



# INVITATION TO TENDER

## Twin Lakes Park Attendant

The County of Wetaskiwin No. 10 invites tenders for provision of all necessary equipment, labor, and transportation to perform parks maintenance and services for the Twin Lakes Park within the County of Wetaskiwin No. 10 and in accordance with the terms and conditions of the contract documents. (Contract tender documents may be picked up at the County of Wetaskiwin Administration Office.)

Tenders must be received by the County of Wetaskiwin No. 10 **by 10:30 a.m. local time, Friday, February 27, 2026.** **SEALED TENDERS** must be addressed as follows:

### **TWIN LAKES ATTENDANT TENDER**

Geoff Lynch  
Director of Leisure & Community Services  
County of Wetaskiwin No. 10  
Box 6960  
Wetaskiwin, Alberta  
T9A 2G5

Tenders are to be submitted on the Contract Tender Form. Tenders must also include a current resume of the applicant and criminal record check. Failure to provide all required information may result in rejection of the tender package.

The County reserves the right to accept or reject any and all Tenders and to waive irregularities and informalities at its discretion. The County reserves the right to accept a Tender other than the lowest Tender without stating reasons. By the act of submitting its Tender, the Tenderer waives any right to contest in any legal proceedings or action the right of the County to award the Tender to any Tenderer in its sole and unfettered discretion. Without limiting the generality of the foregoing, the County may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including, but not limited to the following:

Experience; Reputation; Safety considerations; Financial solvency; Cost of maintenance; Terms of delivery; Customer service; Quality of past performance.

For more information contact:  
Geoff Lynch  
Director of Leisure & Community Services  
780-352-3321



**Instructions to Bidders  
Park Attendant Tender  
County of Wetaskiwin No. 10**

## **1. TENDER**

### **1.1. Invitation to Tender**

All tenders must be submitted to the County of Wetaskiwin No. 10 as set out in the Invitation to Tender in an envelope clearly marked "**TWIN LAKES PARK ATTENDANT TENDER**".

### **1.2. Contract Tender Forms**

Tenders must be submitted on the Contract Tender Form included as Schedule "B" in the Contract tender. Tenders must include a current resume of the applicant and Criminal Record Check. Failure to do so may result in the rejection of the tender. The Contract Tender Form must be duly executed by the bidder, in the presence of a witness who is an individual over the age of 18 years of age and who is not a relative or an employee of the Bidder.

## **2. CALCULATION OF RATE**

### **2.1. Monthly Rate**

The tender submitted shall include a monthly rate for services provided which shall be for a full calendar year of service. Should the contract begin or terminate at any date within the calendar month, the payment for that month shall be prorated to reflect the actual days for which services were provided.

### **2.2. Hours of Work**

The hours of work will be pre-approved. The hours of work to be paid will be those hours outside of the scope of the regular duties or for work performed prior to May 1st and beyond September 30th of any Park season. Hours of work shall be only for those hours work is performed and shall not include travel time or breaks.

### **3. EXAMINATION BY BIDDER**

#### **3.1. Examination**

The Bidder must carefully examine the contract documents and the site of the proposed work, judging for, and satisfying itself as to the probable conditions to be encountered. The bidder shall not claim, after the submission of a tender, that there was any misunderstanding with respect to the conditions imposed by the contract documents. The bidder's attention is drawn to the contract documents and to any addenda which may be issued prior to the time of tender closure. Should a bidder find discrepancies or omissions from the contract documents, or should he/she be in doubt as to its meaning, he/she should immediately notify the County of Wetaskiwin No. 10.

#### **3.2. Whole of the Agreement**

Subject to an agreement in writing between the parties to the contrary, the contract documents contain the whole of the Agreement between the County of Wetaskiwin No. 10 and the contractor. There are no other warranties, representations, conditions or collateral agreements, except as set forth in the contract documents which, without limiting the generality of the foregoing shall mean that no verbal agreement or conversation with any elected official, officer, employee or agent of the County of Wetaskiwin No. 10 shall affect or modify any of the terms or conditions in the contract documents.

### **4. FORM OF SUBMISSION**

#### **4.1. Form of Submission**

Two (2) copies of the Tender Form (Schedule "A") are provided. The tender shall be submitted on one form. The remaining form is for the bidder's records. The remaining contract documents are not to be submitted with the tender form at the time of submission of the tender.

## **5. INTERVIEW**

### **5.1. Interview**

Prior to final award of the Contract, the highest-ranking bidders shall meet with the County of Wetaskiwin No. 10 or its representative to discuss the bidder's experience, qualifications, and equipment with respect to the performance of all phases of the required work as described in the contract documents in accordance with Schedule "B" hereto. If, in the opinion of the County of Wetaskiwin No. 10 or its representative, the bidder would be unable to perform all or any portion of the required services as described in the contract documents, the County of Wetaskiwin No. 10 or its representative may, in its sole and absolute discretion, reject that bidder.

## **6. TENDER REJECTION**

### **6.1. Right to Reject Any Tender**

In accordance with Policy #12.4.5, the lowest or any Tender will not necessarily be accepted. (Financial stability and record of a bidder will be a considering factor in deciding and awarding this tender.) If there is a variance of less than 5% between the lowest Tender received and a Tender of a "Local" company/individual (being within the County of Wetaskiwin boundaries, including the Town of Millet and City of Wetaskiwin), the Local Tender may be accepted.

