



## **ADDENDA – CLP. RFP #02.2023**

**UPDATED JANUARY 9, 2024**

### **CULTUS LAKE PARK SECURITY SERVICES RFP**

**RFP number CLP. RFP #02.2023**

**Issue date:** December 22, 2023

**Closing location:** 4165 Columbia Valley Highway, Cultus Lake Park, BC V2R 5B5

**Closing date and time:** January 18, 2024, at 4:00pm PST

**Contact person:** Rachel Litchfield, Manager of Corporate Services / Corporate Officer

**Email:** [Rachel.litchfield@cultuslake.bc.ca](mailto:Rachel.litchfield@cultuslake.bc.ca)

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1. Would we need to arrange a proponent Meeting at least one week prior to the RFP Closing date and not during the award process?

*Yes, we wish to arrange a site visit of Cultus Lake Park and provide an overview of the areas that will require enforcement prior to the award of the contract.*

2. Could you expand on security officers required and hours worked for campground and then Residential and public area – for example how many officers working each day of the week and during what hours?

***Sunnyside Campground (approx. members/hours)***

***March 28 – June 20:***

*-Sunday through Thursday 3 (8) hour shifts per day*

*-Friday and Saturday 4 (8) hour shifts per day*

*-long weekends\* Friday – Sundays 5 (8) hour shifts per day*

***June 21-September 2:***

*-Sunday through Thursday 5 (8) hour shifts per day*

*-Friday and Saturday 6 (8) hour shifts per day*

*-long weekends\* Friday – Sunday 6 (8) hour shifts per day*

September 2 – October 13

- Sunday through Thursday 3 (8) hour shifts per day
- Friday and Saturday 4 (8) hour shifts per day
- long weekends\* Friday – Sundays 5 (8) hour shifts per day

October 14th –

1 (8) hour shift (campground closing date)

- Hours are scheduled to accommodate busy times and shifts may be added/adjusted from time to time (with advance notice) when events are being held in the area or an increase of bookings occurs.

**Residential and Public Areas**

May long weekend to September Long Weekend

Approx. 2 members, 5 days a week, 8 hours per day.

3. Could you expand on bylaw enforcement, who will be authorizing to conduct enforcement, which areas of enforcement and how long is the training for this?

*Cultus Lake Park Board annually appoints security officers. Enforcement of the entire park will be required as per Cultus Lake Park bylaw requirements. Members will report directly to the Manager of Corporate Services / Corporate Officer and Manger of Sunnyside Campground. Training requirements and per section 6.1 and 6.2 of the RFP.*

4. Could you expand on the number of “short notice call outs” requested in 2023 as outlined in 4.2.

*Generally, short notice call outs do not occur or are very rare occurrences.*

5. Training is mentioned under 4.1 (a), with a BST only, can we confirm if any other training is required by Cultus Lake (as a minimum).

*Yes, this is the only training required, however, other training and/or experience is welcome.*

6. Under uniforms and equipment, a vehicle per location is mentioned – can we confirm that two patrol vehicles are required.

*Two vehicles will be required, one for Sunnyside Campground (65 acres) enforcement and the other for the enforcement of public, residential and commercial areas in the park.*

7. Please confirm how cost of vehicles and bikes / ebikes should be submitted to Cultus Lake or should these be built into rates?

*Costs of vehicles and bikes / ebikes would be the responsibility of the proponent and billed into the rate.*

8. Please confirm that vehicles and or ebikes required as part of 4.2 Short notice call outs?

*Vehicles and or ebikes are to remain secure on site for both locations noted above for the duration of the season.*