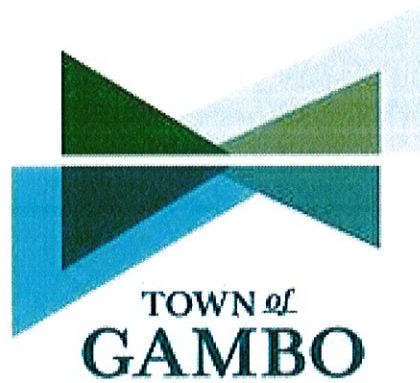


TOWN OF GAMBO

**Request for Proposals
For
The Lease and Seasonal Operation of David Smallwood Park**

Request for Proposals No.: **2026-003**



FROM OUR HISTORY WE BUILD OUR TOMORROW.

**Request for Proposals (RFP) for
the Lease and Seasonal Operation of the David Smallwood Park**

RFP# 2026-003

RFP PARTICULARS

Introduction

The Town of Gambo (Town) is inviting proposals from qualified proponents to lease and operate the David Smallwood Park for the 2026 summer operating season.

The term of this agreement is for one season commencing May 1st, 2026, to September 30th, 2026; the Town reserves the right to extend the agreement for the operating seasons of 2027 and 2028 with the same terms and conditions.

The successful proponent will operate as an independent contractor and shall be fully responsible for all operational cost including, without limitation, utilities, employees, technology, services, permits, licences, maintenance supplies, and insurance. The town will not reimburse operation cost.

Overview

The David Smallwood Park is a Municipal Park containing lots for RVs or tenting use. The park has 49 camping sites in total; 25 sites are serviced and 24 non-serviced sites. A 1.8km loop around the park provides vehicle access to all sites. There is a total of eight outhouses within the park. The Park Office building measures 41 feet long by 20.5 feet wide and includes a public washroom, showers and a laundry facility. In 2019, the Park Office building was updated with new shingles, siding, windows, and deck. The park also includes a dumping station for sewage collection. The existing picnic tables are also included in this RFP. Currently, the park is normally operational from May 15th to September 15th annually.

Objective of the RFP:

Through the RFP, the Town seeks to:

- Select an experienced operator capable of delivering a professional seasonal service to the park visitors.
- Maintain safe, clean and orderly public facilities that meet community expectations.
- Support tourism and community recreation while protecting municipal assets.
- Ensure the operating cost and responsibilities are borne by the successful proponent.

Scope of Work/Expectations

- Administer daily operations at David Smallwood Park including reservations/check-ins, fee collection, and visitors support.
- Monitor and support safe water and electricity hookup; coordinate minor trouble shooting and report infrastructure issues.
- Operate and maintain the Park Office building, including the daily cleaning of the public washrooms, showers and laundry facility.
- Maintain the sewage dumping station and water supply systems and repair any infrastructure issues.
- ~~Maintain accurate records of occupancy and facility usage, providing monthly operational~~

- and maintenance reporting to the Town.
- Provide adequate staffing support to ensure consistent service standards for the park visitors.
- Ensure compliance with applicable laws, regulations, and municipal bylaws.

Proposal Requirements

- Company Profile: Background, ownership, relevant experience, key personnel.
- Proposed Roles and Responsibilities: Outline of resources and expertise offered.
- Experience: Examples of similar experience and work performed.
- Finance: Bid offered (Monthly or percentage of revenue).

Evaluation Criteria:

Proposals will be evaluated based on the following:

- Experience and qualifications.
- Financial capability.
- Alignment with Town Objectives.
- Proponent approach and methodology.

Submission Information:

Issue Date of RFP	April 20 th , 2026
Submission Deadline	April 28 th , 2026, 4:30 pm NST.
Irrevocability Period of Bid	60 days or until Proposal is awarded

Proposals received after 4:30pm Newfoundland Standard Time on April 28th, 2026, will not be considered and will be disposed of upon receipt.

RFP Submission Location:

Town of Gambo
 4 Centennial Road
 P.O. Box 250
 Gambo, NL, A0G 1T0
 Fax: 709-674-5399

Email: lorne.greene@townofgambo.com

Attention: Lorne Greene, Town Clerk

A public opening of proposals will be held on Wednesday, April 29th, 2026, at 9:00am at the Town Office located at 4-6 Centennial Road, Gambo, NL.

PROPOSAL EXPECTATIONS

Proposals to be Submitted on Time

Proposals must be submitted at the location set out above on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected. Onus and responsibility rest solely with the proponent to deliver its Proposal to the exact location indicated in the RFP on or before the Submission Deadline. The Town does not accept any responsibility for submissions delivered to any other location by the proponent or its delivery agents. Proponents are advised to make submissions well before the deadline. Proponents making submissions near the deadline do so at their own risk.

Proposal Presentation/Interview

The Town of Gambo may require the proponent(s) to participate in an interview to present or discuss their proposal.

Proposals to be Submitted in Prescribed Format

Proponents should submit their Proposal in a sealed package prominently marked with the RFP title and number (see RFP cover) as well as the full legal name and return address of the proponent. If an electronic copy is received and there is a conflict or inconsistency between the hard copy and the electronic copy of the Proposal, the hard copy of the Proposal will prevail.

Amendment of Proposals

Proponents may amend their Proposals after they have been submitted if, and only if, the amendment is delivered prior to the Submission Deadline marked as described in this document. Any amendment should clearly indicate which part of the Proposal the amendment is intended to affect. Amendments must be submitted at the location set out above on or before the Submission Deadline. Amendments submitted after the Submission Deadline will not be accepted.

