



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Natural Resources

DIVISION OF PARKS & OUTDOOR RECREATION

NORTHERN AREA

3700 Airport Way
Fairbanks, AK 99709-4609
Main: 907.451.2695
Fax: 907.451.2754

Re: Request for Proposals to operate Twin Bears Camp in Chena River State Recreation Area

Dear Prospective Bidder,

The Northern Area Office of the Alaska Division of Parks and Outdoor Recreation is soliciting for proposals to entities interested in bidding for the private, commercial operation (including marketing, reservation, and maintenance services) of Twin Bears Camp under an exclusive Commercial Use Permit. This facility is in the Chena River State Recreation Area, at 30-mile Chena Hot Springs Road. The permit will have an initial five-year term, renewable for an additional ten years by mutual agreement.

Copies of the bid packet and permit application are available at the Northern Area Office located at 3700 Airport Way in Fairbanks, AK. and at the Directors Office at 550 West 7th Ave., Suite 1380 in Anchorage, AK. or on the web at www.alaskastateparks.org

The enclosed information explains the procedures the Division of Parks and Outdoor Recreation will follow to seek competitive proposals prior to awarding a permit or permits to individual operators. The items necessary to submit a responsive proposal are listed in the Request for Proposals (RFP), Section 3.17. The permit will be awarded based upon:

1. A minimum annual permit fee of \$500
2. The operator's ability to perform, methods and resources,
3. The operator meeting license and insurance requirements,
4. The operator's experience and references,
5. The best value or return to the State.

Proposals will be evaluated by a team selected by the issuing office, in accordance with the criteria described in Section 3.18 of the RFP

The State does not guarantee that an operator will make a profit with this permit, and the State does not assume any risk of loss. The permit only authorizes the operator to use a state park area to conduct a legal commercial enterprise.

Please note that corrections or additions may be made to the RFP that could change the content of the proposal (see section 1.9). If you receive your packet over the web, be sure to let Alaska State Parks know your name and contact information so you can be notified in the event of any addenda.

Sincerely,

A handwritten signature in blue ink that reads "Brooks Ludwig".

Brooks Ludwig, Park Superintendent

REQUEST FOR PROPOSALS

FOR

PRIVATE COMMERCIAL OPERATION OF
TWIN BEARS OUTDOOR EDUCATION CAMP
in the Chena River State Recreation Area

FAIRBANKS, ALASKA

Issuance Date: March 7th 2016

**Due Date and Time for Proposals:
March 30th, 2016, at 4:30 p.m.**

Issued by:
STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF PARKS AND OUTDOOR RECREATION
NORTHERN AREA

Permit Supervisor: Brooks Ludwig, Northern Area Superintendent
Physical Address: Corner of University Avenue and Airport Way, Fairbanks

Mailing Address: Alaska State Parks
3700 Airport Way
Fairbanks, AK 99709

PHONE: (907) 451- 2698
FAX: (907) 451-2754
E-Mail: brooks.ludwig@alaska.gov



TABLE OF CONTENTS

SECTION 1: INTRODUCTION	7
1.1 Camp Description	7
1.2 Summary of Services to be Provided.....	7
1.3 Camp to Remain a Part of the State Park System.....	8
1.4. Summary of Additional Services That May be Provided.....	8
1.5 Permit Fee Paid to the State.....	9
1.6 Annual Operations Plan.....	9
1.7 Business Plan.....	10
1.8 Issuing Office.....	10
1.9 Deadline for Receipt of Proposals.....	10
1.10 Questions and Addenda to this RFP	11
1.11 Permit Type, Term, and Renewal.....	11
1.12 Solicitation and Permitting Authority.....	11
1.13 Summary of Solicitation Process.....	11
SECTION 2: CAMP DESCRIPTION	12
2.1 Description.....	12
2.2 Visitation and Use Patterns.....	13
2.3 Revenue Collections	14
2.4 Management Issues.....	14
2.5 Operating Costs	14
2.6 Facility Improvements.....	15
2.7 State-Furnished Supplies	15
SECTION 3: SOLICITATION PROCESS, PROPOSAL EVALUATION, AND PERMIT NEGOTIATIONS	16
3.1 Required Review	16
3.2 Addenda to the RFP.....	16
3.3 Business and Professional License Requirements.....	16
3.4 Incurred Costs.....	16
3.5 Disclosure of Proposal Contents.....	16
3.6 Right of Rejection.....	16
3.7 Evaluation of Proposals	16
3.8 Interviews	17
3.9 Negotiations.....	17
3.10 Notice of Intent to Award.....	17
3.11 Appeals	17
3.12 Additional Terms and Conditions.....	17
3.13 Proposal as Part of Permit.....	18
3.14 Authorized Signature.....	18
3.15 Respondent's Certification.....	18
3.16 Conflict of Interest.....	18
3.17 Required Format	18
3.18 Proposal Evaluation Criteria.....	19

SECTION 4: PERMIT STIPULATIONS.....	21
4.1 Permittee Use of Premises.....	21
4.2 Specific Authorization.....	21
4.3 Products and Services to be Provided.....	21
4.4 Permit Term.....	22
4.5 Permit Renewal.....	22
4.6 Permit Fees.....	22
4.7 Payments Required.....	23
4.8 Camp and Area Rules and Regulations.....	23
4.9 Financial Records Subject to State Review and Audit.....	24
4.10 Protection of Lands, Facilities and Resources.....	24
4.11 Archaeological-Paleontological Discoveries.....	24
4.12 Alcoholic Beverages.....	24
4.13 Staffing.....	24
4.14 Annual Operations Plan, Budget and Report.....	25
4.15 Ownership of Improvements.....	26
4.16 Seasons, Hours of Operation.....	26
4.17 Pre-season Operations.....	27
4.18 Post-season Operations.....	28
4.19 Damage to State Facilities.....	28
4.20 Customer Service, Information and Compliance.....	28
4.21 Facility and Janitorial Maintenance Standards.....	29
4.22 Safety Equipment.....	33
4.23 Emergency Response.....	33
4.24 Accident Notification.....	33
4.25 Service and Construction Standards.....	33
4.26 Use of Camp by Non-paying Guests.....	34
4.27 Site Security and Law Enforcement.....	34
4.28 Required Camp Safety Inspections.....	34
4.29 Cooperation.....	35
4.30 State Use of Premises.....	35
4.31 Use of Premises by Other Commercial Operators.....	35
4.32 Other Permitted Uses.....	35
4.33 Sales and Prices.....	36
4.34 Advertising and Signage.....	36
4.35 State Held Harmless.....	37
4.36 Insurance Requirements.....	37
4.37 Insurance for State Buildings, Facilities, and Equipment.....	37
4.38 Reports.....	38
4.39. Rental Use Agreements.....	38
4.41 Modification/Amendment of Permit.....	38
4.42 Failure to Comply.....	38
4.43 Permit Revocation.....	39
4.44 Permit Termination.....	39
4.45 Warranty.....	39
4.46 Definitions.....	39

APPENDIX A: COMPETITIVE COMMERCIAL USE PERMIT APPLICATION	40
APPENDIX B: ANNUAL OPERATIONS PLAN AND REQUESTED CHANGES TO PERMIT STIPULATIONS.....	43
APPENDIX C: BUSINESS PLAN FORMAT.....	45
APPENDIX D: PERFORMANCE BOND NOT REQUIRED.....	
APPENDIX E: SAMPLE RENTAL USE AGREEMENT	54
APPENDIX F: SAMPLE END OF SEASON REPORT	59
APPENDIX G: CAMP HAZARD INSPECTION FORM.....	62
APPENDIX H: STANDARD PERFORMANCE EVALUATION FORM.....	63
APPENDIX I: INVENTORY	66
APPENDIX J: TWIN BEARS CAMP LOCATION MAP.....	70
APPENDIX K: TWIN BEARS CAMP OVERVIEW MAP	71
APPENDIX L: TRAILS NEAR TWIN BEARS CAMP.....	72

SECTION 1: INTRODUCTION

This is a Request for Proposals (RFP) to all qualified persons, firms, partnerships and corporations to submit a proposal for the private, commercial operation of Twin Bears Camp, (hereafter referred to as "Camp"). The State intends to issue a Competitive Park Use Permit for Commercial Activities authorizing the private operation of the camp beginning in May 2016. The permit will have an initial five-year term and may be renewed for an additional term of up to ten years by mutual written agreement.

This facility is in the Chena River State Recreation Area, managed by the Northern Area office of the Alaska Division of Parks and Outdoor Recreation (hereafter referred to as the "Division," or the "State").

The State does not guarantee a profitable operation; rather, applicants are responsible for reviewing the RFP and making their own determination concerning business viability.

