, and making sure tables are level and not prone to rocking or tipping when used.
- c) Paint/stain tabletops and seat planks as necessary to keep the surfaces clean and neat in appearance. All wood exposed due to vandalism, wear or other damage shall be scraped and stained or painted.
- d) Maintain tables and the immediate area in a clean condition, free from all cobwebs, dirt, grass/brush, litter, garbage and debris. Wash all tabletops and seat planks.

5. Toilet Maintenance

- a) Keep bathrooms and pit toilet buildings and fixtures in a safe and fully functional condition.
- b) Maintain pit toilets and bathrooms in a clean and sanitary condition free from dust, dirt, stains, mold, cobwebs, graffiti, litter, garbage, excess water, unpleasant odors, and all foreign material.
- c) Thoroughly clean and sanitize the public bathroom facilities including; floors and walls with a mixture of cleaner and water.
- d) Ensure consumables are properly stocked for park usage
- e) Treat sewage with enzymes provided by the RDCK as required, following the instructions on the product.

- f) Maintain the area surrounding the pit toilet free from all litter, garbage, debris, weeds, encroaching vegetation and overhanging limbs. Remove all debris from the roof surface.
- g) Inform RDCK when toilets are in need of pumping with a minimum one-month lead time.

6. Sign/Poster Maintenance

- a) Ensure signs are in good repair and maintained in a firm vertical position with the sign message oriented to provide maximum viewing exposure.
- b) Replace or repair all missing or damaged signs.
- c) Maintain signs in a clean condition free from dirt and foreign matter that could restrict a site user's ability to read them.
- d) Maintain the immediate area around signs free from garbage, grass, weeds and brush.
- e) Notify the RDCK if signs are in poor condition or need replacing, stain signs as required.
- f) Replace damaged Site Use Rules (staple securely in toilets and on notice boards)

7. Trail Maintenance (within a site)

- a) Ensure all trails, walkways, boardwalks, paths, steps, stairs and handrails are safe and in a fully functional condition.
- b) Maintain trails, walkways, path steps, stairs, and adjacent areas in a clean condition free from litter, garbage, rocks, limbs, windfall tress, encroaching vegetation, and other foreign material that may pose a hazard or restrict access.
- c) Ensure culverts, and ditches are clear to ensure proper drainage.

8. Trail Maintenance (within a site)

- d) Ensure all trails, walkways, boardwalks, paths, steps, stairs and handrails are safe and in a fully functional condition.
- e) Maintain trails, walkways, path steps, stairs, and adjacent areas in a clean condition free from litter, garbage, rocks, limbs, windfall tress, encroaching vegetation, and other foreign material that may pose a hazard or restrict access.
- f) Ensure culverts, and ditches are clear to ensure proper drainage.

9. Trail Maintenance (within a site)

- g) Ensure all trails, walkways, boardwalks, paths, steps, stairs and handrails are safe and in a fully functional condition.
- h) Maintain trails, walkways, path steps, stairs, and adjacent areas in a clean

condition free from litter, garbage, rocks, limbs, windfall tress, encroaching vegetation, and other foreign material that may pose a hazard or restrict access.

- i) Ensure culverts, and ditches are clear to ensure proper drainage.

10. Trail Maintenance (within a site)

- j) Ensure all trails, walkways, boardwalks, paths, steps, stairs and handrails are safe and in a fully functional condition.
- k) Maintain trails, walkways, path steps, stairs, and adjacent areas in a clean condition free from litter, garbage, rocks, limbs, windfall tress, encroaching vegetation, and other foreign material that may pose a hazard or restrict access.

11. Beach and Pond Area

- l) Remove all litter, broken glass and garbage from the beach and surrounding area.
- m) Ensure culverts, and ditches are clear to ensure proper drainage.

12. Fire Rings/Pits

- a) Maintain fire pits and immediate areas in a clean condition clear of garbage, residue and unusable wood.
- b) Remove cold ashes that are deeper than 10 centimeters. All ashes are to be hauled away from the site and disposed of at on-site location.
- c) Extinguish non-attended fires.
- d) Remove undesignated fire rings.

3. VISITOR SERVICES STANDARDS

1. Visitor Information

The Park Host shall:

- 1. Be responsible for the daily collection of camping fees. Fees are set by RDCK and these fees will be binding. The Host will be responsible for record keeping of guest attendance and monies collected by means of receipt, provided by the RDCK.
- 2. Be able to explain the camping fees to site users and maintain a positive attitude towards those people who do not agree with the fees or who were not aware of the fees before arriving at the site.
- 3. Answer all site users' inquiries, information requests, and/or complaints in a courteous manner. All complaints or complicated public inquiries should be directed to the RDCK. A complaint of a serious nature should be reported immediately to the RDCK.
- 4. Provide site users with reasonable assistance and friendly and helpful service.
- 5. Be familiar with the rules and regulations pursuant to the RDCK Park Regulation Bylaw.

