



## REQUEST FOR PROPOSAL (RFP)

Whitewater Ontario is seeking a service provider to deliver and operate a white water instructional program at the Minden Wild Water Preserve on the Gull River, Minden Ontario.

Issue Date: September 19, 2011

Closing Date: October 31, 2011

Enquiries and Submissions to: Whitewater Ontario  
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Port Perry, ON L9L 1B6  
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(F) 905 985-5256  
[info@whitewaterontario.ca](mailto:info@whitewaterontario.ca)

Details of the Preserve may be found at: [www.whitewaterontario.ca](http://www.whitewaterontario.ca)

## **BACKGROUND**

Whitewater Ontario (WO) is seeking a commercial member as a service provider to deliver and operate a paddling instruction school at the Minden Wild Water Preserve on the beautiful Gull River near Minden, Ontario. The successful proponent will utilize the adjoining whitewater section of the Preserve to provide a whitewater instructional program for a two year period commencing April 2012 and ending October 31, 2014.

### **Goals**

WO seeks to strengthen instructional programming on the Gull River by entering into an agreement which will see the successful proponent rent a portion of WO's facility, the Roger Parsons Centre (RPC) at the Minden Wild Water Preserve. WO will rent space to enable the operator to enhance the quality of their instructional programs, and with WO, continue to develop and support whitewater paddling across the province of Ontario.

The commercial member's presence will help to increase the use of the Preserve by providing high quality instructional courses on a regular basis throughout the paddling season.

WO and the successful proponent will enter into a landlord – tenant agreement for rental of office and utility space in the RPC and for the provision of instructional services.

### **Minden Wild Water Preserve (MWWP)**

Details of the Preserve may be found at: [www.whitewaterontario.ca](http://www.whitewaterontario.ca)

### **WO Mission**

Whitewater Ontario is a volunteer-driven organization uniting, supporting, and sustaining the inclusive development of the whitewater paddling community and resources.

### **Vision Statement**

Whitewater Ontario will be a powerful and influential voice that promotes excellence through its' membership, programs, and events, enabling lifelong participation in paddling at all recreational and competitive levels. Further, we advocate safe and environmentally responsible access and use of Ontario's rivers.

## **RFP Target Audience**

This proposal is open to all commercial members of Whitewater Ontario who wish to operate a whitewater instruction program at the Minden Wild Water Preserve.

## **Time Frame**

The term of the agreement will commence in the spring of 2012 and terminate at the end of October 2014. An option for renewal at the end of two years may be considered.

## **Rental Fee**

The proponent is to indicate how they will deliver on the requirements noted below and their expected rental rate e.g. flat fee or percentage of revenue.

## **EXPECTATIONS and REQUIREMENTS**

### **General**

Preference will be given to proposals that present a “best fit” with WO/MWWP principles, practices, procedures and long term goals e.g. employ locally; support local business in the purchase of goods and services; show support for WO and MWWP events and programs.

The successful proponent is an independent contractor completely separate from WO and the operation, management and administration of WO and the MWWP.

The proponent has no authority to bind the WO in any manner excluding the terms and conditions of a written agreement that will be entered into between the parties.

In the case of irresolvable problems, either party may terminate the agreement upon thirty days written notice prior to the termination. In the event that either party breaches the agreement, thirty days written notice by either party is required to terminate the agreement.

The Gull River is a public resource. The successful proponent will not have exclusive entitlement to the white water, the Preserve grounds or to the provision of paddling instruction.

The pilot program of the past two years would indicate that the sustainability of the Preserve and a key to success is the full time presence and volunteerism of the service provider during the peak paddling season of July and August.

## Proponent Requirements

The proponent:

- must be a commercial member of Whitewater Ontario
- must have prior experience operating a successful paddling school
- must be able to supply all their own equipment e.g. boats and associated gear at their own cost
- must be able to provide certified instructors for instructional services as required by prospective clients. E.g. 'on demand'
- must be willing to enter into a rental agreement with the landlord
- is responsible for all wages, statutory remittances and other relevant deductions required by law arising out of the employment of its personnel
- may not enter into any agreements on behalf of W.O. e.g. for any services or utilities etc.
- is responsible for general cleanliness tidiness and appearance of the rental space
- will manage its programming to avoid conflict with other river users
- rental revenue is to be remitted on a monthly basis 15 days after each month end. (The WO Treasurer has the right to access the paddling school records as deemed necessary).
- is to advise its clients that regular camping fees will be charged to any course participants who camp at the MWWP and fees will be paid directly to WO
- will include WO membership fees of \$15 in all courses that run two or more days and will remit this amount to WO within 15 days after the end of the month, concurrent with monthly rental remittance. The discounted student membership fee will be for a period not exceeding one year.
- must provide WO with a certificate of insurance for \$2 million general commercial liability which covers the duration of the annual rental period.
- must agree to indemnify and save harmless WO from all fines, suits, claims, demands and actions of any kind
- must have the approval of WO for any commercial signage to be placed on WO property i.e. size, appearance, content, number and location
- may not alter or change any of the physical structure or appearance of the RPC or add services without written consent of WO

Further, the proponent must outline in their business plan the following:

- How, in cooperation with WO, they will continue to develop and support whitewater paddling across the province of Ontario.
- How their presence will help to increase the use of the Preserve

- How they will be compatible with WO/MWWP principles, practices, procedures and long term goals e.g. employ locally; support local business in the purchase of goods and services; and show support for WO and MWWP events and programs.
- How they will deliver on the requirements noted above and their expected rental rate e.g. flat fee or percentage of revenue.

### **Landlord (WO) Requirements**

Whitewater Ontario will:

- for the duration of the agreement with the successful proponent, provide the following space/area at the RPC:
  - lower level office space
  - utility/garage area
- provide access from its property to the adjoining whitewater section of the Preserve/river, but the agreement does not yield exclusive right to use of the white water or Preserve grounds. The white water remains a public watercourse.
- upon written request from the proponent, review any request for change to the terms and conditions of an agreement

### **SUBMISSIONS**

#### **Cover Letter**

Applicants are to submit a cover letter to their proposal which includes contact information and a brief summary of their instructional program.

#### **Overview of Organization**

In their business plan submission, applicants are to provide an overview of their organization, including history, background, and experience, current and future objectives and demonstrate available resources for supplying their own equipment. The proponent is to indicate how they will deliver on the requirements noted above and their expected rental rate e.g. flat fee or percentage of revenue.

#### **Proposal Submission**

Whitewater Ontario invites qualified commercial members to submit their proposal via email to: [info@whitewaterontario.ca](mailto:info@whitewaterontario.ca) **no later than midnight October 31, 2011**

## **Whitewater Ontario Contact**

All communications and submissions regarding this RFP should be directed to:

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