1.1 Camp Description

The 254,000-acre Chena River State Recreation Area is located northeast of Fairbanks, Alaska, at mile 30 Chena Hot Springs Road. The Camp is located on a four-acre pond, and is part of the Recreation Area. The Camp was originally built as a residential camp to house enrollees of the Alaska Conservation Corps program while they worked in the Fairbanks area. Some improvements have been made to meet American Disabilities Act requirements and to adapt the facilities to public use. Several trails are nearby.

The Camp has a mess (dining) hall with kitchen, a recreation hall, ten un-insulated bunkhouses, three vaulted toilet buildings, two shower and laundry buildings, an insulated office building and staff bunkhouse, a generator building and a tool shed. Facilities include: an onsite generator (with backup generator) to provide electricity and hot/cold water to the mess hall, recreation hall, and shower buildings; a water well and gray-water system (septic tank and drain field); and wood-burning stoves in the insulated dining and recreation halls and staff bunkhouse. The generator is generally not operated between October and April, so the water and waste disposal systems, and the electric lights are not available during the winter season. Propane cooking and lighting are available in the dining and recreation halls and staff bunkhouse year-round. Diagrams showing the location of the Camp and the facilities contained in it are in **Appendix J** and **Appendix K**.

1.2 Summary of Services to be provided

The Permittee will be responsible for:

- providing all personnel, labor, supplies, equipment, and materials necessary for Camp operation including,
- collecting fees for and scheduling the use of facilities,
- routine janitorial and facility maintenance,
- resource protection, and
- site supervision.

In return for operating and maintaining the camp, the Permittee will be allowed to collect fees for overnight lodging and daily use. The State is willing to consider other revenue enhancing

services proposed by the Respondent that are recreation-related and benefit the public's use and enjoyment of the Camp or the surrounding recreation area.

At a minimum, overnight and day use rental must be provided. All additional business conducted in the Camp must be related to the Camp or outdoor recreation. Retail sales, equipment rentals, and food/beverage services are examples of other business activities that may be considered by the State in evaluating proposals, and may be allowed under the Permit. Respondents should specify in their proposals the types and dollar amounts of fees they intend to charge, as well as any additional business activities they intend to pursue, for consideration by the State during proposal evaluations and permit negotiations

Camp facility rental services have been offered at the Camp for the past twenty-five years under contract. In addition to maintaining and renting the facility, the services to be provided by this Permittee may include:

- organizing and promoting special events,
- advertising the Camp and its opportunities and services,
- promoting outdoor education or recreation with local organizations and individuals, and
- other activities that further the Camp's use.

1.3 Camp to Remain a Part of the State Park System

The State intends that the Camp will continue to be identified as part of a unit of the Alaska State Park system. All existing entrance signs, bulletin boards, and other camp furnishings that identify the Camp by name and contribute to a consistent and uniform "state park look" will remain in place.

A sign stating, "This Camp is operated under a commercial use permit issued by Alaska State Parks to (*insert business name*)" shall be placed on or near the camp entrance.

1.4. Summary of Additional Services That May be Provided.

The Permittee may expand services at the Camp or generate additional revenue by:

- 1) selling food, snacks, and beverages;
- 2) selling gifts, souvenirs, or educational materials;
- 3) conducting guided nature hikes or interpretive programs;
- 4) providing special programs for school children;
- 5) providing or promoting other "commercial activities" which are mutually agreeable;
- 6) soliciting donations, grants, or memberships;
- 7) renting the facilities to groups or events not presently considered;
- 8) charging concession fees to vendors, which must be approved by the Division;
- 9) charging for daily parking or overnight camping;

All additional operations and their fee schedules are subject to review and written approval by the Permit Supervisor.

To date, the Alaska Department of Fish & Game stocks the pond with rainbow trout and grayling for sport fishing. The pond's south shore must remain open to use by the public, so long as that

public use does not interfere with normal camp operations. The public use can be limited, upon request to and review by authorized park personnel.

1.5 Permit Fee Paid to the State

At a minimum, the annual permit fee shall be \$500 (five hundred dollars). In addition to the annual permit fee, the Permittee shall place in a special account set up solely for the purpose of servicing the major maintenance needs of the facilities covered by this contract, an annual minimum consideration of three percent of gross revenues.

These payments to the State offered by the Respondent in their proposal will be one factor considered in awarding the permit, and may be the subject of negotiations. Based on negotiations, there may be an additional permit fee, such as a higher flat payment, or a percentage of gross receipts, per-visitor fees, or some other combination. The State is not obligated to accept the application with the highest return to the government. The State reserves the right to issue the permit on the basis of a trade-off between the fee to the government and technical merit.

The State and Permittee may negotiate a reduction in the permit fee and percentage of gross revenues in exchange for the Permittee's agreement to make major repairs or improvements to the facility, or to compensate the State with goods or services. The permit fee and percentage of gross revenue due the state will be subject to negotiation and possible adjustment at the end of the initial five-year permit term.

The major maintenance account, established jointly by the State and the Permittee, is to be used for repairing non-insured damage to facilities, capital improvement projects such as major cost projects, services, and supplies which address deferred maintenance needs, road improvements, major facility alterations, and unforeseen non-recurring major expenses, etc. It is not intended to be used for annual, routine maintenance, which is the responsibility of the Permittee.

1.6 Annual Operations Plan

Respondents to this RFP are required to submit an annual operations plan for the 2016 season as a part of their proposal (See **Appendix B**). This plan, the permit stipulations included in this RFP and other portions of the successful Respondent's proposal shall control the Permittee's activities allowed in the facility. It is understood that all of these items may be modified by negotiations between the State and successful Respondent (which will become the Permittee). Further, the plan and permit stipulations may be modified during the period of the permit by mutual agreement of the parties.

After the Permit is awarded, in subsequent years, an annual operations plan shall be prepared by the Permittee and submitted to the Permit Supervisor on or before **December 1** to address the upcoming calendar year. This operations plan, in conjunction with the budget, will:

- outline hours and days the Camp will be available;
- show staffing levels;
- show the operating budget, reserve funds and profits, and their proposed disposition;
- explain all proposed maintenance and improvements to the Camp;
- show all of the services, products, and programs the Permittee will be providing; and

- o list all of the prices that will be charged.

The plan is subject to review and written approval by the Permit Supervisor. The State shall respond with comments on the proposed plan and budget, including a tentative decision to approve or reject the plan, by **December 31**. The first calendar year's operating plan shall be submitted with the Permittee's proposal and may be amended during negotiations.

1.7 Business Plan

Respondents are required to submit a Business Plan. **Appendix C** has a suggested Business Plan format. Respondents should use it or another format that provides the necessary information. The Business Plan will be used to evaluate the respondent's financial and technical ability.

1.8 Issuing Office

The office issuing this RFP is:

State of Alaska, Department of Natural Resources
Division of Parks and Outdoor Recreation
3700 Airport Way
Fairbanks, AK 99709

Permit Supervisor: Brooks Ludwig, Northern Area Superintendent
Physical Address: Corner of Airport Way and University Ave.
Phone: (907) 451-2698
FAX: (907) 451-2754
Email: brooks.ludwig@alaska.gov

All inquiries regarding this RFP shall be directed to the Contact Person:

Jamie Walker, Administrations Operations Manager 1
Phone: (907) 269-8903
Fax: (907) 269-8907
Email: Jamie.walker@alaska.gov

1.9 Deadline for Receipt of Proposals

All Respondents are required to deliver **three** copies of their proposal in a sealed envelope to the address shown above under "Issuing Office." **Proposals must be received at the issuing office on or before 4:30 p.m. on March 30th, 2016.** Failure to meet the deadline will result in disqualification of the proposal without review.

The proposal, following a required format and including all appropriate attachments, should be delivered in a sealed envelope, clearly labeled as follows:

"PROPOSAL FOR COMMERCIAL OPERATION OF TWIN BEARS CAMP
(COMPANY NAME)

All offers will be recorded as to time and date they were received and distributed unopened to the evaluating team members.

1.10 Questions and Addenda to this RFP

Questions that could substantially change the content of this RFP must be made in writing at least ten working days before the deadline for the receipt of proposals. Answers to questions that significantly change the content of this RFP will be made available to all persons, groups or firms that received an RFP.

1.11 Permit Type, Term, and Renewal

The permit that will be awarded under this RFP is a Competitive Park Use Permit for Commercial Activities. The initial term of the permit will be five years from the date of issuance by the State, after signing by both parties. The permit may be renewed for up to ten additional years by mutual written agreement.