Withdrawal of Proposals

Proponents may withdraw their Proposals. To withdraw a Proposal, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent. The Town is under no obligation to return withdrawn Proposals.

Proposals Irrevocable after Submission Deadline

Proposals shall be irrevocable for sixty (60) days following the closing date of the RFP except in the event of unexpected circumstances. The Proponent agrees to advise the Town if any such circumstance should arise. After reviewing the described circumstance, the Town reserves the right to move to the next successful Proponent if it is determined to be in the best interest of the Town.

Reservation of Right to Reject Proposals

The Town reserves the right to reject all proposals received in response to this Request for Proposals. Submission of a proposal does not obligate the Town to accept or enter into any agreement or contract with any Proponent.

References and Past Performance

In the evaluation process, the Town may include information provided by the proponent's

references and may also consider the proponent's past performance or conduct on previous contracts with the Town or other institutions.

Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its Proposal, including, if applicable, costs incurred for interviews or demonstrations.

Proposal to be Retained by the Town

The Town will not return the Proposal, or any accompanying documentation submitted by a proponent.

Conflict of Interest

The Town may disqualify a proponent for any conduct, situation or circumstances, determined by the Town, in its sole and absolute discretion, to constitute a conflict of interest.

The Town reserves the right to disqualify any proponent that in the Town's sole opinion has an actual or potential conflict of interest or an unfair advantage or may permit the proponent to continue and impose such terms and conditions, as the Town in its sole discretion may require.

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to: (i) having, or having access to, confidential information of the Town in the preparation of its Proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair.

Proponents are required to disclose, to the RFP Contact, any potential or perceived conflict of interest issues prior to RFP closing date and time.

Disqualification for Prohibited Conduct

The Town may disqualify a proponent, rescind a notice of selection or terminate a contract subsequently entered into if the Town determines that the proponent has engaged in any conduct prohibited by this RFP.

Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the preferred supplier(s).

Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Town; deceitfulness; submitting Proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

Past Performance and/or Past Conduct

The Town may prohibit a proponent from participating in this RFP based on past performance or based on inappropriate conduct in a prior RFP and/or procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above.
- (b) the refusal of the supplier/proponent to honour its submitted pricing or other commitments;
or
- (c) any conduct, situation or circumstance determined by the Town, in its sole and absolute discretion, to have constituted a Conflict of Interest.

Confidential Information of the Town

All information provided by or obtained from the Town in any form in connection with this RFP either before or after the issuance of this RFP:

- (a) is the sole property of the Town and must be treated as confidential.
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables.
- (c) must not be disclosed without prior written authorization from the Town; and
- (d) must be returned by the proponent to the Town immediately upon the request of the Town.

Confidential Information of Proponent

Bidders should note that this procurement process is subject to the Access to Information and Protection of Privacy Act, 2015 (the "Act"). The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the Act has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the Act. The confidentiality of such identified information will be maintained by the Town of Gambo, except as otherwise required by law or by order of a court or tribunal. Bidders are advised that their bids will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Town of Gambo to advise or assist with the RFP process, including the evaluation of bids. Details pertaining to the successful bidder and the financial value of any contract entered into pursuant to this RFP will be publicly released as a part of the contract award notification. If a bidder has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact."

Reserved Rights of the Town

The Town reserves the right to:

- (a) make public the names of any or all proponents as well as award information.

- (b) make changes, including substantial changes, to this RFP provided that those changes are issued by way of addendum in the manner set out in this RFP.
- (c) request written clarification or the submission of supplementary written information in relation to the clarification request from any proponent and incorporate a proponent's response to that request for clarification into the proponent's Proposal. This shall not be an opportunity for Proposal repair.
- (d) assess a proponent's Proposal on the basis of: (i) a financial analysis determining the actual cost of the Proposal when considering factors including quality, service, price and transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established); and (ii) in addition to any other evaluation criteria or considerations set out in this RFP, consider any other relevant information that arises during this RFP process;
- (e) waive formalities and accept Proposals that substantially comply with the requirements of this RFP.
- (f) verify with any proponent or with a third party any information set out in a Proposal.
- (g) check references other than those provided by any proponent.
- (h) disqualify a proponent, rescind a notice of selection or terminate a contract subsequently entered into if the proponent has engaged in any conduct that breaches the process rules or otherwise compromises or may be seen to compromise the competitive process.
- (i) cancel this RFP process at any stage.
- (j) cancel this RFP process at any stage and issue a new RFP for similar proposals.
- (k) accept any Proposal in whole or in part; or
- (l) reject any or all Proposals.

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

Limitation of Liability

By submitting a Proposal, each proponent agrees that:

- (a) neither the Town nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this Proposal process including but not limited to costs of preparation of the Proposal, loss of profits, loss of opportunity or for any other claim; and
- (b) the proponent waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the Proposal, loss of profit or loss of opportunity by reason of the Owner's decision to not accept the Proposal submitted by the proponent, to enter into an agreement with any other proponent or to cancel this Proposal process, and the proponent shall be deemed to have agreed to waive such right or claim.

Governing Law and Interpretation

These Terms and Conditions of the RFP Process:

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision).
- (b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the Town; and
- (c) are to be governed by and construed in accordance with the laws of the province of Newfoundland & Labrador and the federal laws of Canada applicable therein.