



Dryden & District Agricultural Society  
99 Scott Street  
Box 4, Site 300, RR#3  
Dryden, ON P8N 3G2  
807-223-6766

## Invitation to Tender for Gate Attendant Service

### Intent

This invitation to Tender is to provide **GATE ATTENDANT** services for the Dryden & District Agriculture Society (DDAS) at the Dryden Fairgrounds during the Dryden Fall Fair August 20, 21, 22, 2025.

Gate Attendant services are required to manage and control both the public walk-in entrance and vehicle entrance to receive monies from the public for attending the Dryden Fall Fair. Services will be conducted out of designated gate attendant booths on site. Gates are required to be open to the public as per the following *Schedule*:

Thursday August 20 from 10:00am to 10:00pm

Friday August 21 from 08:00am to 10:00pm

Saturday August 22 from 08:00am to 10:00pm

### Duties

The Service Provider will be responsible for the following:

- To ensure all Gate Attendants under Service Provider have general and responsible money transaction and management skills to handle gate fees.
- To ensure, at all times, safe keeping and management of all monies under care and control of the Service Provider and staff.
- To provide and ensure, at all times, as per the *Schedule* identified above:
  - two (2) attendants are operating the public walk-in gate,
  - two (2) attendants are operating the vehicle entrance gate, and
  - one (1) attendant as third attendant at vehicle entrance gate and to fill in breaks at the walk in gate.
- On Thursday, to start one (1) hour earlier than the *Schedule* times identified above to meet with DDAS Treasurer to obtain and sign for two (2) floats of money required to conduct services, to discuss any needs or developments from activities, and to prepare Gate Attendant booths for the day.
- On Thursday, to ensure all Gate Attendants and Service Provider attend a half hour (1/2 hr) training on DDAS new user-friendly electronic payment system (SQUARE) **prior** to start up at 10:00 am on the Thursday.
- To receive the public entering the gates on foot or by vehicle, conduct monetary transactions for the public paying gate fees as per *Fall Fair Fee Schedule* (below).
- Provide **Public Entry** identification (eg: stamps, wristbands) to the public indicating paid entry onto grounds.
- To receive gate passes issued by DDAS to organizations or volunteers which permits entry to the Fair without further gate fees.
- To control the entry of the public and vehicles at the gates, ensuring no public fails to pay as required.
- To ensure no animals other than those registered for show are permitted on the grounds. No Dogs allowed.
- To have both cordial public interaction skills and be prepared to manage conflicts or concerns that may arise.
- To ensure the Lead Service provider is on site at all times, or ensure a lead is designated in their absence (breaks)
- At the end of each shift, meet with the DDAS Treasurer to reconcile money.
- To report on activities, observations, altercations, damages, events and other developments to the DDAS contact person prior to leaving at night, or prior to starting new shift in the morning.
- In the event of any need for consultation and specifically in event of conflict or emergency, the Gate Attendant lead must act immediately to contact any DDAS Director (office) for assistance.

### **Successful Bidder Responsibilities:**

- Be responsible for all above said Gate Attendant duties.
- Adhere to all standards covered by Ontario Health & Safety Act including WHMIS. This includes wearing any necessary personal protective equipment (PPE) needed to complete activities. All incidents/accidents must be reported to DDAS contact immediately and an incident report must be completed and sent to DDAS within 24 hrs of the event.
- Adhere to Code of Conduct free of discrimination and harassment and maintain dignity of all peoples.
- Be responsible for all persons employed by Service Provider to conduct the service.
- Submit final written invoice for payment of services.
- Identify improvements / concerns related to contract delivery in writing to DDAS at any time during service.
- The Bidder agrees that DDAS or its agent shall not be responsible for any loss, expense, damage, accident, injury or death which results directly or indirectly from any act or failure to act, whether negligent or otherwise by the successful bidder. **The successful bidder is to provide proof of valid insurance or confirmation of insurance coverage must be arranged with DDAS and provided prior to this contract being awarded for its activities and worker activities taking place on the Dryden & District Fair and Exhibition Grounds.** The DDAS will continue its landowner policy(s) in force.