1.12 Solicitation and Permitting Authority

The permit will be issued under authority of:

AS 41.21.010

AS 41.21.020

AS 41.21.026

11 AAC 12.300

11 AAC 18.010

11 AAC 18.025

11 AAC 18.040

Copies of these laws and regulations are available for inspection in State offices.

1.13 Summary of Solicitation Process

Later sections of this RFP contain detailed information on the process that will be followed in soliciting proposals and awarding a permit. The required proposal format is detailed in ¶ 3.17. The State will evaluate proposals using the criteria listed in ¶ 3.18 and select the apparent successful respondent for negotiations toward issuance of a permit. The draft permit and stipulations in Section 4 will serve as the starting point for negotiations. If negotiations with the apparent successful respondent are unsuccessful, the State may decide, in its sole discretion, to terminate negotiations. The State may then decide to enter into negotiations with the second-rated respondent or reissue the RFP or terminate all further work towards issuance of a permit.

SECTION 2: CAMP DESCRIPTION

2.1 Description

Camp Location. Twin Bears Camp is a state park facility available for rent by any individual or group. The camp is located at milepost 30 on the Chena Hot Springs Road, about 35 miles east of Fairbanks. It is on a small, secluded lake in a rustic, woodland setting within the Chena River State Recreation Area. The surrounding Chena River SRA, a 254,000-acre multiple use state park system unit, is bisected by the Chena Hot Springs Road and the Chena River, with many recreation options available throughout.

Camp Facilities.

- **Dining Hall:** This 25' x 40' building, with seating space for about 50 people, is insulated, and heated by a wood stove. It has lights, a propane range and grill, a large triple sink, ample countertop space and cupboards, basic cooking and eating utensils, a pantry and tables and benches. A freezer and refrigerator provide cold storage when electricity is available. This building received major renovations in 2015
- **Recreation Hall:** The recreation hall is a 25' x 40' one-room building, insulated, heated by a large wood stove, and designed to use the natural lighting provided by its large windows. There are electric lights and a three burner propane cook top. The hall is furnished with tables, benches and chairs. This building received major renovations in 2015.
- **Cabins:** Thirteen primitive cabins border the lake. Each cabin has cots or sleeping platforms with mattresses and hinged shutters over screened windows. The cabins are not insulated or heated and have no electricity.
- **Water/toilets/laundry:** During the frost-free season, from late May into September, hot-and-cold potable running water is available in the kitchen, the laundry and the two shower houses. Otherwise, water must be brought in by the user group. There are two new concrete toilets in camp and an additional toilet located near the ball field. There is a laundry, with two washers and dryers, behind the women's shower house and a supply storage room behind the men's shower house.
- **Phone service:** Some cellular coverage exists at the site.
- **Electricity:** Two diesel generators power the running water system, refrigerators, freezer and lights in the dining hall, shower houses and recreation hall. The generators are operable only when the temperature is above 20°F (late spring to early fall). A generator and solar system located at the parks 33 mile maintenance shop will be moved to Twin Bears once funding has been secured.

Camp Accommodations

- **Group Size:** The camp can accommodate 60 people if the group consists mostly of children up to age 15. Fifty is a more reasonable number for groups of adults.

- **Handicap Access:** The dining hall, recreation hall, shower houses, laundry, latrines and three cabins are connected by ramps for easy access. Boardwalk renovations occurred in 2015. New railings will be installed for the 2016 season to complete ADA access requirements.

Camp Activities. With more than 250,000 acres of state recreation are surrounding the camp, recreation opportunities abound:

- Backpacking
- Hunting
- Fishing
- River float trips
- Hiking
- ORV operation
- A variety of winter activities too

There is an activity field near the entrance. A short nature trail circumnavigates the outer Camp boundary through a large birch-spruce forest and connects to the surrounding trail system in the Chena River SRA. There is also a two-mile trail from Camp to the top of the large hill behind the Camp. A five-kilometer cross-country loop ski trail is popular when snow cover is adequate and the temperature reasonable. Snow machiners and ATVers have easy access to the nearby Compeau Trail.

The camp borders a four acre lake which is used for many activities depending on the season: fishing (the lake is stocked with arctic grayling and rainbow trout), swimming, canoeing, ice skating and wildlife observations (beaver, moose and waterfowl).

A variety of habitats well suited for nature study surround the camp: white spruce forest, upland forest, black spruce muskeg, river and pond. There are many opportunities for observing wildlife and studying natural history.

2.2 Visitation and Use Patterns

The most recent annual report indicated a total of 702 users in 2015. This use level is much lower than use over the previous decade. In 2005 2,880 used the camp.

<u>2005, 2014, 2015 Number of Camp Users</u>			
January	73, 0, 0	July	772, 66, 60
February	46,0,20	August	202, 35, 26
March	188, 75,109	September	151, 93, 56
April	174, 24, 30	October	30, 0, 0
May	647, 270, 95	November	50, 24, 20
June	907,483,266	December	40,0,20

The Camp generally receives steady, repeat visitation from school groups, non-profit groups, clubs, service organizations, and the public. Use varies by season, with most demand occurring March through September.

2.3 Revenue Collections

The annual revenues collections for the camp operations in recent years have varied from \$16,000 to \$25,000. The most recent full-year camp operations generated annual gross revenues as shown below, based primarily on overnight rental rates in summer (\$180/day minimum). Last summer at least three large groups cancelled for a loss of approximately \$3,000. It was recommended a stricter reservation policy be put in place and a minimum 2 day reservation become mandatory.

○ Camp Fees	<u>\$16,309</u>
Total gross revenues, 2015	\$16,309

2.4 Management Issues

In addition to using the buildings, people come to the Camp to use the trails (hike, ski, ATV, snow machine) and to fish the stocked lake. These activities occur concurrently with reserved use of the buildings and facilities. Informing the rental clients of this potential use and possible conflict is crucial to proper handling of situations that may arise.

Natural hazards include exposure to cold water in the lake. Hiking in the hills around Camp offers the standard backcountry risks associated with many Alaskan adventures, including possible bear encounters. Over the years, several bear incidents have occurred in the Camp, but nothing serious due to careful trash and waste management.

A camp entrance gate allows the facility to be closed when not rented. The Recreation Area Park Ranger or the Alaska State Troopers have been available to assist when needed.

A reoccurring problem is loss of trees to beavers. The Permittee should protect large shade trees near the lake from beaver chew by surrounding the lower three feet of the tree with hardwire cloth.

2.5 Operating Costs

The former permittee's costs of managing this site are reported below. These figures are based on the annual operations report.

The most recent full-year camp operations expenses (calendar year 2015) were as follows:

Salaries	13,722
Transportation (gas)	567
Insurance (liability)	300
Permit & Licenses	500
Equipment rental	400
Services	
Generator	100
Snow removal	332
Water testing	98
Advertising	60

Propane	360
Diesel fuel (generator)	910
Firewood	0
Supplies	
Janitorial	489
Office	21
Maintenance	1,404
Other (generator rental)	<u>1,797</u>
Total expenses, 2015	\$21,060

2.6 Facility Improvements

Several significant improvements have been made over the past few years, including

- Remodeled recreation hall
- Remodeled dining hall
- New decks and boardwalks
- ADA access improvements
- Generator system updated to meet electrical code
- New appliances, led lighting.
- All building exteriors will be painted next spring as part of an Eagle Scout project
- A solar system with back-up generator to be installed at Twin Bears when funding becomes available.

2.7 State-Furnished Supplies

The equipment, furnishings, tools and supplies listed in the inventory (see **Appendix I**) are available for use by the Permittee. At the termination of the permit, an inventory will be conducted and non-consumable items will be replaced at the Permittee's expense. Consumables, such as cleaning agents, paper goods, and garbage bags are not expected to be replaced at the termination of the permit.

SECTION 3: SOLICITATION PROCESS, PROPOSAL EVALUATION, AND PERMIT NEGOTIATIONS

3.1 Required Review

All Respondents should carefully review this RFP, without delay, for defects and questionable or objectionable matter. Questions, objections, or comments should be made in writing and received by the issuing office Contact Person no later than ten days before the proposal opening deadline so that any necessary addenda may be distributed to all interested parties. Protests based upon omissions, errors, or the contents of this RFP may be disallowed if not made known prior to this deadline.

3.2 Addenda to the RFP

Any addenda by the State to this RFP will be in writing and made available to all persons who have received a copy of this RFP from the issuing office. Persons who receive a copy of the RFP from an on-line internet source must notify the issuing office with their contact information so that addenda may be forwarded to them without delay.

3.3 Business and Professional License Requirements

Before a permit will be issued, the successful Respondent must obtain a valid Alaska Business License to do business in the State of Alaska. For more information on a license, contact the Department of Commerce and Economic Development, Division of Occupational Licensing.

