



Contract Caretaker
Haywire Bay Regional Park and Campground
7020 Powell Lake Road, Powell River
Request for Tender

TENDER NUMBER: 1220-328

ISSUE DATE: Wednesday, March 12, 2025

CLOSING LOCATION:

#202 - 4675 Marine Avenue
Powell River, BC V8A 2L2

CLOSING DATE AND TIME

Friday, April 11, 2025 – 4:00 pm Pacific Time

CONTACT INFORMATION:

Patrick Devereaux
General Manager of Operational Services

Tel: 604-485-2260

Email: operations@qathet.ca

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REQUEST FOR TENDER
Haywire Bay Regional Park and Campground Contract Caretaker

INTRODUCTION

Haywire Bay Regional Park and Campground is a popular beach-front day-use park and seasonal campground located at 7020 Powell Lake Road on the southeast shore of Powell Lake about 7 km from the City of Powell River on the upper Sunshine Coast. The qathet Regional District (qRD) proudly owns and manages this family-friendly park.

The qRD invites tenders to provide caretaker services at Haywire Bay Regional Park and Campground for the 2025 camping season.

Tenderers, by submitting a response to this Request for Tender (RFT), agree to the terms and conditions contained herein.

The qRD acknowledges that each Tenderer may or may not have the exact skills, qualifications, permits, certifications, etc. required to operate and manage the park. Some flexibility will be given with respect to the required duties. The qRD will work with the chosen Contract Caretaker to assist in meeting any shortcomings, etc.

A. INSTRUCTIONS TO TENDERERS

1. Site Visit

A site visit will be held at 9:45 am on Friday, March 28, 2025 at Haywire Bay Park. **This site visit is not mandatory.** Tenderers unable to attend the scheduled site visit may contact Patrick Devereaux to make alternate arrangements (see Section 5 – Enquiries for contact details).

2. Submission of Tenders

- a. If you intend to submit a tender in response to this RFT, the attached Appendix A - **Registration of Intent to Respond form** must be submitted no later than 4:00 pm on Friday, April 4, 2025 to ensure that you receive any addenda or other correspondence related to this RFT. Submit form via email to operations@qathet.ca or deliver a hard copy to the Regional District office (see address below).
- b. Tenders (Schedules 1 and 2 attached) must be submitted in a sealed envelope with the subject line **Haywire Bay Park Contract Caretaker.**
- c. Oral, telephone, or facsimile submission of tenders or modifications ***will*** be accepted. Submit bids to:

qathet Regional District

Attn: Patrick Devereaux, General Manager of Operational Services

#202 - 4675 Marine Avenue

Powell River, BC V8A 2L2

Email: operations@qathet.ca

3. Deadline

- a. **Tenders must be received to the above no later than 4pm Pacific Time on Friday, April 11, 2025**
- b. Tenders are irrevocable and shall remain open for acceptance for a period of forty-five (45) days after the Invitation to Tender closing date.

3. General

- a. The Regional District reserves the right to waive informalities in any bid; or to reject any or all bids; or to accept the bid deemed most favourable in the interests of the Regional District.
- b. The contract award shall be made on the bid that will give the greatest value based on experience, quality, service and price.
- c. The lowest or any bid will not necessarily be accepted.

4. Disclaimer

Each Tenderer is responsible to review and understand the terms and conditions of this RFT, and the scope of work being requested. The qRD makes no representation or warranty as to the accuracy or completeness of the information contained in this RFT, and the Tenderer is solely responsible to ensure that it has obtained and considered all information necessary to understand the requirements of the RFT, and to prepare and submit its Tender. The qRD will not be responsible for any loss, damage or expense incurred by a Tenderer as a result of any inaccuracy or incompleteness in this RFT or as a result of any misunderstanding or misinterpretation of the terms of this RFT on the part of any Tenderer.

5. Enquiries

For more information, contact Patrick Devereaux at 604-485-2260 or by email at: operations@gathet.ca.

B. DRAFT AGREEMENT BETWEEN QRD AND CONTRACTOR*

(*to be signed and dated upon tender award and acceptance)

HAYWIRE BAY REGIONAL PARK AND CAMPGROUND CONTRACT CARETAKER
CONTRACT

THIS AGREEMENT made this ____ day of _____, 2025

BETWEEN:

qathet Regional District
#202 – 4675 Marine Avenue
Powell River, BC V8A 2L2

(Hereinafter called the “qRD”)

OF THE FIRST PART

AND:

(Hereinafter called the “Contract Caretaker/s”)

OF THE SECOND PART

WHEREAS the qRD is the owner of a campsite and park located within its boundaries, and which is commonly known and referred to as Haywire Bay Regional Park and Campground;

AND WHEREAS the qRD requires the services of a Contract Caretaker to operate and manage the park on its behalf;

NOW THEREFORE THIS AGREEMENT WITNESSES that the parties hereto mutually covenant and agree as follows:

1. Subject to the terms and conditions of this Agreement, the term of this Agreement is from April 28, 2025 through to September 26, 2025 thereby establishing a five (5) month contract with the option to renew upon agreement of both parties.
2. The qRD agrees to pay the Contract Caretaker in exchange for services rendered the amount of \$xxxxxxx.

