



Invitation to Tender for Parking Control

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

Intent

This invitation to Tender is to provide **PARKING CONTROL** services for the Dryden & District Agriculture Society (DDAS) at the Dryden Fairgrounds during the Dryden Fall Fair August 20, 21, 22, 23, 2025.

Parking control is required for all designated parking areas on the grounds (*Grounds Parking Area*) and the area located east of the grounds along Highway 601 (*East Parking Area*). This service manages orderly parking arrangements, provides safety and prevention of injury to vehicle and pedestrian traffic and prevents unwanted activities.

Duties

The Parking Control lead will be responsible for the following:

- To work under the direction of the DDAS Representative. All communications will be between the Parking Control lead and the DDAS Representative; the Parking Control lead will be responsible for relaying the information to the parking attendants.
- Providing name and contact information each day to the DDAS Representative of the person in charge of the parking attendants.
- Maintain a Log of all activities, list of materials, persons and hours required to conduct the activities.
- Ensure all attendants wear Personal Protective Equipment (eg: safety vests, gloves) and use equipment (eg: radios, flashlights) provided by DDAS.

August 20: Meet with DDAS Representative at 9:00am to review and discuss the Parking Control Service. The Parking Control lead will be responsible to mark with stakes, rope and flagging the Grounds Parking Area and the East Parking Area to allow for the free flow of traffic in and out and provide specific parking areas for the directors, accessibility needs and livestock trailers as directed by the DDAS Representative.

August 21-23 from 8 a.m. till 11 p.m.:

1. A parking attendant must be assigned to the **drive-in gate** on the grounds to ensure:
 - a. That a safe unloading area is provided for seniors and accessibility needs, prior to the vehicle being taken to the parking area.
 - b. That no animals other than those registered for show are permitted on the grounds. No Dogs allowed.
2. A parking attendant must be assigned to the **exit gate** on the grounds to ensure no entrance through that gate except for livestock trailers and Emergency vehicles if required (Fire, Police, Ambulance).
3. A parking attendant must be assigned to the **access road** for the *East Parking Area* to keep traffic moving.
4. There must be sufficient attendants for the *Grounds Parking Area* and *East Parking Area* to:
 - a. Keep traffic moving and provide direction to available vacant parking spots, thus allowing patrons to park as close to the fair as possible.
 - b. To assist patrons in finding their vehicles, especially in the evening.

August 24 between 10:30 a.m. and 2 p.m.: The Parking Control person is responsible for ensuring:

1. That all stakes, ropes and signs are removed from all parking areas and returned to the DDAS Office
2. That all equipment (safety vests, flashlights, and radios) is returned to the DDAS office.
3. All flagging tape is disposed of in the garbage.

Successful Bidder and Attendants Responsibilities:

- Be responsible for all above said Parking Control duties.
- Adhere to all standards covered by Ontario Health & Safety Act including WHMIS. This includes wearing any necessary PPE needed to complete activities. All incidents/accidents must be reported to the 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.
- Record Parking Control activities on Log Sheets. Include on Log Sheets any reported damage to property and concerns received.
- Submit to the DDAS office, all Log Sheets, including dates and times/hours of work with invoice for payment upon completion 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.
- All incidents/accidents must be reported to DDAS immediately. An incident report is to be completed and sent to DDAS within 24 hrs of any incident/accident.

DDAS Responsibilities

- On August 20, meet with proponent at 9:00am to review Parking Control services.
- The DDAS representative will be available during the hours of service as described above. Contact information for DDAS representative will be provided.
- The DDAS will provide the required PPE (safety vests, gloves, flashlights, batteries) and copy of Incident Report template.
- DDAS will provide materials and equipment needed for activities (radios, rope, stakes, signage, flagging, sledgehammers)
- Provide payment of the contract price within one (1) week of receiving a written invoice with detailed Activity log for services completed.

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 contact the DDAS at 807-223-6766 by June 27, 2025.

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

Email: ddasinfo2@gmail.com

Address: Dryden & District Agricultural Society
99 Scott Street
RR#3, Site 300, Box 4
Dryden, ON P8N 3G2

Bids must be submitted to the Dryden & District Agriculture Society by 12pm (noon) on July 18, 2025.

TENDER SUBMISSION for PARKING CONTROL	
Name of Bidder:	
Title:	Company:
Mailing Address:	
Email Address:	
Phone Number:	Alternate if Available:
Tender Pricing (identify pricing per hour)	Tax Extra? Yes No
Identify All Experience to Support Eligibility for Tender:	
References:	
List of Workers and Experience:	
Bidder Signature:	Date:

DDAS PARKING CONTROL Tender Awarded

For Office Use Only

Awarded To:

Term of Contract:

August 20, 21, 22, 23, 2025 for the hours of 8:00 am to 11:30pm

- ✓ Conditions of Contract as outlined in Tender Duties and Responsibilities
- ✓ Contract payment rate as per Tender Submission
- ✓ Contact information as per Tender Submission
- ✓ Completed Work Log Sheet to be included with invoice submissions
- ✓ Copy of Incident Report Template provided to Proponent

Proponent (name)

Signature of Proponent

Date

DDAS Representative (name)

Signature of DDAS

Date

WORK LOG SHEET

Set up parking areas, provide traffic control services, disassemble parking areas

[illegible]

Identify reported incidents or concerns:

Parking Control Name and Signature:

DDAS Rep Name and Signature:

