

**REQUEST FOR PROPOSAL
PROVISION OF BYLAW ENFORCEMENT**

RESORT VILLAGE OF CANDLE LAKE

BOX 114

CANDLE LAKE, SK S0J 3E0

May 28 2018

1. SUMMARY AND BACKGROUND

The Resort Village of Candle Lake is currently accepting proposals for bylaw enforcement, including:

- (a) the provision, supervision and management of bylaw enforcement officers;
- (b) the provision of bylaw enforcement professional uniforms;
- (c) filing of charges (if required);
- (d) Court appearance on a Notice of Violation (if required);
- (e) filing of regular reports to the Resort Village;
- (f) general duties and enforcement of RVCL Bylaws.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4:30 pm July 30 2018. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting the proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Resort Village of Candle Lake Council, Administration, and Legal Counsel, and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this RFP is as follows:

The Resort Village of Candle Lake requires Bylaw Enforcement in order to meet current and future Bylaws as set out by administration. In order to successfully enforce these Bylaws, the Resort Village will require adequate coverage in particular, during the busy months of May through August.

PROJECT SCOPE

This proposal is for Bylaw enforcement, patrols, reports and any other related work arising from Bylaw enforcement. The proposal will assume coverage which encompasses the entire village.

The selected bidder will be responsible for the following terms & conditions:

- a. Regularly scheduled and staggered days for bylaw enforcement
 - (i) Proposal should indicate the number of days for coverage and the costs per day.
 - (ii) Ability to allow for flexible scheduling
- b. Availability for emergency call-out if necessary.
- c. Proof of Liability Insurance covering any owners/employees of the company

4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

All proposals in response to this RFP are due no later than July 30, 2018 at 2:00 PM

Tender will be opened July 30, 2018 at 2:05 P.M.

The selection decision for the winning bidder will be made at the next meeting of the RVCL Council which is August 10 2018

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed no later than September 01, 2018

Notifications to bidders who were not selected will be completed by August 15, 2018.

All proposals should be clearly marked "Proposal" and sent via mail to:
Candle Lake Administrator
Box 114
Candle Lake SK, S0J 3E0