3.4 Incurred Costs

The State is not liable for any costs incurred by Respondents prior to issuance of an approved permit. All costs incurred as a result of responding to this RFP are the sole responsibility of the Respondent.

3.5 Disclosure of Proposal Contents

AS 09.25.110 requires that public records be open to reasonable inspection by the public. All proposals and other materials submitted, excluding those items specifically designated by the State in the RFP as confidential or proprietary, become the property of the State. Selection or rejection of the proposal does not affect that right. Detailed cost and pricing information will be held in confidence until notice of award. All proposals will be kept on file for a period of two years.

3.6 Right of Rejection

The State reserves the right to reject any proposals that do not address all the requirements of this RFP. In addition, the State may reject all proposals at any time if there has been improper or inadequate review or when it is not in the best interest of the State to select a proposal.

3.7 Evaluation of Proposals

All proposals received will be reviewed and evaluated based on the evaluation criteria outlined in ¶ 3.18 below, by one or more persons assigned from the issuing office.

3.8 Interviews

The State reserves the right to independently interview Respondents if the preliminary evaluation results in two or more Respondents being equally qualified. The interviews will be scheduled at the convenience of the evaluating team and will be limited to clarification to insure a mutual understanding of the proposal's contents. However, the State reserves the right to issue a permit based solely on initial applications, without oral or written discussions.

3.9 Negotiations

If the preferred Respondent fails to provide the necessary information for negotiations in a timely manner, or negotiate in good faith, or cannot perform as specified in the RFP or in the Respondent's proposal, the State may terminate negotiations and negotiate with the next highest ranked Respondent, or terminate award of the permit.

3.10 Notice of Intent to Award

After completion of the evaluation process or preliminary permit negotiations, the State will issue a written "Notice of Intent to Award" to all Respondents. This notice will contain the names and addresses of all Respondents, including the intended recipient of the permit. Delivery of this notice will begin a 20-day appeal period under 11 AAC 02. Final permit award is dependent upon completion of negotiations and approval of the permit by the Permit Supervisor.

3.11 Appeals

In accordance with 11 AAC 02, unsuccessful Respondents or other persons adversely affected by a permitting decision may appeal or seek reconsideration. Appeals should be addressed to the Division Director, and must:

- be in writing;
- be signed by the appellant or the appellant's attorney;
- be timely filed in accordance with 11 AAC 02.040;
- specify the case reference number used by the department, if any;
- specify the decision being appealed;
- specify the remedy requested by the appellant and the grounds on which the request is based;
- state the address to which any notice or decision concerning the appeal is to be mailed;
- identify any other affected agreement, contract, lease, permit, or application by case reference number, if any; and
- include a request for a hearing, if a hearing is desired, accompanied by a request for any special procedures to be used at the hearing and a description of the factual issues that need to be decided at the hearing.

3.12 Additional Terms and Conditions

The State reserves the right to include additional terms and conditions during the course of permit negotiations. These terms and conditions must be within the general scope of the original RFP.

3.13 Proposal as Part of Permit

The Respondent's proposal package will become an integral part of the permit. The proposal's contents will become binding obligations, except where specifically modified during permit negotiations. It shall not, however, be considered the total binding obligation.

3.14 Authorized Signature

The proposal must be signed by an individual authorized to bind the Respondent to its provisions. The proposal must remain valid for at least 60 days. These items are certified in the permit application. (**Appendix A**)

3.15 Respondent's Certification

By signature on the Competitive Commercial Use Permit Application (**Appendix A**), Respondents certify that they comply with:

- 1) the laws of the State of Alaska;
- 2) the applicable portion of the Federal Civil Rights Act of 1964;
- 3) the Equal Employment Opportunity Act and the accompanying federal regulations; and
- 4) all terms and conditions set out in this RFP.

If any Respondent fails to comply with 1) through 4) of this paragraph, the State reserves the right to disregard the proposal, terminate the permit, or consider the Permittee in default.

3.16 Conflict of Interest

Each proposal shall include a statement indicating whether or not the firm or any individuals working under the permit has a possible conflict of interest. If there is a conflict of interest or appearance of a conflict of interest, a brief description of the nature of the conflict must be included in the statement. This is certified within the Competitive Commercial Use Permit Application. (**Appendix A**)

3.17 Required Format

To enable fair and consistent evaluation of proposals, the following format is required. Incomplete forms, or failure to include any of the forms or items requested, could result in a lower score with respect to the evaluation criteria to which the information pertains, or may result in disqualification of the proposal.

Competitive Commercial Use Permit Application (**Appendix A**)

This form must be completed in its entirety.

Operations Plan and Requested Changes to Permit Stipulations (**Appendix B**)

Business Plan, (Appendix C)

The Business Plan will be used to evaluate the respondent's financial and technical ability.

Letters of Reference

Attach a minimum of two written letters of reference from individuals or business representatives who can attest to your ability to perform successfully under this RFP.

3.18 Proposal Evaluation Criteria

Each proposal will be evaluated based on the criteria indicated below. These criteria are listed in descending order of importance. The objective is to select the respondent whose proposal best serves the public need. The Evaluation Committee will evaluate each proposal in accordance with the evaluation criteria in this section.

1. Proposed Operation and Services

- How well does the proposal adequately address the goods and/or services, quality, and costs to the public as requested in the RFP?
- How well does the proposal reflect an understanding of the operational issues and questions that are likely to arise and include realistic means of dealing with those matters?
- How well does the proposal reflect an understanding of the resources and time that will be needed to provide the services requested in the RFP?
- How well does the proposed operational schedule meet all the requirements specified in the RFP?
- How well do the services compare to those proposed by other respondents?

2. Managerial Ability and Business Experience

- How well do the Respondent's resume, references, and current or past performance in this kind of enterprise indicate sound business ability and a good client/community relationship?
- How well does the Respondent's resume and references prove that they have the ability to provide the required services?
- Rank the amount and type of experience dealing with visitor services or working with the public in a service-related business.
- If the Respondent has no directly relevant experience, what evidence is provided that the firm has the skills and resources to successfully perform?

3. Business Plan

- How well does the proposal provide detailed plans, specifications, cost estimates, and a plan of operation that meets all requirements specified in the RFP, and falls within the scope of required services?
- How realistic is the respondent's business plan for the conditions and visitation expected? Is the business plan complete?
- How well have all the reasonable costs for operating been considered in the business plan?
- How well has the Respondent calculated their projected revenue for the business?

4. Financial Resources

- How well has the Respondent demonstrated that they have enough resources (i.e.: staff, equipment, finances, etc.) committed to providing the services as required under this RFP?

5. Fees Charged to the Public

- Are the rates to be charged fair and consistent for services to be provided? How do they compare to other proposals?

6. Compensation (return) to the State

- What does the Respondent offer the State as compensation for this business opportunity?
- Is there an additional payment in excess of the minimum annual fee as specified in ¶1.5?
- Is the additional payment a flat fee or variable?
- How does the amount offered compare with other respondents?

7. Optional Additional Services or Proposed Changes to the RFP

- What permit stipulations are proposed for revision or deletion, and what effect would the proposed change have?
- Are additional services offered, such as: operation and maintenance extras, special services, security, use of specialized professionals to perform deferred maintenance work, accelerated schedule to perform deferred maintenance work, performing surveys of users to improve services, etc.?
- How well do the proposed permit stipulation changes enhance safety, convenience and efficiency of Camp users beyond that required in the RFP?
- Evaluate whether the proposed changes affect the basic services requested in this RFP in a negative way.

SECTION 4: PERMIT STIPULATIONS

This section contains draft commercial use permit stipulations, which should be carefully reviewed by potential Respondents prior to offering a proposal. Proposals should identify any permit terms and stipulations that are unacceptable or that need revision or deletion. Any terms or stipulations that should be added should also be identified.

4.1 Permittee Use of Premises

The Permittee shall use the premises for the purposes of outdoor recreation and other services consistent with the Camp's purposes. The lands, facilities and structures described in ¶ 2.1 are available for use by the Permittee for these authorized operations.

4.2 Specific Authorization

Only those activities specifically authorized herein are permitted. The Permittee is responsible for securing written authorization from the Permit Supervisor for all other services and activities not specifically authorized herein but consistent with the original RFP. The Permittee must provide all labor, transportation, supplies, and equipment necessary for operations under this permit.

The Permittee or his/her employees, agents, or clients may not interfere with free public use of State park lands, waters, or unreserved facilities in the area of permit operations.

