



Request for Proposals

Township of Larder Lake

RFP-2023-01

Raven Park Campground Operator

Date of Issue: August 31st, 2023

Closing Date: September 21st, 2023

Inquiries may be directed to

Crystal Labbe, CAO/Clerk-Treasurer
69 Fourth Avenue Larder Lake, Ontario
705-643-2158 ext.202
crystallabbe@larderlake.ca

Request for Proposals

Raven Park Campground Operator

Overview

The Township of Larder Lake is currently inviting proposals for a seasonal operator at Raven Park Campground. Raven is operated seasonally from mid-May to mid-September. The campground consists of 78 sites and is typically fully booked, with a waiting list in place. It is a beautiful place and offers its campers amenities such as a beach, boat launch, playground, sewage dumping station, laundry, and more. The park is to be supervised by an operator 24/7. The individual selected to hold the position will be given the opportunity to generate added revenues in addition to their commission for operating the park.

Proposal

Respondents should provide the Municipality with an overview of qualifications and certifications, previous experience with campground, park, or conservation area operation, and a proposed approach that focuses on the operation of a safe, inviting, and successful campground.

A proposed approach could include the following:

- Why the Proponent is applying for the seasonal operator contract and what they hope to achieve during their time at Raven Park Campground
- If not possible to implement immediately, what services the Proponent would like to work toward providing
- How communications with the public, in particular campers, will be handled in order to deliver information and market park services

General Terms and Conditions

The town encourages all proposals; however, the following is required:

- i) Operator must have their own camper to stay in
- ii) Operator must have basic handyman knowledge
- iii) Operator must have the ability to be at the campground throughout the entire season and be consistently available to campers
- iv) The Operator shall comply with all applicable laws, ordinances, rules, regulations, and lawful orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury, or loss.
- v) The Operator shall protect the property from damage as a result of the operation and immediately report any damage observed during daily operations.
- vi) The position of Park Operator(s) will be awarded a four-year term (2024 – 2027) but will be subject to annual review based on the previous year's performance.
- vii) The Park Operator(s) will be required to submit a mandatory Criminal Reference Check to the Township.

Submission Requirements & Project Questions

- i) Questions regarding the project should be directed to:

Crystal Labbe, CAO/Clerk-Treasurer

705-643-2158 ext.202

crystallabbe@larderlake.ca

- ii)

Submission Requirements	
Submitted in person to	Submitted Electronically to
The Larder Lake Municipal Complex 69 Fourth Avenue Larder Lake Ontario	crystallabbe@larderlake.ca

- iii) Submissions must be clearly titled **RFP – 2023-01 Raven Campground Operator**

- iv) Submissions will be accepted until **September 21st, 2023 at 3:00 P.M.**

Opening of Proposals

There will be no formal opening of proposals. Typically, a Request for Proposal is evaluated on a more comprehensive set of criteria than a Tender. As such, the contract will not be awarded at the opening, but only after the Evaluation Committee has examined all Proposals in detail and presented their recommendation to Council. Bidders will be notified of the date for the Council meeting at which the Award will be decided, and they are welcome to attend.

The Municipality Reserves the Right to:

- Without prejudice reject any or all proposals that do not meet the necessary criteria and will make a decision based on what is best for the town. Receipt of proposal does not constitute an agreement with the township. In submitting a proposal, the bidder acknowledges that they have read and completely understood the terms of this RFP. The Township of Larder Lake is not responsible for any misunderstanding of the RFP.
- Negotiate minor changes with the Proponent that presents the most attractive Proposal.

Site Inspection/Visit

Site Inspection may be arranged

Other Information

Hand-delivered and electronic responses will be accepted

During the selection process you may be contacted by town staff for clarification

Terms and conditions of contract to be discussed upon acceptance of successful RFP

Only successful applicant will be notified