

Tender for Campground Caretaker **May 1, 2019 to September 30, 2022**

The Campground Caretaker will supervise, manage, and in general, direct and upkeep the Alix Lake Recreation Area during this period.

Caretaker's Duties and Responsibilities:

Provide a safe, relaxing, and pleasurable atmosphere for camping, picnics, and recreational activities.

Promote a high-profile public image of the Village of Alix and area, and all its services and amenities.

Strongly encourage return visitors through exceptional public relations, paying attention to the needs, wants, and suggestions of users, and maintain the highest possible standards of service.

Section #1 - Public Relations and User's Needs:

1. Make all Campers and Day-Use Patrons FEEL WELCOME, and that their presence is appreciated.
2. Enforcement of rules and regulations and seek assistance from the chief Administrative Officer (CAO) and/or the R.C.M.P. as required.
3. Distribute information packages, and be receptive and attentive to users' complaints, suggestions, and comments.
4. Attempt to maintain responsible, considerate conduct of other users, boaters, and visitors.
5. Work in conjunction with the Village of Alix Recreation Department to coordinate special events.
6. Collect and deposit all campground fees and maintain accounting records for all monies received and number of sites rented. Provide Village with reports of this activity. All payments for campsite rentals are to be received by and managed by the Manager, not Village administration.
7. Manage camp site bookings reservations. This information must be made available to the CAO upon request.
8. Respond to all campground inquiries and reservation requests promptly using the cell phone provided by Village beginning May 1, 2019.

Section #2 - Repair and General Maintenance:

1. Promptly report to CAO any major damages to campground area through vandalism, accident, or general use.
2. Ensure the park is clean and well maintained, always. While doing rounds or en-route, pick up litter, note any major repairs needed, attend to user's needs, etc.
3. Clean the washrooms in the concession building daily and maintain a cleaning schedule report that is visible in each washroom.
4. Clean camping stalls as soon as possible after being vacated. Remove hazards or litter from fire pit, and ensure the stall is ready for the next camper. Mow and/or trim grass back at each site as required.
5. Minor maintenance to taps, drains, lights, doors, etc. Report to the CAO any major repairs required to same.
6. Collect and remove garbage daily from all garbage receptacles and deposit in large metal garbage bin provided. All garbage deposited in the metal bin must be in green garbage bags and properly secured.
7. Maintain a safe, accessible, and inviting swimming area and accessories. Rake beach area daily or as required.
8. Replace and maintain soap, paper products, garbage bags, etc as required. This includes hand soap,

paper towels, and toilet paper for dispensers supplied, and garbage bags for the metal containers in the Alix Lake Recreation Area. The Village will purchase these supplies for the campground.

Section #3 - Other:

1. The Caretaker must always be onsite at the campground during the term of this contract. A campsite will be provided to the caretaker at no additional cost, which will include water and 110-volt power.
2. The Caretaker is responsible to recruit, supervise and compensate any additional staff to maintain the campground area. The Caretaker shall be responsible for all staff under their supervision.
3. The Caretaker will post the Campground Caretaker's cell phone number at the campground building, and will be available up to 10 pm, to respond to regular campground inquiries.
4. The Caretaker will provide their own insurance for any of their personal property at the campground area.
5. The Concession may be operated by the Caretaker during hours determined by the Caretaker, and the required permits must be obtained, and a copy provided to the Village. The Concession interior shall be maintained in a manner consistent with Provincial regulations. The Caretaker will be responsible to pay a rental charge of \$100 per month in which the concession is in operation, or any part thereof, that the Concession is open for business. If the Caretaker should choose to sublet the Concession to a third party, the Caretaker shall be responsible for collecting this rental charge.
6. The Caretaker will provide and maintain their own equipment and tools; lawn mower, weed trimmer, gardening tools, small tools, etc.
7. The Caretaker is to submit an invoice to the Village Office.
8. Anyone owing a debt to the Village, individually or through a business where they have at least a 10% share, shall not be considered, unless the debt is paid in full before the deadline for submissions.
9. The lowest bid not necessarily accepted. The Caretaker must comply with the terms of this document when submitting their bid.

Section #4 - Items Supplied by the Village of Alix:

1. Building and contents insurance for those buildings and equipment located within the Alix Lake Recreation Area.
2. Comprehensive General Liability Insurance policy to cover the liability of the Village of Alix.
3. A first aid kit and fire extinguisher at the concession building.
4. Promotional packages and any other campground related paperwork.
5. The Village of Alix will supply all necessary materials and Labour for proper care and maintenance of the furniture, buildings, accessories, and amenities in the Alix Lake Recreation Area.
6. Hand soap, paper towels, and toilet paper for dispensers supplied, and garbage bags for the metal containers in the Alix Lake Recreation Area.

Section #5 - Work Not Performed by the Caretaker:

1. Pruning trees, fertilizing, or spraying for insects or weeds.
2. Maintenance of parking areas and drives in the Alix Lake Recreation Area, beyond general cleanup.

Section #6 – Term of Contract:

1. This agreement shall be effective from May 1, 2019 to September 30, 2022.