### **DDAS Responsibilities**

- DDAS will assign gate fees as per *Fall Fair Fee Schedule* below.
- DDAS will provide any required PPE (high-vis vest, flashlights, batteries), electrical cords, chairs, gates for public traffic flow, any other equipment needed to complete the service and copy of Incident Report template.
- DDAS will provide the **Daily Public Entry** identification (eg: stamps, wristbands) that indicate paid entry onto grounds.
- DDAS will ensure all Gate Attendants and Service Provider attend a half hour (1/2 hr) training on DDAS new electronic payment system (SQUARE) prior to 10:00 am on Thursday.
- Each morning, the DDAS Treasurer will meet with proponent to provide and sign for two (2) floats of money required to conduct services, and to discuss any needs or developments from activities to prepare Gate Attendant for the day.
- DDAS Treasurer will conduct routine cash drops for booth security during operations and be available for post shift reconciliation of monies and transactions with Service Provider.
- DDAS Treasurer will receive written invoice upon completion of the service. Service will be paid out in lump sum at the end of the contract within one (1) week of receiving this invoice.
- DDAS Contract Representative will be available during the hours of the shift to address Tender Service issues.

### **Tender Acceptance:**

The lowest or any tender may not necessarily be accepted and DDAS reserves the right to cancel the tender call. The DDAS shall be entitled, but not obliged to terminate the contract awarded to the successful bidder if any of the following infractions should occur:

- Inferior performance
- Damage to equipment or the facility
- Failure to meet of any of the obligations as noted in the responsibilities
- Circumstances that deem the service unneeded

### **Cancellation:**

This contract may be cancelled by either party by providing written notice to the other party giving two weeks notice of intent to cancel.

For further information regarding the Tender, please contact the DDAS at [ddasexec@gmail.com](mailto:ddasexec@gmail.com) by June 19, 2026.

Using the **TENDER SUBMISSION** sheet attached, please send tenders via email, mail or arrange drop off to the address below:

Email: [ddasexec@gmail.com](mailto:ddasexec@gmail.com)  
 Address: Dryden & District Agricultural Society  
 99 Scott Street  
 RR#3, Site 300, Box 4  
 Dryden, ON P8N 3G2

**NOTE: DDAS has estimated a total tender value for the hours and duties described as: \$5800.00 however all tenders are considered.**

**All bids must be received by DDAS no later than 12:00 pm (noon) on July 10, 2026.**

<b><u>2026 FALL FAIR FEE SCHEDULE</u></b>		
<b>GENERAL PUBLIC GATE ADMISSION FEES</b>		
Daily Rate	Age 5 & Under	Free
	Youth (Age 6 – 16)	\$5.00
	Adult ( Age 17 – 64)	\$10.00
	Senior (Age 65+)	\$5.00
3-Day Pass	Youth (Age 6-16)	\$10.00
	Adult (Age 17-64)	\$25.00
	Senior (Age 65+)	\$10.00
<b>GENERAL PUBLIC PARKING FEES</b>		
Daily Rate	\$5.00	
3-Day Pass	\$10.00	

**TENDER SUBMISSION for GATE ATTENDANT SERVICES**

Name of Bidder:

Title:

Company:

Mailing Address:

Email Address:

Phone Number:

Alternate if Available:

**Tender Pricing** (identify pricing unit eg: per day, per hour of service or lump sum):

Tax Extra?

Yes No

Identify **All** Experience to Support Eligibility for Tender:

List of Workers names and Experience:

References:

Copy of Proof of Insurance Attached

Bidder Signature:

Date:

## DDAS Tender Awarded

*For Office Use Only*

## DDAS Gate Attendant

Awarded To:

Term of Contract:

August 20 – 22, 2026

- ✓ Conditions of Contract as outlined in Tender Duties and Responsibilities
- ✓ Contract payment rate as per Tender Submission
- ✓ Contact information as per Tender Submission
- ✓ Copy of Incident Report Template provided to Proponent

Proponent (name)

Signature of Proponent

Date

DDAS Representative (name)

Signature of DDAS

Date