4.3 Products and Services to be Provided

The Permittee is authorized and required to provide all personnel, labor, supplies, equipment, and materials necessary for Camp operation including:

- scheduling the use of facilities and administering user contracts;
- routine janitorial and facility maintenance, as further described in ¶ 4.16 – ¶ 4.19 below;
- collecting applicable fees for Camp use, managing deposits and refunds;
- resource and facility protection;
- visitor information and service;
- compliance with applicable sanitary standards, including drinking water and sewage, solid waste and public food service;
- inform visitors of camp rules and seek compliance; and
- site supervision.

The Permittee will be responsible for providing all items needed to maintain and operate the camp listed in this RFP, and to the standards specified in this RFP. These include, but are not limited to:

- Toilet paper, cleaning and disinfecting/deodorizing solutions, shovels, brooms, mops, toilet brushes, paint brushes, paint, chain saws, brush cutters, drills, generators, carts, and any other tools and supplies necessary to accomplish operation and maintenance of the camp listed in this RFP. Paint and stain used by the Permittee shall conform to DPOR standards for type and color.
- Telephones, cellular phones or two-way radios, fax machines, computers, and any other office equipment necessary to maintain records and fee collection duties described in this RFP. The Permittee shall be responsible for all utility fees associated with such equipment.

- All vehicles necessary to perform the work described in this RFP.
- All storage buildings or containers, employee housing, or other facilities proposed by the Permittee must have written approval of the State prior to installation. If applicable, the site manager's trailer or motor home must fit in the available space, and present a neat, clean and professional image. All facilities used in the permit operations must be neat, clean and well maintained.
- All combination, keyed or deadbolt locks required for operations and maintenance of the camp. The Permittee will furnish the State with combinations or keys to locks on all state-owned facilities.

4.4 Permit Term

The initial term of this permit begins on approximately (May 1st, 2016), or the date it is signed by both parties, whichever is later, and expires on (December 31st, 2021).

4.5 Permit Renewal

The State will perform a midyear and an annual performance evaluation, using the form found in **Appendix H**.

Prior to the expiration of the initial term of this permit, and provided the Permittee has, in the judgment of the State, satisfactorily provided the services contemplated in this RFP, Permittee may apply to have the permit renewed for up to an additional ten-year term. The renewal application shall be in writing at least 30 days before the expiration of the initial term.

4.6 Permit Fees

The Permittee shall pay to the State during the entire term of this permit, each year, for the right to exercise the privileges herein contained, a minimum consideration of \$500 (five hundred dollars). Payment shall be made on or before May 15th each year, unless otherwise negotiated with the Permit Supervisor as described in ¶1.5.

Major Maintenance Account. The Permittee shall place in a special account set up solely for the purpose of servicing the major maintenance needs of the facilities covered by this contract, an annual minimum consideration of three percent of the annual gross receipts. Payment shall be made on or before September 30 each year. A Major Maintenance Account (MMA) agreement establishes a separate account into which permit fees are deposited. This account shall require the signatures of both the Permittee and the Permit Supervisor before funds are withdrawn.

The Permit Supervisor and the Permittee will annually meet to discuss priorities for work to be accomplished with funds from the MMA prior to any funds being used. Examples might include: repair of non-insured damage to facilities, capital improvement projects such as major cost projects, services, and supplies which address deferred maintenance needs, road improvements, major facility alterations, and unforeseen non-recurring major expenses, etc.

The specifications or requirements for projects that may be considered for a MMA project include:

- Standards for project completion.

- Project costs, which include wages, vehicles and other equipment, materials, supplies, subcontracts, and overhead directly associated with the MMA project.
- A statement indicating that, upon confirmation by the Permit Supervisor that a project has been satisfactorily completed, the Permittee must submit documentation to its actual costs to the State, and must certify that the representations in the document are accurate and complete.
- A statement indicating the submitted document certifying the costs will be signed and dated, including a statement that failure to sign this document will result in not accepting the MMA claim.
- The Permit Supervisor must verify and approve requests before any funds are approved for transfer to the Permittee, contractor or other vendor.

4.7 Payments Required

Permit payments, as indicated in the Proposal, must be received by the issuing office prior to May 15 each year. Failure to submit the payment may result in termination of the permit, and the State will advertise for a new Permittee. Any additional payments, such as a percentage of special fees, per client fees, major maintenance account fees, etc., are due September 30 of the permit year. Any late payments under this permit shall, in addition to allowing the State to declare a breach of permit obligations, accrue interest owed to the State at the maximum rate allowed under AS 45.45.010(a).

4.8 Camp and Area Rules and Regulations

The Permittee should be generally familiar with Alaska State Park regulations. The State will provide the Permittee with an orientation on these regulations that apply to all units of the park system.

The Permittee is also responsible for informing Camp visitors of the following site-specific rules and regulations:

- Pets must be on a leash at all times. The leash cannot exceed nine feet in length.
- Provide information on applicable Camp use rules.
- All vehicles must stay on roadways or parking areas provided.
- Discharge of gray water onto the ground is prohibited.
- Open fires are allowed only in the fire pits provided.
- Discharge of firearms and fireworks is prohibited.
- Peeling bark and cutting or disturbing live vegetation is prohibited.
- Quiet hours in the Camp are from 11 p.m. to 6 a.m. Generators, stereos, or other loud noises are prohibited.
- Operators of snow vehicles or other off-road vehicles must be at least 14 years of age, unless immediately accompanied by a parent or person at least 21 years of age.
- It is illegal to disturb damage, deface, or remove natural objects, such as trees, plants, rocks, or minerals, without an additional permit.
- Off-road vehicles (snow machines, ATVs, cycles) may be operated only on trails designated and marked as open to their operation. Off-road vehicles may not be operated off of or outside the trail corridor.

- All on- and off-road operations of wheeled or tracked vehicles, where specifically authorized, must minimize surface damage to Camp lands and resources.
- Horses, mules, or burros are allowed at Twin Bears Camp only with written authorization from the Park Supervisor.

4.9 Financial Records Subject to State Review and Audit

The Permit Supervisor may at any reasonable time, request to examine any or all of the Permittee's fiscal books and records including all federal and state tax returns and tax return records. The Permittee shall make requested books and records available to the Permit Manger within five days of a request. The Division reserves the right to perform an audit, or may contract with a Certified Public Accountant approved by the Permit Supervisor to perform an audit of the Permittee's fiscal and financial records.

4.10 Protection of Lands, Facilities and Resources

The Permittee shall exercise due diligence in protecting the facilities, lands, waters, and other resources of the camp from damage due to natural or human causes.

4.11 Archaeological-Paleontological Discoveries

The Permittee shall immediately notify the Permit Supervisor of any antiquities or other objects of historic or scientific interest, including but not limited to historic or prehistoric ruins, fossils, or artifacts discovered as the result of operations under this permit. The Permittee shall leave such discoveries intact until authorized to proceed by the State Historic Preservation Officer. Protective and mitigated measures specified by the State Historic Preservation Officer shall be the responsibility of the Permittee.

4.12 Alcoholic Beverages

The Permittee may not sell or serve alcoholic beverages.

4.13 Staffing

The Permittee shall provide adequate staffing to meet the requirements of the RFP, and shall ensure that all training and supervision of the personnel is provided while performing under the provisions of this permit. The Permittee must also meet the requirements of state and Federal laws governing employment, wages, worker safety, etc. Applicable laws include, but are not limited to, laws governing equal opportunity, civil rights, fair labor standards, minimum wage, worker's compensation, OSHA regulations, ADA, and immigration laws regarding employment of non-citizens.

- **Hosts/Site Managers**

A history of operations experience indicates that having personnel stationed at the Camp is very useful in providing the quality of services required to meet standards due to the complexity of operations which occurs at these sites. The State recommends that hosts/site managers be located at the Camp.

- **Permittee duties**

- Permittee shall designate in writing a person and backup persons who shall be responsible for all of the Permittee's operations under this permit.
- Permittee shall report to the State in a timely manner any significant problems its employees or agents observe in the camp.
- **Employee Conduct**
 - The Permittee is responsible for the conduct of his or her employees. This Permit does not shield the Permittee or his or her employees from prosecution if they violate any laws, either while performing their duties or while on their own time.
 - The Permittee's employees or agents shall not engage in activities that would lead a member of the public to believe they are State employees.
 - The Permittee shall not allow its employees, agents, or guests to create a disturbance that could be disruptive to the public's use and enjoyment of the area.
 - The Permittee shall cooperate with other groups or organizations permitted to use the area or premises.
 - The Permittee shall ensure that employees do not use or work under the influence of intoxicating beverages, illicit or mind altering drugs while on duty or representing the Permittee.
 - Permittee shall assume responsibility for the possession or use of firearms by the Permittee, their employees and staff.
- **Uniforms and Vehicles**
 - Permittee and employees shall wear an insignia or uniform, identifying themselves clearly as Permittee operators. The purpose of this rule is to distinguish Permittee staff from State employees or volunteers. The insignia or clothing may not resemble uniform items worn by State employees or volunteers, and must be maintained in a clean and presentable manner while performing duties.
 - Any vehicles used in the performance of this permit shall be clean, quiet and well maintained. A professional quality sign containing the Permittee's name must be displayed on each side of the vehicle.

