

Request for Quotation
Highrock Lookout Park Committee
Seasonal Caretaker 2021
May 15, 2021 to October 16, 2021 (22 weeks)

Goal:

- The duties outlined below are the requirements to maintain High Rock Lookout Park. The Caretaker will be responsible to the Highrock Lookout Park Committee for ensuring that the Park is kept clean, safe and presentable for the duration of the employment.

Duration and Hours:

- Contract is for a total of 22 weeks beginning May 15th, 2021
- Anticipated average of 6 – 8 hours a week to perform general duties as listed
- Visits are to be no longer than 4 days in-between
- The hours are flexible and left to the discretion of the caretaker, providing the park is maintained in a clean and safe manner, and the general duties are performed.

Work Schedule (rough guess):

May	-	2 visits / week
June	-	3 visits / week
July	-	3 visits / week
August	-	3 visits / week
September	-	2 visits / week
October	-	2 visits /week

Compensation:

- The compensation for the general duties listed will be as agreed based on submission.
- The Committee may request that “additional” duties be performed; compensation for these activities will be paid upon completion and invoice submitted to the Village of Sundridge office.
- Cleaning Supplies that are required may be purchased on account at the Home Hardware in Sundridge, subject to the approval of the Village of Sundridge office. All charges for cleaning supplies at home hardware are to have “HIGH ROCK” marked on the invoice.
- Payment of contracted wage will be paid upon Caretaker submission of a detailed invoice.
- The invoice will be given to the Village of Sundridge Municipal Office the beginning of each month.
- Emergency purchases will be reimbursed upon receipt.
- Items to be provided on the invoice is indicated below
 - Indicate which weeks are being invoiced
 - Record number of visits made per week, and hours worked per visit
 - Record date of completion of “additional” duties, hours worked and tasks completed.

Absenteeism:

- The Village Office must be informed if circumstances arise which would leave the park ‘untended’ for 4 or more days, or for any booked function. Notice 1 week prior to

caretaker absenteeism must be given when possible; this will allow other arrangements to be made for the care of the park during that period.

General Duties:

- tidy the park area
- bathrooms – sweep out, clean and disinfect and check to see if there is toilet paper in the bathrooms (3 times a week)
- picnic shelter – sweep & wipe down tables at each visit
- garbage needs to be emptied on a regular basis
- steps and terrace swept when needed
- lawn mowed bi-weekly (also area by terrace)
- Tree trimming / brushing to maintain “open natural” look and to maintain the viewing areas at both lookouts
- path & trail walk maintenance – grass and brush trimmed when necessary
- “natural flowerbeds” to be kept clean and healthy
- signage to be maintained
- driveway to be monitored, required maintenance to be reported
- check with Sundridge office regularly to confirm bookings
- park must be presentable for all booked events before and after
- meet with a Committee representative once per month (not a set schedule)
- other duties of the like listed above may be requested during the employment

Safety:

- The successful proponent must be knowledgeable of and comply with the safety standards as outlined in the Occupational Health and Safety Act.

Additional Item:

- Chainsaw Operators Certificate not required but considered an asset.

Terms and Conditions

1. WSIB Certificate is required.
2. The duties outlined are the minimum requirements to maintain Highrock Lookout Park.
3. The Caretaker will be responsible to the Highrock Lookout Park Committee for ensuring that the Park is kept sanitary, safe and presentable for the duration of the employment term.
4. The term is for a total of 22 weeks beginning May 15, 2021 as well as two possible one year extensions as mutually agreed upon by both parties with an increase to the fee based on the Consumer Price Index beginning on the following dates:
 - May 13th, 2022 for the 2022 season
 - May 12th, 2023 for the 2023 season

HIGH ROCK LOOKOUT PARK CARETAKER SUBMISSION FORM

Name: _____

Business: _____

Address: _____

Phone #: _____

E-mail: _____

COMPENSATION

The compensation for the general duties as listed will be \$_____ per week.

The compensation for additional duties will be \$_____ per hour.

Payment will be issued upon the Caretaker's submission of an invoice to the Village of Sundridge at the beginning of each month.

Items to be provided on the invoice is indicated below:

- Indicate which weeks are being invoiced
- Record number of visits made per week, and hours worked per visit
- Record date of completion of "additional" duties, hours worked and tasks completed.

I, _____, acknowledge that I have read pages 1, 2 (Terms and Conditions).

Signature

Date

☐ WSIB Certificate attached