



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 21, 22, 23, 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*:

August 21: from noon (12:00) to midnight (24:00)

August 22: from 10:00am to midnight (24:00)

August 23: from 10:00am to midnight (24:00)

Service required is anticipated to be approximately 46 hours total.

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 ensure, at all times, two (2) attendants are operating the public walk-in gate and two (2) attendants are operating the vehicle entrance gate as per the *Schedule* identified above.
- 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.
- 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 on noon (12:00pm) on August 21st.
- To receive the public entering the gates on foot or by vehicle, conduct monetary transactions for the public paying gate fees.
- 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 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: Adult \$10 (age 17+), Seniors \$5 (age 65+), Youth free (age 16 and under.)
- Ensure all Gate Attendants and Service Provider attend a half hour (1/2 hr) training on DDAS new electronic payment system (SQUARE) prior to noon (12:00pm) on August 21st.
- 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 representative will be available during the hours of the shift to assist as described above.
- 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 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.

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 July 18, 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) July 25, 2025.

TENDER SUBMISSION for GATE ATTENDANT SERVICES	
Name of Bidder:	
Title:	
Company:	
Mailing Address:	
Email Address:	
Phone Number:	Alternate if Available:
Tender Pricing (identify pricing per hour; approximately 46 hours of service):	Tax Extra? Yes No
Identify names of ALL Gate Attendants to be employed by Lead Service Provider, ensuring minimum of 4 persons:	
Identify All Experience to Support Eligibility for Tender:	
References:	
Bidder Signature:	Date:

DDAS GATE ATTENDANT Tender Awarded

For Office Use Only

Awarded To:

Term of Contract:

August 21, 22, 23/ 2025 for the hours described in Tender

- ✓ 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