

## REPORT

**TO:** Community Services Executive Committee

**FROM:** Jason Kabel, Manager of Community Services

**DATE:** May 1, 2016

**RE:** **Sunny Cove Camp Caretaker Request For Proposals**

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The Community Services Division recently undertook a request for proposals (RFP #16-CS-10) for the provision of caretaker services at Sunny Cove Camp for the 2016 season. This is the second year that an RFP process has been undertaken to fill the caretaker position at Sunny Cove which works best for both the Town of Fort Frances and the organization/person selected for the role.

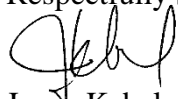
There were two proposals received by the deadline of Friday, April 29, 2016 at 2:00pm. Both submissions were opened before the public in the committee room at Town Hall. The following is a summary of the submissions received as per RFP requirements:

|                    | <b>KC Contracting</b>      | <b>Rolling Lake Holdings Ltd</b> |
|--------------------|----------------------------|----------------------------------|
| Monthly + HST      | \$4,500                    | \$6,520                          |
| Related Experience | Yes                        | Yes                              |
| Miscellaneous      | Water certificate provided | -                                |

### Recommendation

The Community Services Executive Committee recommends to enter into a contract with KC Contracting for the purpose of providing caretaking services at Sunny Cove Camp for the 2016 season. It is further recommended that the Mayor & Clerk be authorized to sign the agreement to be in effect May 10, 2015 until season close-up at the end of September or early October. Partial months work will be done at a daily rate determined by dividing the monthly rate by the number of days in the month (e.g. May –  $4500/31=145.16 \times \#$  of days remaining in the month).

Respectfully Submitted,



Jason Kabel

### Council approval of this report will endorse:

- 1) entering into an agreement with KC Contracting for the purpose of providing caretaking services at Sunny Cove Camp for the 2016 season at the monthly price of \$4,500 plus HST.
- 2) that the Mayor & Clerk be authorized to sign the agreement to be in effect May 10, 2015 until season close-up at the end of September or early October as provided in the report.
- 3) that an authorizing by-law be enacted.