



Cypress County

REQUEST FOR QUOTATION

Cavan Lake Recreation Area
2026 Seasonal Park Maintenance

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Inquiries:

Operations Department
operations@cypress.ab.ca

1. REQUEST

- 1.1 This request for quotation is to cover the normal maintenance required at the Cavan Lake Recreation Area (hereinafter referred to as the “campsite”).
- 1.2 The County will pay the Operator **the quoted monthly rate, plus GST**, for maintaining the Cavan Lake Recreation Area.
- 1.3 The Agreement period will be **from May 15, 2026, through October 16, 2026**, with an option to renew annually at the same monthly rate, subject to mutual consent.
- 1.4 Quotation packages are available on the County website at www.cypress.ab.ca, or can be picked up at the administration office, Monday – Friday, between 8:30 a.m. and 4:30 p.m.
- 1.5 Bidders are to ensure their submission is sealed and clearly marked “Cavan Lake Recreation Area,” Attention: Operations Department.
- 1.6 Bids will be accepted until 2:00 p.m., on May 11, 2026, at the administration office of Cypress County:

816 – 2nd Avenue
Dunmore, Alberta T1B 0K3
or
operations@cypress.ab.ca

- 1.7 The lowest bid, or any bid, may not necessarily be accepted by Cypress County.

2. INQUIRIES

- 2.1 Questions and inquiries related to the Request for Quotation may be directed to: operations@cypress.ab.ca, until May 8, 2026.

3. ACCESS TO INFORMATION ACT AND THE PROTECTION OF PRIVACY ACT

- 3.1 All documents submitted to Cypress County are subject to the provisions to the *Access to Information Act* and the *Protection of Privacy Act*. These Acts provide every person with a right of access to records under the control of Cypress County, subject to limited and specific exemptions.

The Access to Information Act prohibits the disclosure of certain third-party information, including trade secrets, confidential financial, commercial, scientific or technical information, where disclosure could reasonably be expected to result in material financial loss or gain, or prejudice the competitive position of a third party, as set out in section 19 of the Act. The Protection of Privacy Act protects personal information from disclosure where such release would constitute an unreasonable invasion of privacy, as defined under section 13 of the Act.

Proposers are encouraged to clearly identify any portions of their submissions that contain confidential business information or personal information, and to describe the potential harm that could reasonably be expected to result from disclosure. However, Cypress County cannot

guarantee that any portion of a submission will be withheld if disclosure is required under the *Access to Information Act*.

4. CAMPSITE MAINTENANCE SPECIFICATIONS

4.1 SUPPLIES & SERVICES PROVIDED BY CYPRESS COUNTY

- 4.1.1 Cypress County will deliver firewood to the campsite. The Operator is to advise Cypress County two days prior to the date firewood supplies are required.
- 4.1.2 All janitorial supplies are to be picked up by the Operator at the County's maintenance yard in Dunmore or other approved location within Cypress County convenient to the campsite.
- 4.1.3 Cypress County will pump out the toilet holding tanks, as required, however, the Operator is to advise Cypress County at least two days prior to the date this service is required.
- 4.1.4 Cypress County will provide all maintenance supplies such as wood, roofing, shingles, rough hardware, paint, varnish, etc. These must be requested as required from Cypress County by the Operator.
- 4.1.5 Cypress County will supply equipment required for grass cutting and maintenance, such as tractor, lawn mower, weed whippers and side by side.
- 4.1.6 Cypress County will supply an irrigation pump for underground sprinkler systems for grass and trees.
- 4.1.7 Cypress County will supply new or replacement tables, receptacles, fixtures, and appurtenances to the campsite. Cypress County should be notified immediately of the need.

4.2 SCOPE OF WORK

- 4.2.1 The scope of work required is as described in the items listed below:
- 4.2.2 The Operator is to ensure that the firewood stockpile is adequate for three days' use. The stockpile is to be neatly piled, and the area is to be cleaned of sawdust, etc.
- 4.2.3 The Operator must be physically able to operate all equipment necessary to perform the duties described herein.
- 4.2.4 The Operator will clean and maintain daily the stoves, shelters, toilets, and campsite to a hygienic standard acceptable to Cypress County.
- 4.2.5 The Operator will perform all repairs to picnic tables, stoves, shelters, and toilets, so as to keep them in good condition at all times.
- 4.2.6 The Operator will cut and control the grass, weeds, and underbrush on a regular basis to maintain it at heights acceptable to Cypress County.
- 4.2.7 The Operator will look after the irrigation pump and maintenance thereof.

- 4.2.8 Garbage pickup and disposal is to be at a municipal or locally approved landfill or waste transfer site. The cleaning of all garbage and litter at the campsite shall be done daily with disposal on an as-required basis.
- 4.2.9 When emergency campsite maintenance is required to provide clean stoves, shelters, toilets, and campsites to a hygienic standard acceptable to Cypress County, the Operator must be able to provide the required service within two hours of notification by Cypress County.
- 4.2.10 Daily review and upkeep of park Guest Register.
- 4.2.11 Deliver camp registration receipts to Cypress County office weekly.
- 4.2.12 Daily inspection of playground equipment and surface areas. Rectify and remove any safety hazards. Advise Cypress County of any safety and structural defects immediately.
- 4.2.13 Prior to execution of the Agreement the Operator shall, at his expense and without limiting his obligations herein, supply Cypress County certified true copies as evidence that he maintains Automobile Liability Insurance in an amount not less than \$2,000,000.00 on all vehicles owned, operated, or licensed in the name of the Operator as well as proof of Workers' Compensation Board Insurance.
- 4.2.14 The insurance required herein shall be with an insurer licensed to do business in Alberta and shall be maintained in full force and effect for the duration of the Agreement and any extension thereof.
- 4.2.15 No work shall be performed until the Agreement has been executed by both parties thereto, and the Liability Insurance has been accepted and filed by Cypress County.
- 4.2.16 The Operator shall be responsible for providing insurance against loss of or damage to his equipment. Cypress County, in the absence of its negligence, is not responsible for any loss of or damage to the equipment.
- 4.2.17 Failure to provide the required campsite maintenance service satisfactory to Cypress County will result in termination of the Agreement. Cypress County or their representative(s) will determine an acceptable quality for the work. Should termination of the agreement be required, the following would be applicable:
- a) Cypress County or their representative shall have the right to terminate the Agreement at any time without penalty upon giving the Operator seven (7) days written notice of such termination.

Upon the termination of the Agreement the Operator shall not perform any further work:

- a) in connection with the Agreement except so far as is necessary to advise Cypress County or their representative of work completed to the date of termination.
- b) Notwithstanding any termination of the Agreement, in such cases all rights and

obligations pursuant to the Agreement of both the Operator and Cypress County or their representatives that have accrued to the date of termination shall remain in full force and effect.

4.2.18 The Operator will not cede nor assign any of his duties, obligations, or benefits under the Agreement without the prior written approval of Cypress County. Such approval, however, shall in no way relieve the Operator of any responsibilities under the Agreement.

4.2.19 The operator agrees to indemnify and hold harmless the County, its employees, and agents, from and against any claims, demands, actions and costs whatsoever that may arise directly or indirectly out of any act in the performance of the duties and responsibilities established herein.

4.2.20 The Operator and employees will be required to attend a one-hour safety orientation session at Cypress County's administration office prior to the start of the contract.

4.2.21 Daily inspections and cleanings and firewood deliveries will be recorded by the Contractor on a daily checklist which will be delivered to the County administration office monthly.

4.2.22 The Contractor is responsible for establishing, implementing, and maintaining a Health and Safety Management Plan.

4.2.23 Cypress County reserves the right to request, review and obtain any health and safety documentation related to the operation and maintenance of the campsite during the term of this agreement.

4.2.24 The County hereby designates the Operator as the Prime Contractor for the campsite.

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5. QUOTATION FORM

To perform the duties and tasks of Cavan Lake Recreation Area campsite maintenance as set forth herein.

MAY 15 – OCTOBER 16, 2026

PRICE PER MONTH – *DO NOT INCLUDE GST:*

Written Canadian Dollar amount: _____ dollars.

Numerical Canadian Dollar amount: \$ _____.

In the event the written bid price and the numerical bid price are not identical, the written bid price shall take precedence and shall be the bid price.

Contractor Printed Name

Contractor Signature

Witness Printed Name

Witness Signature

Contractor Mailing Address: _____

Contractor Telephone Number: _____

Contractor Email Address: _____

6. MEMORANDUM OF AGREEMENT

CAVAN LAKE RECREATION AREA MAINTENANCE

Agreement made this ____ day of _____, 2026.

BETWEEN:

Cypress County
816 2nd Avenue
Dunmore AB T1B 0K3
(Hereinafter referred to as the "County")

AND

(Hereinafter referred to as the "Operator")

WHEREAS the County requires maintenance and caretaking services performed at Cavan Lake Recreation Area.

AND WHEREAS the Operator has agreed to perform the required maintenance and caretaking services May 15 through October 16, 2026.

NOW THEREFORE the County and the Operator agree to the considerations, mutual terms, covenants, and conditions as set forth in the attached "Campsite Maintenance Specifications" document.

IN WITNESS WHEREOF the parties hereto have hereunder set their respective hands the day and year first above written.

Contractor

Witness

General Manager of Operations

Chief Administrative Officer

7. PRIME CONTRACTOR

CAVAN LAKE RECREATION AREA

Cypress County hereby designates:

_____ *Company*

to be the prime contractor. The prime contractor will be responsible to ensure compliance with the Occupational Health & Safety Regulations & Codes while contracted by Cypress County.

_____ *Printed Name of Contractor* _____ *Contractor Signature* _____ *Date*

_____ *General Manager of Operations* _____ *Date*