The payment will be **inclusive of all taxes** that may become payable by the Contract Caretaker as a result of this contract. In other words, there will not be any additional monies paid to the Contract Caretaker for taxes.

The Contract Caretaker will be **responsible for all of their own vehicle, fuel and transportation costs**, including trips to deliver water samples and collected camping fees. A reliable licensed pickup truck will be required.

The Contract Caretaker will be **responsible for their own WorkSafeBC** coverage as well as WorkSafeBC coverage for their relief caretaker (s) while working under this contract. Proof of WorkSafeBC coverage must be made available to the qRD prior to the finalization of the contract.

The Contract Caretaker, at their own expense, **must carry comprehensive general liability insurance** coverage in the minimum of five (5) million dollars and shall include the qRD as a named additional insured. Certificate of insurance must be made available to the qRD prior to the finalization of the contract.

3. The Contract Caretaker covenants with the qRD:
 - a. to provide full-time caretaker services during the term of this Agreement, subject to the further conditions provided herein;
 - b. in particular, to provide the services set out in Schedule “A” attached hereto and forming part of this Agreement;
 - c. to ensure that the Contract Caretaker is present at the park during the period May 2 through September 22, 2025;
 - d. to advise the qRD when a relief caretaker is appointed from time to time and to seek the qRD’s negotiated pre-approval as to the candidate for a length of time not more than seven (7) days;
 - e. to be responsible for all expenses of, and fees payable to a relief caretaker;
 - f. to provide all washroom and facility supplies as the qRD deems necessary;
 - g. to provide all commercial grade janitorial supplies required to maintain park facilities as the qRD deems necessary;
 - h. to provide equipment required to do grounds maintenance and facilities maintenance as outlined in Schedule “B” attached hereto and forming part of this Agreement; and
 - i. to be responsible for minor repairs and maintenance of buildings, structures, equipment, roads, trails, and signs within the park – as defined in Schedule “C” attached hereto and forming part of this Agreement.

4. The qRD covenants with the Contract Caretaker:
 - a. to provide garbage and recycled materials collection on a regularly scheduled basis;
 - b. to provide a cell phone intended for park purposes only;
 - c. to provide office equipment, office supplies, and email for park purposes only;
 - d. to provide the services of a summer student to assist with janitorial and grounds maintenance duties from approximately mid-May 2025 through to approximately Labour Day – all expenses including wages and WorkSafeBC coverage for student to be paid by qRD;
 - e. to provide adequate unprocessed firewood supply for sale to campers at park only;
 - f. to provide supplies required for the operation of the water system including filters, UV lamps, chlorine, testing supplies, etc. as the qRD deems necessary;
 - g. to be responsible for major repairs and structural maintenance of buildings, structures, qRD equipment, roads, trails, and signs within the park, including painting as the qRD deems necessary and annual dust suppressant application on park roads; and

- h. to provide capital improvements to the grounds and buildings as the qRD deems necessary, and to supply labour and materials for special projects that are approved by the qRD.
5. Provisos:
- a. It is understood and agreed that full-time service as provided for in Section 3 a. of this Agreement shall mean seven (7) days per week and at all hours when it could be reasonably expected that the services of a caretaker be available for the effective operation of the campsite.
 - b. At the termination of this Agreement, and unless a new term is negotiated, the Contract Caretaker shall turn all financial and other records over to the qRD in a proper manner.
 - c. The successful Tenderer agrees to undergo an RCMP Criminal Record Check at the expense of the qRD prior to the finalization of the contract.
6. Termination
- a. This Agreement may be terminated in the event that the contract is breached by either party, in which case notice may be served by one party to the other, advising of the nature of the contract provision which has not been adhered to, and the Agreement shall be considered terminated thirty (30) days following the effective date of service.
 - b. Notwithstanding any other provisions of this Agreement, either party may at any time during the term of this Agreement terminate this Agreement upon ninety (90) days written notice served to the other party.
 - c. Any written notice to be served upon or given to either party to this Agreement shall be sufficiently served and given if delivered or mailed, prepaid and registered, addressed to the party concerned at the addresses set out on page one (1) of this Agreement or to another address a party may designate in writing. Any notice is deemed given and received, if delivered by hand, on the day delivered and, if mailed upon the expiry of four (4) days after the mailing thereof.
7. Independent Contractor and Separate Accommodation:
- a. The qRD and the Contract Caretaker acknowledge and agree that the Contract Caretaker is an independent contractor and not an employee or dependent contractor of the qRD.
 - b. This Agreement constitutes a residential tenancy for the purpose of the *Residential Tenancy Act*. The residence at Haywire Bay Park is considered part of this contract Agreement. To enquire, contact Patrick Devereaux, Manager of Operational Services at qRD – 604-485-2260.