## **7. AWARD OF TENDER**

### **7.1. Notice of Award**

The County of Wetaskiwin No. 10 will, upon receipt of any acceptable tender, issue in writing a Notice to the highest-ranking bidder. This notice will be given as soon as possible following the closing of tenders, and unless otherwise agreed to by the highest-ranking bidder, not later than thirty (30) days following the closing of tenders.

### **7.2. Criminal Record Check**

A criminal record check will be required with tender document.



## **SCHEDULE "A" SCOPE OF WORK**

### **1) Monitoring Online Bookings, Collection and Deposit of Fees**

- a) Monitoring the Let's Camp webpage to identify bookings, wood sales and inquiries.
- b) Collect camping and firewood fees when needed.
- c) Calculate daily and weekly deposits and deposit funds in a designated bank account in a timely manner so that any moneys or securities are not left on the premises for a period exceeding five (5) calendar days.
- d) Remit all registrations and bank deposit slips to the County of Wetaskiwin Administration Office ensuring that the bank deposits balance to the fees collected by the last business day of each month.

### **2) Campsite Maintenance**

- a) Vacant sites shall be inspected daily and serviced. Servicing includes:
  - i) Removal of all litter and debris from the site.
  - ii) Removal of garbage (unburned paper, bottles, cans) from fire pits.
  - iii) Remove hazards such as fallen trees, ropes, wire.
  - iv) Ensure that there is one picnic table at each site.
  - v) Wash down the picnic table.
  - vi) Cut grass and remove weeds.
  - vii) Maintain a neat and orderly appearance overall.

### **3) Firewood**

- a) Firewood for purchase will be provided by the County and delivered to a designated area in the park.
- b) The Park Attendant shall monitor the sales of bagged firewood between the hours that are posted at the campground.
- c) Firewood may be purchased through the online booking system or in person.
- d) The Park Attendant shall provide the Director of Leisure & Community Services or the firewood contractor with a minimum of one (1) week notice in the event additional firewood is required.

### **4) Picnic Tables**

- a) Check for damages or losses. Report any damages or loss to the Director of Leisure and Community Services.
- b) Throughout the season, tables may require scrubbing to remove graffiti and to maintain a neat, clean appearance. Minor repairs may also be required. This work is the Contractor's responsibility. Major repairs will be performed by the County Parks Department.

### **5) Garbage Cans**

- a) Plastic garbage bags shall be used to line all cans.
- b) The Contractor shall ensure that garbage is collected and removed to a designated disposal site.
- c) Cans shall be disinfected once a month.
- d) Check cans for damage.

## **6) Buildings**

- a) Toilet and Shower House Maintenance Schedule
  - i) Check for and remove all insects and cobwebs both inside and out weekly.
  - ii) Scrub and disinfect floors and walls weekly.
  - iii) Clean and disinfect the toilet seat daily.
  - iv) Replenish toilet tissue and deodorant blocks daily.
  - v) Report graffiti before removing it from the walls.
  - vi) Apply odour control agent to pits twice weekly.
  - vii) Report any damages to the Director of Leisure and Community Services.
  - viii) Major repairs will be performed by the County Parks Department.
  - ix) Paper products and cleaning supplies will be the responsibility of the Contractor.

## **7) Docks**

- a) Ensure docks are clean and clear of any material.
- b) Wash daily as needed.
- c) Report any damages to the Parks Foreman.

## **8) Grounds**

- a) Roads and Parking Areas
  - i) Check for and remove fallen trees from roadways or parking lots.
  - ii) Check for and report any roadway or parking area damages to the Director of Leisure and Community Services.
  - iii) Check parking areas and roads for sharp objects, broken bottles, etc. and remove.
  - iv) All paper and other litter shall be picked up.
- b) Grass Area
  - i) Hand trim or use a grass whip for cutting grass and/or weeds adjacent to buildings, posts, trees, etc.
  - ii) Keep the grass in all areas neatly cut and trimmed.

## **9) Supervision**

The Park Attendant is expected to be on site at all times during operational hours to provide the expected level of service to our visitors, except when required to leave briefly for the purchasing of personal and/or park supplies, making deposits, or attending to other necessary personal matters such as medical appointments.

The entire campground must be patrolled at least once per day and twice daily during peak periods, with at least one supervisory patrol conducted in the late evening between 10:00 p.m. and 11:00 p.m.

Vandals and rude or loud campers may be asked to leave the campground. Any situations involving difficult or problem individuals should be reported to the Community Peace Officers at 780-352-0005.

## **9) General**

The Contractor shall supply:

- a) All equipment
- b) All sanitary supplies including toilet paper for washrooms/out houses.
- c) Garbage bags

## **SCHEDULE "B"**

### Contract Tender Form

**PARK NAME:** **Twin Lakes Park**

**PARK LOCATION: SE 9 & S 1/2 10-46-3-W5M**

**Bid:**

### **Monthly Rate for Provision of Services:**

May 15 – May 31	\$ _____
June 1 – June 30	\$ _____
July 1 – July 31	\$ _____
August 1 – August 31	\$ _____
September 1 – September 30	\$ _____

**Total Annual Contract (2026)** \$\_\_\_\_\_

**Hourly Rate for Other Work or Extension of Contract:** \$ \_\_\_\_\_

## **AFFIRMATION AND EXECUTION**

I have read and understand the Contract Documents and agree that the within bid is made on the basis of the Contract Documents.