Noise Control

The Park Host is required to inform and educate site users regarding the following:

1. A person shall not create or cause deliberate or unnecessary disturbance at any time.
2. "Quiet hours" at the site are between 10:00 pm and 7:00 am, no loud noise is acceptable during these times, including use of motorized vehicles or generators.
3. Any other authorized rules and signs posted by the RDCK

4. PUBLIC SAFETY STANDARDS

If any of the following situations arise at the site during the operating season, the Park Host must take the following action:

- a) **The site becomes unsafe/hazardous-the** Park Host must immediately notify the RDCK office of any condition that makes the site unsafe or hazardous for use, including a high fire hazard or a nuisance animal. With regard to nuisance animals, The RDCK will request the assistance of a conservation officer. In all cases, RDCK office must be notified
- b) **Site users acting in an unsafe manner-the** Park Host must inform site users acting in an unsafe manner to cease that activity. If the users will not comply and the situation is of a serious nature, the Park Host should call the local RCMP and/or the RDCK office.
- c) **Serious Injuries/Fatalities-the** Park Host must secure scene, secure witness, record details and take photos where required and fill out RDCK incident report. They must immediately report a serious injury or death to the local RCMP and to the RDCK.

Working with the Public

The Park Host must manage the site to ensure the safety and supervision of site users and their property. The Park Host must undertake the following actions when managing users:

Public Relations-effective public relations on behalf of the Park Host depend upon physical appearance, attitude and the ability to deal with people in a fair and consistent manner. The Park Host must be able to communicate effectively and control their verbal and physical responses in any situation. This is called the "public relations approach". It does not change from situation to situation, and it is the key to success in dealing with people.

Assessing the Risk

- a) The Park Host must observe and analyze each potential conflict situation to

ensure it is safe to make contact with the site user. The Park Host must also be prepared mentally, physically and communicatively to handle the situation.

- b) The safety of the Park Host is paramount, and they should not put themselves a risk in situations of conflict.

Education

The Park Host must attempt to inform and educate site users of the site rules and regulations:

- c) **Encouraging Compliance-in** every possible instance, site users should be advised the compliance required and given an opportunity to correct their behaviors (e.g. keep noise down, buy a camping permit, etc.).
- d) **Day Stay Maximum Limit-the** Park Host must advise any site user who has reached the maximum stay (camping) limit allowed by the regulations and may request an authorization from the RDCK to extend the stay of the site user.
- e) **Violation/Order to Vacant-the** Park Host must advise site users who are contravening the Bylaw or regulations that they are in violation, and may be subject to enforcement action or ordered to vacate if they do not cease. Only if it is safe to do so, a Park Host may ask a person that is causing a violation at a site to leave. Only a Designated RDCK Official or the RCMP can order a person to vacate a site under the authority of the RDCK Bylaw
- f) **Access Control-the** Park Host may regulate vehicular and pedestrian traffic to prevent congestion and camping and parking problems from developing. Gates or control devices are to be opened and closed as required. The Park Host must remain at the site and be available to the public while the control devices are closed and the site is occupied with users. The needs of an emergency must be considered whenever a control device is closed. Only campers may remain in the site after 10:00 p.m.
- g) **Complaints and Disturbances-the** Park Host will record and report to the RDCK any complaints by site users about disturbances or other undesirable or illegal activities in the area.
- h) **Notebooks-the** Park Host should keep records of important incidents, including such things as time, date, place and weather conditions names and descriptions of the people involved what was seen and done and what was heard (conversations). Park Host should retain the notebook in a safe place.

SCHEDULE B: CONTRACT PAYMENT TERMS

- 1 Total budget shall not exceed \$_____ (excluding GST).
- 2 Invoices to be submitted _____.
- 3 The following contract number and GL code(s) **must** be quoted on the invoice(s):

Contract Number: **2024-057—PKS_PASS_CREEK_CAMPGROUND_HOST**

GL Code: **54030 / OPR249-100**

Invoices should be emailed to ap@rdck.bc.ca, with the contract administrator identified on the first page of this contract in cc.

- 4 Invoices to be paid on net 30-day term.
- 5 The Contractor's GST number must be included on invoices where GST is applicable; in which case, GST shall also be listed as a separate line item.
- 6 The Contractor's name on the invoice must match the name identified in the first page of this contract.

Proposed annual fee: \$_____ (per year)

INSURANCE: Provide proof of General Liability Insurance for amount of \$5,000,000

WCB: Must show proof of registration and be in good standing.

TERMS & PAYMENT: Contract fee is to cover all services in the above mentioned "duties and standards of performance" including all equipment needed for the operational maintenance, labour and fuel for the duration of the contract. Contract is for the period of April 15th 2024, to April 15th 2027 with the option for yearly renewal up to 2 years. The self-employed individual or company entering into this Agreement is responsible for making all necessary deductions (income tax, CPP, etc.).

The host will also have an the ability to collect and retain fees for campsite and other rentals and also have the ability to sell firewood within the campground.