4.14 Annual Operations Plan, Budget and Report

The Permittee shall prepare an annual operations plan and budget for State approval for the upcoming calendar year that includes operating procedures, expenses projected for its activities, improvements to be made, equipment purchases, projected marketing and promotion costs, salaries to be paid, and other operating costs. This plan and budget shall be submitted on or before **December 1**. (See **Appendix C**, Business Plan, for forms that may be used to provide future expense projections.)

In addition, an annual operations report shall be prepared by the Permittee and submitted to the Permit Supervisor on or before **February 1** each year, or within 30 days of the permit's termination. The report must include statistics and summaries of activities for the previous calendar year, including:

- 1) the number of persons to visit the Camp each month, and the annual total;
- 2) gross revenues collected as of December 31, itemized by categories, such as reservation and use fees, food and gift sales, program fees, donations, grants, etc.;

- 3) a summary of statements from all revenue accounts, showing the total annual deposits, interest earned, the cumulative total of each account, and in which institution the accounts are held, as of December 31;
- 4) an itemized list of all expenditures, and from which account, summarized in the following categories: personal services (staff salaries and benefits), travel, contractual services, training, supplies, materials, equipment, and capital improvements;
- 5) a list of dates and brief summary of outcomes from significant (reported) incidents, accidents, facility damage, vandalism, searches, resource damages, personal injuries or fatalities, wildfires, floods, and similar topics; and
- 6) a short narrative report describing the operating season, management problems, suggestions for improvements, and other matters of interest.

4.15 Ownership of Improvements

Unless previously approved in writing by the Permit Supervisor, ownership of all structures and other Camp improvements made by the Permittee shall transfer to the State at the end of the permit term or renewal term (whichever is applicable) or upon permit revocation or termination. As owner of these improvements, it is the State's intent to ensure that maintenance is done to arrest deterioration and appreciably prolong the life of the improvements. Any materials, equipment, or fixtures made a part of the existing State improvements during the Permittee's term become the property of the State.

If the Permittee has made previous arrangement with the Permit Supervisor to retain ownership of improvements, they must be removed from the premises immediately upon permit expiration, revocation, or termination and the surrounding grounds restored to their original condition.

4.16 Seasons, Hours of Operation

The Permittee shall conduct "full operations" of the Camp from May 10 until September 20, each year. This operating season may be extended or reduced by mutual agreement, and with the written authorization of the Permit Supervisor. During the full operations season, Permittee's staff must be on-site and available to answer questions and perform other public services for a minimum of two hours during the initial rental period for each group and a minimum of two hours during the closing rental period for each group. This hourly requirement is in addition to time spent performing routine janitorial and facility maintenance chores.

"Modified operations" of the camp are permitted before and after these dates, depending on weather and customer demand. Modified operations will include occasional checks of the facilities for cleanliness and function. In both the modified and full operation, the camp will be available for rent 24 hours a day, 7 days per week, including holidays during the operating season, except during those times that it has already been reserved or if weather restricts access by the public (e.g., flood).

Under the Modified operations schedule, the Permittee may be authorized to close certain areas of a Camp (e.g., unheated buildings) to public use during the colder seasons, as mutually agreed upon with the Permit Supervisor.

4.17 Pre-season Operations

Before opening Camp for the season, the Permittee shall be responsible for meeting the following pre-season inspections and maintenance standards:

- Camp Hazard Inspection: The Permittee shall conduct a safety inspection to detect any hazards present in the Camp that need to be corrected prior to public use and occupancy. Hazards such as dead trees, hazardous limbs, tripping hazards on pathways or other public use areas, holes, structural deficiencies, etc. must be identified and the hazard remedied prior to the site being opened to the public. The inspection must be documented on a form provided by the State, with reports provided annually to the State. (see ¶ 4.27 & ¶4.38). (See **Appendix G** for Camp Hazard Inspection form.)
- Water Systems: The Permittee is responsible for meeting all applicable health and safety standards for managing the Camp's potable water systems. The State will provide assistance during the initial year to help the Permittee become familiar with the water systems. It is the responsibility of the Permittee to ensure that the water systems are properly shut down during the winter season and then turned back on before opening the Camp, unless other arrangements have been made with the Permit Supervisor.

The Permittee is responsible for all repairs of the water systems which are caused by vandalism, natural events, forces of nature, and events attributed to the Permittee's actions or negligence. Valves, water lines, or other system parts which break due to any water being left in the system and subsequently freezing over winter shall be the responsibility of the Permittee.

The Permittee is responsible for maintaining the public water supply and meeting Alaska Department of Environmental Conservation (DEC) standards. These standards require quarterly bacteriological testing and annual testing for Nitrate/Nitrite by a certified laboratory. In the event of an "unsafe" sample, the Permittee is required to notify the Permit Supervisor and complete all required system treatment and retesting. (Specific questions may be directed to the Department of Environmental Conservation.) Permittee shall maintain records of all maintenance and testing done on the well and supply a copy with the annual operations report.

When the potable water supply is not available due to weather or other service interruption, a different fee structure for client rental is recommended. An alternative source of potable water may be provided to remove this constraint. Reusable water jugs are sufficient for cleaning and wash water, but not for drinking or consumption. Potable water must be in special potable-water only containers from a tested water source.

- General Facilities Maintenance: A thorough cleaning of all facilities should be completed prior to the visitor season so that sites meet standards when they are opened to the public.
- Bulletin Boards and Signs: Bulletin boards and signs shall be updated with current information. Signs that may have been taken down during the winter shall be re-installed.

4.18 Post-season Operations

Winterize water systems in preparation for winter shut down. Remove bulletin boards and signs as necessary to reduce winter vandalism loss. Pump latrine vaults (if half full or more) at sites that experience heavy early spring use. Conduct year end report and submit to Permit Supervisor.

4.19 Damage to State Facilities

Except for the state-insured buildings listed below, the Permittee shall be responsible for all other building, facility and equipment repairs up to \$1,000 (one thousand dollars). If a single event of damage or vandalism of non-insured facilities exceeds \$1,000 (one thousand dollars) in estimated repair costs, or if ordinary wear and tear is considered excessive, the Permittee and Permit Supervisor will negotiate each one's share of those costs. Applicable repair costs may be used to reduce the Permittee's annual fee, if negotiated and agreed to in writing before repairs are made.

In case of vandalism or other causes of damage to state facilities, the state shall self-insure the following structures within the Camp:

- Recreation Hall
- Dining Hall
- Office
- Generator building
- Log storage building
- Tool shed
- Showers & supply storage building
- Showers & laundry building
- Well house
- Picnic pavilion

In the event of a claim, the state and the Permittee shall split the cost of the deductible (\$1,000 per insured structure). The state is not responsible for the loss of use of the damaged facilities.

Should it be determined that the Permittee's actions contributed to the damage to Camp facilities, the State's commitment in the above sections is not implied, and the Permittee shall be fully responsible for the repair costs.

Should damage occur to facilities other than within the Permittee's operating season, the Permittee is expected to repair the damaged facilities when the damage is less than \$500 to repair. When damages exceed \$500, the Permittee and the Permit Supervisor will negotiate each one's share of the costs.

4.20 Customer Service, Information and Compliance

The mission of the Alaska Division of Parks and Outdoor Recreation is to provide outdoor recreation opportunities and conserve and interpret natural, cultural and historic resources for the use, enjoyment and welfare of the people. Permittees who operate within Alaska State Park units are expected to assist in achieving this mission. Customer service is central to the permitted operation. As such, the Permittee is expected to develop and implement methods for responding

to visitor needs in a helpful, professional and courteous manner, giving timely and friendly information and assistance, and doing those things necessary to ensure that visitors have a safe and enjoyable stay in the Camp.

The Permittee shall provide all clients and users with:

- all necessary information about Camp boundaries and facilities available, regulations, permit requirements, safety, and other related matters;
- clear and adequate instructions for the use and operation of water, lighting, propane and electric systems and how to accommodate when the systems are not available for use;
- clear and adequate instructions for the use and operation of stoves and water heaters;
- clear and adequate instructions for the use and operation of all furnished equipment; and
- the availability and instruction in the proper use of any safety devices (including smoke detectors and fire extinguishers) and medical kits available for the client's use.

