



**REQUEST FOR QUOTATION  
RAINEY CREEK MUNICIPAL  
2026 CAMPGROUND OPERATOR  
For the District of Stewart**

**RFQ Number: 2026-001**

**Request Issue Date: March 27, 2026**

**Closing Date: April 13, 2026**

**Contact Person:**

**Tarra Barker**

**Chief Administrator Officer**

**Email: [cao@districtofstewart.com](mailto:cao@districtofstewart.com)**

**705 Brightwell Street, PO Box 460, Stewart, BC V0T 1W0**

# 1. OVERVIEW

The District of Stewart invites quotations from qualified individuals or firms to provide Campground Operator Services for the Rainey Creek Municipal Campground. The Operator will operate as an independent contractor, responsible for the day-to-day operation, supervision, and maintenance of the campground, ensuring a clean, safe, and welcoming experience for all guests. The Operator will also manage the District's online campground booking system. Utilizing "Campspot"; the designated third-party booking platform, the Operator will facilitate efficient and customer-friendly reservation services.

Key responsibilities include park supervision, customer service, fee collection and monthly reconciliation, campground maintenance, and coordination with District staff to ensure smooth operations in accordance with District policies and procedures.

## Available Campsites: 79 Sites – Not including overflow spaces

- 30 Amp Electrical Sites – 28 Sites – Rental Rate: \$38.50 per night
- 15 Amp Electrical Sites – 33 Sites – Rental Rate: \$34.00 per night
- Dry Sites – 8 Sites – Rental Rate: \$26.00 per night
- Tenting Sites – 10 Sites – Rental Rate: \$22.00 per night
- There are two spaces available for overflow tenting and/or RV's

# 2. CONTRACT TERM

Each contract year is from May 15<sup>th</sup>, 2026 - October 31<sup>st</sup>, 2026. Please provide your preferred term as part of your submission.

# 3. BOOKING SYSTEMS RESPONSIBILITIES

The contractor will be responsible for managing the District's Campspot online reservation system for the Rainey Creek Municipal Campground. Responsibilities include:

- Handling reservation bookings and inquiries through Campspot and processing reservation refunds, changes, and cancellations as required.
- Training and orientation will be provided for Campspot and Square P.O.S.
- Managing all customer and system data in accordance with District's privacy and information management policies.
- Perform the collection of payments via multiple methods (cash, credit, debit) in accordance with the methods and systems selected by the District.
- Financial reporting to be conducted using the system, methods, and schedule designated by the District.

## 4. CAMPGROUND OPERATOR RESPONSIBILITIES

The contractor will be responsible for seasonal day-to-day maintenance for the Rainey Creek Municipal Campground. Responsibilities include:

- Cleaning sites between guests; including site raking and waste removal from sites, fire rings and common areas.
- Cleaning bathroom and shower buildings and pit toilets, a minimum of twice daily or as required to maintain an acceptable level of cleanliness and hygiene.
- Light brushing around and between sites as required to maintain a tidy appearance in the campground.
- General maintenance of flower boxes, pots, and hanging baskets.
- Address customer concerns or complaints, enforce the rules and handle difficult situations with professionalism.
- Monthly recap of campground load for the previous month, as well as projected load for the current month.
- Cleaning tools and supplies will be the responsibility of the Campground Operator.

## 5. MINIMUM REQUIREMENTS

- Valid Class 5 Driver's License.
- Clear Criminal Record Check, including the section related to working with children and vulnerable persons.
- WCB and Liability Insurance: If the Campground Operator does not already have WCB & Liability coverage, this can be arranged through the District of Stewart with cost recovery.
- Strong customer service, communication, and problem-solving skills.
- Campground supervision 7 days per week from May 15<sup>th</sup> to October 31<sup>st</sup>, 2026.

## 6. ON-SITE ACCOMODATION

The Campground Operator must be available to work long hours, be on call, work split shifts; days evenings and weekends. An on-site RV pad will be available to the operator at no cost for the duration of the season. It is anticipated that the operator will remain onsite, unless alternative arrangements are proposed.

## 7. QUOTATION CONTENTS

- Letter and resume or portfolio summarizing your experience and interest in the position.
- Estimated quotation per contract season for completing above-stated responsibilities.
- Names and information on role and experience of employees or partnerships who will be involved in servicing the contract.
- Preferred term.
- Proposed value-added services.
- Compensation:
  - Seasonal Rate (ie: flat rate for May 15-October 31)
  - Monthly Rate
  - Percentage based.
- Propose reporting schedule (monthly, annually, etc.) to convey financial, successes, challenges, improvements and recommendations

## 8. QUOTATION SUBMISSION

Quotations must be received by 4:30pm on April 13th, 2026

Quotations can be emailed to [CAO@districtofstewart.com](mailto:CAO@districtofstewart.com), with the subject line “**RFQ #2026-001 for Rainey Creek Municipal Campground Operator Contract**”. Alternatively, hard copy quotations for this RFQ may be submitted to:

Attention: Tarra Barker, CAO

District of Stewart, PO Box 460, Stewart, BC, V0T 1W0

Or in person at the District of Stewart Municipal office; 705 Brightwell Street.

The District of Stewart reserves the right to waive informalities in or reject any or all quotations, or to accept the quotation deemed most favourable in the interest of the District. The lowest or any quotations will not necessarily be accepted.

# RAINEY CREEK Municipal Campground

