



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

Invitation to Tender for Parking Control

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 17 - 23, 2026.

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.
- To implement and manage **Parking Control Set-up and Take Down** within the days of August 17 – 19, and August 23 (as needed to conduct service) and provide **Parking Control Service** for the days of August 20 – 22.
- To implement and manage Accessible Parking spaces, as defined by DDAS. Follow protocol to manage Accessible Parking enforcement.
- Maintain a Log of all activities, list of materials, persons and hours required to conduct the activities.
- To ensure all attendants wear Personal Protective Equipment (eg: safety vests, gloves) and use equipment (eg: radios, flashlights) provided by DDAS.
- To provide name and contact information each day to the DDAS Representative of the person in charge of the parking attendants.
- To manage worker scheduling (shifts and breaks) while maintaining parking control coverage at all times.

Monday - Wednesday August 17 – 19 (only as needed to conduct service):

1. Meet with DDAS Representative at 9:00am to review Parking Control Set Up and Take Down Service.
2. The Parking Control lead and sufficient number of workers are to set up parking controls by marking with stakes, rope and flagging, and erect traffic control signage for both 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.

Thursday August 20 (10am – 9pm) and Friday and Saturday August 21 - 22 (8am – 9pm):

1. One (1) parking attendant is required at all times adjacent to the **drive-in gate** area on the grounds to manage Accessibility Parking needs and to ensure a safe unloading area is provided for both accessibility and seniors needs, prior to the vehicle being taken to the parking area.
2. One (1) parking attendant is required at all times at the **exit gate** on the grounds to ensure no entrance through that gate with the exception of livestock trailers and Emergency vehicles if required (Fire, Police, Ambulance).
3. Four (4) parking attendants are required at all times for the **Grounds Parking Area** to provide traffic guidance and direction to available vacant parking spots.
4. Two (2) parking attendants are required at all times for the **East Parking Area** to provide traffic guidance and direction to available vacant parking spots.

Sunday August 23 between 9 a.m. and 12 p.m.:

The Parking Control lead and sufficient number of workers are responsible for ensuring:

1. That all stakes, ropes and signage are removed from all parking areas and returned to the DDAS Office in an orderly and storable fashion (bundle reusable stakes, rope securely coiled, etc).
2. That all equipment (safety vests, flashlights, and radios) is returned to the DDAS office.
3. All flagging tape and broken stakes are 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

- 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 regarding the Tender, please contact the DDAS at ddasexec@gmail.com by June 26, 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
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: \$5500.00 however all tenders are considered.

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

TENDER SUBMISSION for PARKING CONTROL

Name of Bidder:

Title:

Company:

Mailing Address:

Email Address:

Phone Number:

Alternate if Available:

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

Tax Extra?

Yes No

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

List of Workers and Experience:

References:

Copy of Proof of Insurance Attached

Bidder Signature:

Date:

DDAS Tender Awarded

For Office Use Only

PARKING CONTROL

Awarded To:	
Term of Contract:	August 17 - 23, 2026, as required, for the hours described in Tender
<ul style="list-style-type: none">✓ 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	