The Permittee shall monitor the activities of all clients, guests, employees, contractors, and operators to insure adequate compliance with all terms and provisions of this permit.

4.21 Facility and Janitorial Maintenance Standards

The Permittee will be responsible for all janitorial and facility maintenance of the Camp during the designated operating season. The services will be conducted on a regularly scheduled basis to maintain the cleanliness, safety, and serviceability of the Camp and facilities. The Permittee is responsible for all repairs to facilities, structures, parking areas, roads, camping sites, trails, signs and sign posts, bulletin boards, trash containers, and other improvements, and to the grounds in general. This includes painting, preserving and providing preventive maintenance for all items within and associated with the Camp. The Permittee is also responsible for replacement and improvements of the Camp furnishings, as negotiated with the Permit Supervisor.

The Permittee agrees to meet all requirements of quality and standards of service prescribed by law or regulation, or which are necessary to protect the public health, safety, and welfare. All repairs and improvements will be done in a professional manner using generally accepted techniques and practices. Anything that appears to be a threat to public safety (holes or tripping hazards on pathways or other public areas, hazardous limbs or trees, structural defect, etc.) must be immediately secured to avoid safety risks to the public or visitors and repaired as soon as possible.

Toilets:

All toilet buildings and fixtures shall be cleaned prior to any scheduled use of the Camp and inspected each day the Permittee or other staff members are in the Camp. Messy toilets will be cleaned whenever found. Each toilet will be furnished with two rolls of paper in theft proof hangers, plus fumigants. Camp rental clients may be responsible for in-stay cleaning.

All parts (inside and outside) of the toilet fixture, including seats and lids shall be scrubbed and washed down with an approved cleaning solution and water. A long handled brush shall be used to clean the inside and outside of the toilet fixture. After cleaning with the soap solution, the toilet seat and toilet lid must be rinsed with fresh water. A pressurized water pump may be used. Pooled water shall be removed from the floor with a broom, mop or squeegee. Pooled water shall be swept away from in front of the door.

All walls, edges, and floors shall be free of dust, dirt and loose material. Fecal matter found on the floors, walls or side of the toilet shall be placed in the pit using a shovel, and residue removed by scrubbing with a brush and cleaning solution or pressurized water spray.

All writing or marking on the walls must be obliterated by erasure, sanding, washing or over-painting, immediately upon discovery.

A fumigant or bacterial agent must be used to control odors in the vault. Severe odor problems may require repeated treatments. Solution shall be poured evenly over the fecal matter.

If insects are observed inside the pit, the Permittee must spray the inside with insecticide. The Permittee is responsible for scheduling the vaults pumped and cleaned to prevent them from getting too full and to enhance odor control. A certified sewage handler must pump toilet vaults whenever the sewage level reaches 12 inches below the floor level. All solids and liquids shall be removed from the Camp and taken to an approved facility. Note that after pumping, the odor can be reduced if the bottom of the vault is covered with water rather than left completely empty.

The Permittee shall repair all doors, hardware (springs, hooks, latches, locks, etc.), fixtures, buildings or other associated facility deficiencies upon discovery. Rusty or faulty toilet seats must be fixed or replaced. If damage is beyond the immediate capability of repair, it must be reported to the Permit Supervisor within 48 hours of discovery, and provide details on how and when the damage will be repaired.

Spider webs and wasp nests found inside along wall and ceiling seams and those found under outside rooflines shall be removed upon discovery.

Showers:

Prior to any scheduled use of the camp, the Permittee shall check and clean all showers as needed to ensure they are clean, sanitary, and in good repair and operating condition. Repairs of sinks, shower stalls, doors, toilet paper holders, door hooks or latches, counters, and privacy

Picnic Shelter:

When the tables and benches become soiled, they must be scrubbed with a disinfecting solution and completely rinsed with fresh water, to maintain a sanitary condition and clean appearance. All pooled water must be removed. No standing water should remain on the tables or ground after service.

Tables:

Scrub down all outdoor tables with a cleaning solution, rinse with clear water. This service is to be completed the first visit of the season and the first week of the month for all tables whether soiled or not. All soiled tables shall be scrubbed down and rinsed as necessary. Any tables that are broken or vandalized must be repaired immediately. Tables must be kept clean and in good repair, and painted every two years. Repair of damaged table planks will be the responsibility of the Permittee.

Furnishings:

Prior to opening the Camp each year, all tables, benches, chairs, bunks, and other furnishings must be repaired and cleaned or replaced as necessary. Thereafter, all furnishings must be regularly inspected for safety, and cleaned and repaired as necessary. Dining hall tables and benches must be sanded and varnished each year. Bunkhouse sleeping berths must be kept cleaned, rafters clear of all debris, and the sleeping platforms and ladders sanded and varnished every other year.

Fire pits:

Fire pits and/or grills should not be allowed to fill up. Rocks, garbage, broken bottles and burned out cans must be removed from fire pits during scheduled maintenance. Ashes must be removed from fire pits when they are half full. Ashes may not be placed in dumpsters or trash cans while hot. Broken grills or fire pits shall be repaired immediately. Fire pits will be thoroughly cleaned out the first service visit of the year and the first week of each month during the operating season. Re-level any fire pits that require it. Remove any rock fire rings or modifications that were not installed or approved by the State. Remove ashes from unauthorized fire rings, scatter rocks and spread soil over these sites to make them less conspicuous.

Litter and Trash:

- All litter shall be picked up when found. All water areas shall be free of litter and garbage. When garbage cans have been knocked over or garbage overflows on the ground, it must be picked up, bagged and removed from the area. The Permittee shall provide and service regularly either garbage cans or dumpsters suitable to contain all the trash generated on site.
- The Permittee is encouraged to provide animal-resistant garbage containers to reduce the incidence of bear problems. At a minimum, outdoor trash containers must be covered.
- All garbage must be disposed of at a DEC-approved facility. Garbage may not be burned or disposed of at the Camp or on SRA lands or waters.
- The Permittee is encouraged to place and regularly service an aluminum recycling container.

Signs, posts and other barriers:

Ensure that all signs are maintained; replacing faded or shot up signs as often as necessary. All sign posts and vertical auto barriers shall be straightened or replaced as necessary. Auto bumpers shall be maintained free of obscuring brush and grass, and in a level position.

Bulletin Boards:

Bulletin boards must be maintained in good repair with accurate, uncluttered, current information regarding the facility, regulations, fishing and natural resources information and local services information.

Road Maintenance:

The Permittee shall conduct routine road maintenance, such as pothole filling, water diversion, and other road maintenance as necessary to enable safe and reasonably comfortable vehicular use of camp roads. The Permittee shall grade all gravel road surfaces at least once annually, before the season begins. The State may require additional grading, pothole filling, dust abatement or other road maintenance as necessary to enable safe and reasonably comfortable vehicular use of

the Camp road. The Permittee shall propose a road maintenance schedule to accomplish these goals.

Vegetation Control:

Brush and annual vegetation shall be cut back from parking bumpers, signs, bulletin boards, latrines, roadside, buildings, etc. seasonally or more frequently as needed. Roadsides and Camp buildings must have brush trimmed back to no closer than five feet (5') from the edge. Grass areas shall be mowed regularly. Any felling or removal of trees must be approved in advance by the Permit Supervisor. Gate tie back posts must be visible with all brush cleared at ground level leaving no stakes for potential accidents. No herbicides of any kind may be used at the Camp or within the Recreation Area.

The garden plot may be cultivated by the Permittee. Other grassy areas, garden plots, and annual planting areas may be established following a landscape management plan proposed by the Permittee and approved by the Permit Supervisor. All planted areas shall be mowed, weeded, watered and have plants replaced as necessary to maintain quality aesthetics.

Trail Maintenance:

Trails to be maintained in the site include the nature trail, ATV trail, and access trail to the Winter Trail. At the beginning of the season the graveled or chipped sections of the trails shall be raked free of debris. All encroaching limbs and brush, and downed limbs and trees shall be removed then and throughout the year. Stumps and trip hazards in the tread shall be removed, and the trail surface leveled and smoothed.

Painting:

All painted signposts, litter barrels and stands, bulletin boards, gates and toilets shall be painted every two years beginning in the first year of the permit. The Permit Supervisor will specify the paint and stain type and color standards.

Camp Improvements or Alterations:

Any permanent site improvement or alterations by the Permittee must first be approved by the State. The Division of Parks and Outdoor Recreation will conduct site planning for major Camp improvements. The State will consider allowing the Permittee to provide or construct portable or temporary buildings, such as for storage or portable structures associated with a rental outlet, such as for watercraft or bikes. The size, design and location will be approved by Alaska State Parks. These must be temporary buildings that can be moved when no longer needed.