IN WITNESS OF WHICH the parties have set their respective hands or corporate seals on the day and year first above written at Powell River, British Columbia.

Contract Caretaker

Contract Caretaker Printed Name

Authorized Signatories of qathet Regional District

Al Radke,
Chief Administrative Officer

Patrick Devereaux
General Manager of Operational Services

SCHEDULE 'A' to DRAFT AGREEMENT BETWEEN qRD AND CONTRACTOR

HAYWIRE BAY REGIONAL PARK AND CAMPGROUND CONTRACT CARETAKER

Contract Caretaker Duties – including but not restricted to the following:

Registration and Financial Accounting

1. Registers and maintains a registry of all campground guests.
2. Receives and maintains a record of all group campsite reservations.
3. Collects all fees (camping, firewood and shower). Reconciles all financial transactions in accordance with acceptable qRD accounting practices and submits all funds collected to the qRD accounting clerk on a weekly basis.
4. Maintains various records for statistical purposes and delivers to qRD as requested.

Public Relations and Campground Guidelines

1. Promotes a friendly and cooperative atmosphere in the interaction with campground guests and park visitors.
2. Responds professionally to incoming phone calls and emails related to the park and campground enquiries.
3. Ensures that all campground rules and regulations are adhered to and uses good judgement and discretion in instances where regulations require enforcing.
4. May have occasion to call upon RCMP to assist in matters that could prove potentially harmful to the Contract Caretaker, the general public and/or the park's facilities. Reports any irregular occurrences to the qRD General Manager of Operational Services.
5. Assists campers/visitors with information that will help them enjoy their stay at the park and in the greater community.

Campground Operation and Maintenance

1. Performs grounds maintenance within the campground and park area including individual sites, fire pits, common areas and picnic areas. Grounds maintenance in these areas includes but is not limited to weed and grass cutting, all season leaf and branch removal.
2. Unlocks and locks the public washroom facility each day (if requested by qRD Parks and Properties Supervisor or Manager of Operational Services), and ensures that the facility is clean and re-stocked with washroom supplies throughout the day, seven (7) days a week or whenever open for public use.
3. Unlocks and locks the park gates as per qRD policy/procedure.
4. Performs a daily inspection of the park, campground, playground, beach, refuse receptacles, showers, and outhouses to ensure general cleanliness and safety of all areas. In particular, any items (including glass and needles) that may pose a hazard or be unsightly shall be immediately removed and disposed of in a safe manner.
5. Perform janitorial duties in and around the campground and in campground outhouses.
6. Maintains supply inventories sufficient for ongoing and continued park services.
7. Cuts and splits unprocessed firewood provided by qRD for sale at park only.
8. Picks up any supplies as needed or as requested by the qRD Parks and Properties Supervisor.
9. Responsible for the safe keeping and security of campground equipment and facilities.

10. Reports any building repair or grounds maintenance concerns to the qRD Parks and Properties Supervisor and provides input that will enhance the quality of service to the guests.
11. Operates a variety of gasoline, diesel and electrical equipment.
12. Provides work direction to summer student hired by qRD for Haywire Bay Regional Park and Campground to assist with grounds work and janitorial duties. Summer student position is covered by a union agreement under CUPE 798.
13. Utilizes safe work practices, complies with health and safety legislation and the qRD safety program.
14. Performs minor repairs and maintenance to buildings, structures, equipment, roads, trails, and signs - as defined in Schedule "C" attached hereto and forming part of this Agreement.

Water System

1. Operates and maintains the water system as required by Federal/Provincial Safe Drinking Water Regulations and Standards and qRD policy/procedure.
2. Holds and maintains EOCP Small Water System Certification.
3. Obtains and records daily free chlorine readings.
4. Checks and records water usage.
5. Promptly reports any problems with the water system operation to the qRD Parks and Properties Supervisor.
6. Collects bi-weekly water samples as per Drinking Water Officer and delivers to Vancouver Coastal Health (VCH) Powell River office in a timely manner meeting VCH instructions.

**SCHEDULE 'B' to DRAFT AGREEMENT
BETWEEN qRD AND CONTRACTOR**

**HAYWIRE BAY REGIONAL PARK AND CAMPGROUND
CONTRACT CARETAKER**

(This list may be amended under final contract to provide more detail.)

