

# Request for Proposal

## Campground Partnership



Closing Date:  
**March 6th, 2024**

# REQUEST FOR PROPOSALS (“RFP”):

## CAMPGROUND PARTNERSHIP

### INSTRUCTIONS TO POTENTIAL PARTNERS

#### 1.0 INTRODUCTION

##### PURPOSE OF RFP

Mackenzie County is requesting any individual, group, non-profit organization, or business to submit their Proposal for the Operations of one or more County Campground.

Mackenzie County is interested in forming a partnership for operating the Campgrounds to produce the best camper-users experience for outdoor activity and enjoyment.

We are interested in your ideas.

Although the County would require a minimum level of service, we invite any and all interested parties to present your ideas on how these desired levels would be reached and how you would utilize the campground to **GENERATE YOUR OWN REVENUE**.

What kind of Partnership do you envision?

Mackenzie County (the “County”) would remain the sole and legal lease holder of all Campgrounds .

##### SUBMISSION OF RFP

Potential Partners can submit their Proposal electronically utilizing the submit button or emailing to [office@mackenziecounty.com](mailto:office@mackenziecounty.com). Proposals are also accepted at the Fort Vermilion Office in a sealed envelope marked:

“Campground Partnership” on or before 4:30 p.m. (Mountain Standard Time) on March 6<sup>th</sup>, 2024 (the “RFP Closing Time”) to:

Mackenzie County  
Attention: Don Roberts, Director of Community Services  
P.O. Box 640, 4511-46 Avenue Fort  
Vermilion, AB T0H 1N0

No faxed

Final decision will be made at a Regular Council Meeting on March 12<sup>th</sup>, 2024.

Any inquiries respecting this RFP should be directed to:

Don Roberts  
Director Community Services & Operations  
[drobotts@mackenziecounty.com](mailto:drobotts@mackenziecounty.com)  
(780) 927-3718

## **No Contractual Relationship**

This RFP is part of an overall process intended to enable the County to identify a potential Partner. The submission of a Proposal does not constitute a legally binding agreement.

## **Discretion of the County**

The County is not bound to accept or act on any Proposal. At any time prior to the execution of an Agreement, the County may terminate the RFP process.

Mackenzie County may choose to negotiate the specific contractual terms and conditions including self-generated funds and fees.

## **Selection**

Selection of a successful Partner, if any, is at the discretion of the County.

## **2.0 MINIMUM REQUIREMENTS**

In order to insure all campgrounds are operated at a standard desired level, Mackenzie County is requesting each potential partner review and consider how the following Minimum Requirements are achieved.

1. Maintaining a family-oriented atmosphere, handling customer requests, facilitating contract service providers (Waste Removal), and serving as a County ambassador.
2. Day use area and campground cleaning and maintenance, including the buildings, roadways, greenspaces (mowing & trimming), picnic sites, campsites, and play grounds.
3. Cleaning and maintaining all restrooms and all other facilities within the campground.
4. Managing the campground customers using the County reservation procedures, daily campground customer arrival and departures, and keeping a satisfactory record of the activity.
5. Campgrounds are open 7 days a week. Campground Partners are requested to be on site Friday, Saturday and Sunday.

## **3.0 EVALUATION**

After the RFP Closing Time, the County will review and evaluate all the Proposals received. The selection of a Partner will be based on what would be considered the best proposal for the County, Campers and Ratepayers.

The County may contact Potential Partners and seek clarification on proposals.

#### **4.0 Law**

Partners must adhere to all Federal, Provincial and Municipal laws and must obtain the required permits to conduct any event or operations that would involve permitting.

**Mackenzie County**  
**REQUEST FOR PROPOSALS – CAMPGROUND PARTNERSHIP**

**1. What Campground or Campgrounds are you interested in operating?**

Wadlin Lake                       Hutch Lake                       Machesis Lake

**2. Are you offering your proposal as a group or individual?**

Name of Individual or Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Home: \_\_\_\_\_

City: \_\_\_\_\_ Work: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Cell: \_\_\_\_\_

**3. If you are a group, who is the main contact & authority?**

Name of Main Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Home: \_\_\_\_\_

City: \_\_\_\_\_ Work: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Cell: \_\_\_\_\_

**4. Why are you interested in submitting a proposal?**

*What is your history, Campground Operating experience and motivation for submitting a proposal?*

**5. What self-generating revenue ideas would you propose?**

*What ideas do you or your group have that would utilize the campground area/space and camping atmosphere to generate revenue? Be creative. Consider different services and events that users of the campground would want. The sky is the limit.*

**6. What is your proposal to insure minimum requirements are met?**

*The minimum requirements are listed in paragraph 2.0. All options will be considered.*

**7. What would you propose as a Term for the Partnership?**

- 1 year                       2-3 years                       5-10 years                       10+ years

**8. To protect yourself and Mackenzie County, Insurance and WCB would be required. How would you propose achieving this requirement?**

**9. What would your proposed expectations be from Mackenzie County?**

*List the requirements Mackenzie County would be expected to provide in the Partnership?*

**10. What other ideas or concepts do you have for operating a Campground to insure Campers-user experience a high level of outdoor activity enjoyment?**

**11. Is there any other information or ideas that you would like to share?**