



Contract Caretaker
Boot Point / Spring Bay Regional Park
Lasqueti Island Parks Caretaker
Request for Tender

TENDER NUMBER: 1220-319

ISSUE DATE: July 12, 2024

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

CLOSING DATE AND TIME
August 16, 2024 – 4:00 pm Pacific Time

CONTACT INFORMATION:

Patrick Devereaux
Manager of Operational Services

Tel: 604-485-2260
Email: operations@qathet.ca

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REQUEST FOR TENDER
Boot Point / Spring Bay Regional Park
Lasqueti Island Park Contract Caretaker

INTRODUCTION

Boot Point Regional Park and Spring Bay Regional Park are both located on Lasqueti Island, on Spring Bay Road. The qathet Regional District (qRD) proudly manages these public parks and they are provided through permits and leases from the Province of BC.

The qRD invites tenders to provide caretaker services at Boot Point and Spring Bay Regional Parks.

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 tenderer, of whom will take on the position title of Contract Caretaker, to assist in meeting any shortcomings.

A. INSTRUCTIONS TO TENDERERS

1. Site Visit

A self guided site visit is recommended before placing a bid. A location map for the Boot Point and Spring Bay Regional Parks is attached as Appendix B. **This site visit is not mandatory.**

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 August 7, 2024, 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 with the subject line:
qathet Regional District: Lasqueti Island Park Caretaker

and shall be filed with:

qathet Regional District
Attn: Patrick Devereaux, Manager of Operational Services
#202-4675 Marine avenue
Powell River, BC
V8A-2L2

Email: operations@qathet.ca

no later than 4:00 pm Pacific Time on August 16, 2024.

- c. Oral, telephone, or facsimile mission of tenders or modifications will not be accepted.
- d. Tenders are irrevocable and shall remain open for acceptance for a period of forty five (45) days after the RFT closing date.

3. General

- a. The qRD 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 qRD.
- 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, as well as 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@qathet.ca.

B. DRAFT AGREEMENT BETWEEN QRD AND CONTRACTOR*
(*to be signed and dated upon tender award and acceptance)

LAQUETI ISLAND PARKS CONTRACT CARETAKER

THIS AGREEMENT made this ____ day of _____, 2024

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 managing body of the parks located on Lasqueti Island, which are commonly known and referred to as Boot Point Regional Park and Spring Bay Regional Park;

AND WHEREAS the qRD requires the services of a Contract Caretaker to operate and manage these parks 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 September 1, 2024 through to August 31, 2025 thereby establishing a 12 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:

The sum of \$ _____ per month for the period.

The monthly 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.**

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 two (2) 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 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 visits each park weekly during the period of June 1 through September 1 weekend; and fortnightly September 1 to May 31.
 - d. to advise the qRD when a relief caretaker is appointed from time to time and to seek the qRD’s prior approval as to the candidate and the length of time involved;
 - e. to be responsible for all expenses of, and fees payable to a relief caretaker;
 - f. to provide equipment required to do grounds maintenance as outlined in Schedule “B” attached hereto and forming part of this Agreement.

4. The qRD covenants with the Contract Caretaker:
 - a. to be responsible for major repairs and structural maintenance of roads, trails, and signs within the parks, including painting as the qRD deems necessary; and
 - b. 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. 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.

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

Patrick Devereaux
Manager of Operational Services

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

LAQUETI ISLAND PARKS CONTRACT CARETAKER

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

Maintenance:

1. Performs grounds maintenance within the park areas including trails and picnic areas. Grounds maintenance in these areas includes but is not limited to weed and grass cutting, all season leaf and branch removal, weed control, and grass re-seeding.
2. Performs a weekly inspection of the park, 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.
3. Reports any grounds maintenance concerns to the qRD ,Manager of Operational Services and provides input that will enhance the quality of service to the park patrons.
4. Operates a variety of gasoline, diesel, and electrical equipment.
5. Fills potholes in roadways and trails.
6. Keeps brush cut back from roadways and trails.
7. Clears roads and trails blocked by windfalls.
8. Utilizes safe work practices, complies with health and safety legislation, and the qRD safety program.

qathet REGIONAL DISTRICT
LAQUETI ISLAND PARKS 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 the Lasqueti Regional Parks 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 September 1, 2024 through to August 31, 2025 thereby establishing a 12 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 maintain the Lasqueti Island Regional Parks (Boot Point and Spring Bay) subject to the terms and conditions set out in this Request for 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 sum of \$ _____ per month for the period September 1, 2024 through August 31, 2025.

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

1. Proof of WorkSafeBC coverage
2. Evidence of Liability Insurance coverage

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

LAQUETI ISLAND PARKS 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: Lasqueti Island Parks Contract Caretaker

If you intend to submit a tender, it is critical that the qRD 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 August 7, 2024 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 the Lasqueti Regional Parks for the 2024-25 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 qRD.

Lasqueti Island Regional Parks



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Boot Point Regional Park

Spring Bay Regional Park

Spring Bay Road