Equipment for grounds maintenance and facilities maintenance provided by the qRD:

- 1- Hach Colorimeter II (for testing chlorine residual in the water system)
- 4- Firewood Carts
- 1- Forestry Backpack Water Can

It is expected that the Contract Caretaker will supply:

- 1- Lawn Mower
- 2- Gasoline Powered Commercial Line Trimmers\Brush Cutter
- 1- Gasoline Powered Backpack Blower
- 1- Gasoline Powered Chainsaw of Sufficient Size to Cut Firewood
- Step and Extension Ladders
- Miscellaneous Shovels, Rakes, Forks, etc.
- Basic Carpentry and Mechanical Tools
- All Fuel and Lubricants Required for Park Maintenance
- A Reliable, Licenced Pickup Truck and all Required Fuel to Operate

**SCHEDULE 'C' to DRAFT AGREEMENT
BETWEEN qRD AND CONTRACTOR**

**HAYWIRE BAY REGIONAL PARK AND CAMPGROUND
CONTRACT CARETAKER**

(This list may be amended under final contract to provide more detail.)

Minor Maintenance\Repair Tasks Include:

1. Clear clogged sink and shower drains using snake
2. Repair\replace hardware items: hinges, locks, strikers, handles
3. Secure broken windows and doors
4. Painting: posts, garbage cans, outbuildings, outhouses, washrooms
5. Signs: repair, install, and remove
6. Clean eaves troughs and downpipes
7. Fill potholes in roadways and trails
8. Keep brush cut back from roadways and trails
9. Clear roads and trails blocked by windfalls

qathet REGIONAL DISTRICT

**HAYWIRE BAY REGIONAL PARK AND CAMPGROUND
CARETAKER CONTRACT**

SCHEDULE 1 - Bid Form

TO: qathet Regional District
#202 - 4675 Marine Avenue
Powell River, BC V8A 2L2

DATE: _____

The undersigned proposes to supply caretaker services at Haywire Bay Regional Park and Campground for the 2025 camping season as described in the draft Agreement between qRD and Contractor and its Schedules “A”, “B” and “C”, and also confirms that the information on the attached Schedule 2 - Tenderer’s Training, Experience and References is complete and accurate.

BID PRICE

1. Subject to the terms and conditions of this Agreement, the term of this Agreement is from April 28, 2025 through to September 29, 2025 thereby establishing a 5 month contract with the option to renew upon agreement of both parties.
2. The qRD agrees to pay the Contract Caretaker in exchange for services rendered as follows:

I propose to operate and manage Haywire Bay Regional Park and Campground subject to the terms and conditions set out in this Invitation to Tender at a determined contract price. I understand that the bid amount provided below is a firm price for the duration of the contract.

Contract Bid Price

- The lump sum of \$_____ is to be paid in five equal payments of \$_____, due the first Monday of each month for the period May through September, 2025.

The above contract bid price is reflective of the following limitations/qualifications respecting my ability to perform the caretaker duties listed in the Invitation to Tender.

Example: I do not hold a Small Water System Certification

REQUIRED INFORMATION (must be provided by successful Tenderer before contract is signed)

1. Proof of WorkSafeBC coverage
2. Evidence of Liability Insurance coverage
3. Proof of clearance through RCMP Criminal Record Check

SIGNATURES

In submitting this bid, I understand and agree that the lowest or any bid will not necessarily be accepted.

I also understand that until a formal agreement is executed, this bid form along with Schedule 2, together with your Notice of Acceptance, shall constitute a binding contract between us.

SIGNED AND SEALED BY:

Printed Name of Tenderer or Company

Signature of Tenderer

Address

Telephone / Fax Numbers

Email Address

qathet REGIONAL DISTRICT

HAYWIRE BAY REGIONAL PARK AND CAMPGROUND
CONTRACT CARETAKER

SCHEDULE 2 – Tenderer’s Training, Experience and References

1. **Tenderer’s training and experience** – use separate sheet if necessary

2. **Tenderer’s employment or business references – 3 required**

Printed Name *Relationship to Tenderer* *Contact Information*

Tenderer’s Signature _____

Date: _____

qathet REGIONAL DISTRICT

APPENDIX A

Registration of Intent to Respond

NAME OF TENDER: Haywire Bay Regional Park and Campground Contract Caretaker

If you intend to submit a tender, it is critical that the qathet Regional District can supply you with any addenda or other correspondence related to the Invitation to Tender.

To ensure that you and/or your company receives this material, please email this Registration of Intent to Respond form no later than 4:00 pm on Friday, April 4, 2025 to operations@qathet.ca or deliver to the qathet Regional District office - #202 – 4675 Marine Avenue, Powell River, BC V8A 2L2.

Please provide the following information:

I, _____ representing _____ intend to submit a tender to provide caretaker services at Haywire Bay Park for the 2025 camping season.

1. Name _____

2. Address _____

3. Phone Number _____

4. Facsimile Number _____

5. Contact Email _____

It is the responsibility of the tenderer to confirm receipt of this Intent to Respond form by the Regional District.