Minor Repairs:

Repairs of steps, doors, screens, windows, boardwalk, railings, shall be performed when discovered. Graffiti on walls, rocks or other places shall be painted over or otherwise removed upon discovery; it may be necessary to sand the area prior to painting to ensure graffiti does not show through.

Cleaning Time. The site shall be cleaned at times that reduce potential interference with the activities of the rental parties.

4.22 Safety Equipment

The Permittee is hereby made aware that hazardous chemicals, cleaning agents, equipment, and conditions may be encountered during operations under this permit. It shall be the Permittee's responsibility to insure that paints, chemicals, and equipment are used and disposed of in a responsible manner per manufacturer's recommendations. It shall also be the Permittee's responsibility to provide necessary safety equipment (including gloves, goggles, boots, etc.), and insure that they are used whenever unsafe conditions might be encountered for Permittee's staff. Pathogens, which may cause diseases such as hepatitis and cholera, and intestinal problems, may be encountered during toilet maintenance. It shall be the Permittee's responsibility to provide necessary information, safety equipment, and any other preventive measures, including vaccinations, to themselves and their employees.

Fire Safety. All buildings that may be used for sleeping, including the two main buildings, shall be equipped with an ABC fire extinguisher that is annually inspected by a certified company and documented on the tag kept attached to the extinguisher. Operating smoke alarms must be installed and kept functioning with batteries at all times. The fire extinguishers and smoke alarms must be checked prior to each group use. The state will supply certified fire extinguishers and smoke alarms at the start of the contract.

4.23 Emergency Response

The Permittee must be prepared to respond to any emergencies (medical, law enforcement, facility breakdown, fire, flood, etc.) that might occur in and around the facilities covered under this permit. Permittee should describe how they will be prepared to respond to such emergency situations in their proposal.

4.24 Accident Notification

The Permittee shall notify the Permit Supervisor within twenty-four (24) hours of any accidents involving personal injury, or threatening incidents involving wildlife, or of incidents involving the loss of equipment or building damage or that could create the impression that persons may be lost or in danger.

4.25 Service and Construction Standards

Unless specifically waived by the Permit Supervisor, the Permittee shall meet all requirements of quality and standards of service prescribed by law, regulation, or code, or which are necessary to protect the public health, safety, and welfare.

Lumber for all facility construction or repairs must be standard untreated lumber, except that, when specified by the Permit Supervisor, pressure-treated lumber is required. If pressure-treated lumber is used, only lumber treated with copper naphthenate may be used. No wood treated with creosote, arsenate, or pentachlorophenol may be used.

No preservative stains or paints containing fungicides or other similar preservative treatments may be used. No paints or treatments which contain lead may be used.

4.26 Use of Camp by Non-paying Guests

Use of toilets and water facilities at Camp by non-paying customers will be allowed at the facilities on the south side of the lake. Paying customers will have priority to that area's use if conflicts arise. Alternate locations within the Chena River SRA for non-paying visitors are available and should be politely explained.

4.27 Site Security and Law Enforcement

The Permittee is responsible for providing site supervision to ensure public use, enjoyment, and safety. Permittee's staff must be on-site and available to answer questions and perform other public services at a minimum of two hours during the start of each group's use.

In responding to violations of state and local laws, regulations and ordinances, the Permittee has the same authority as a private citizen. Permittees cannot enforce state or local laws, but should be knowledgeable of applicable Park and Camp regulations, Fish and Game regulations, or other applicable state regulations or laws, and should report violations of regulations to the appropriate law enforcement authorities.

The Permittee will be expected to inform visitors of the rules and regulations applicable to use and occupy the camp. If the Permittee needs assistance in dealing with unruly, criminal, and other behavior that creates public safety concerns, the Permittee should gather as much information as possible on the violator without jeopardizing his or her own safety, and contact the nearest appropriate law enforcement authority.

The Permittee shall take reasonable measures to prevent and discourage vandalism, theft and disorderly conduct within the Camp. The Permittee shall be responsible for reporting acts of vandalism or destruction of state or personal property to the Permit Supervisor, after notifying the appropriate law enforcement authority. The Permit Supervisor shall be notified within 24 hours when such acts are discovered.

4.28 Required Camp Safety Inspections

In addition to the pre-season Camp hazard inspections requirement, the Permittee is also required to perform regular inspections of the Camp to identify potential safety hazards and other conditions needing remedial action to maintain quality facilities and visitor experiences. High risk site conditions that develop during the season shall be mitigated or the site shall be closed until the safety concerns are corrected.

Trees shall be kept free of nails, rope, wire, unsafe branches, and other hazards that might endanger users or damage the trees. Rocks, logs, sticks, or other similar natural or man-made objects that create a safety hazard or an unsightly condition should be removed from the permit area daily. Sites or facilities within two tree lengths of a standing hazardous tree should be closed until the condition is corrected.

The Permittee is solely responsible for identifying, correcting, and reporting all safety hazards to the Permit Supervisor. The State has no duty under the terms of the permit to inspect the permit area or operations of the Permittee for hazardous conditions or compliance with health and safety standards.

The inspections are to be documented on a form provided by the Division. (See **Appendix G**)

4.29 Cooperation

The Permittee shall work closely with the State to further the Camp and its programs. The Permittee will provide the State with reasonable access to Camp premises for the purpose of conducting inspections for compliance with the terms of this permit and as otherwise necessary to ensure that public safety, services, resource protection, and other camp purposes are maintained.

4.30 State Use of Premises

The State reserves the right to utilize all facilities for its purposes, and to construct additional facilities it deems necessary for camp operations. Facilities will be constructed in a manner that will not unduly interfere with Permittee's operations. Insofar as possible, all facilities constructed will be jointly planned for by the State and the Permittee.

4.31 Use of Premises by Other Commercial Operators

With mutual consent between the State and the Permittee, the State may issue permits to other commercial operators to provide services that are outside the scope of services contained in this permit. Examples of services that the State may permit to occur at the Camp include guided fishing, hiking or boating services, or bus and van tours, etc. Unless notified otherwise by the Permit Supervisor, the Permittee may charge applicable fees to these operators for activities that normally incur a fee such as overnight lodging or day use parking, but may not charge fees above the level charged to the general public. The Permittee shall assist the State in ensuring that any commercial operators using the Camp are appropriately permitted as evidenced by an annual commercial operator decal on their vehicles. If the Permittee encounters a commercial operator who is not permitted to operate with the Camp or surrounding camp, the Permittee shall notify the Permit Supervisor with all known applicable information on the operator.

When applicable, the state will pass on "per client fees" that are paid by commercial operators to help offset Permittee costs. An equitable distribution of per client fees will be agreed upon by the Permit Supervisor and the Permittee.

4.32 Other Permitted Uses

The State reserves the right to issue permits for other special activities within the Camp, under the authority of 11 AAC 18.010. Examples may include Special Park Use Permits for still and motion picture photography, disturbance of natural materials, and other commercial or non-commercial uses organized events, promotional events, etc. The Permittee is not authorized to issue permits for activities addressed within this regulation, except for the authorization of an organized assembly of persons greater than 20 persons associated with a reserved use of the Camp (for group assemblies, school field trips, etc.), for which the Use Permit requirement is waived under this contract. Alaska State Parks will refer requests for camp use to the Permittee. The Permittee will honor those Special Park Use Permits already issued.

The Permit Supervisor will consult with the Permittee prior to the Division issuing any permit that might conflict or unreasonably interfere with the operations granted under this permit. The

Division may not issue any permit for any revenue-generating service the Permittee is providing under this permit, without the express written consent of the Permittee.

4.33 Sales and Prices

Fees listed below show the most recent fee structure. The Permittee must provide to the State for approval prior to permit issuance, the fee structure for these basic services for the 2016 season. Prior to March 15 of subsequent years, any changes to these basic fees must be submitted to the State for prior approval.

Winter Services and Rates:

(Sept. 16 – May 14) Haul your own water and wood, propane provided.

Both Buildings – \$140/night

Deposit \$50

Summer Services and Rates:

(May 15 – Sept. 15)

(All buildings, water, power, and propane) – \$18/adults, \$9/children /night (\$180 minimum)

Deposit \$50

The Permittee may not charge for the following uses, whether used singly or in any combination:

- Drinking water
- Interpretive displays
- Roads
- Toilets

The Permittee is also authorized to sell recreational-related supplies and materials as agreed upon and approved by the project supervisor. Examples of items that may be approved are: State of Alaska fishing licenses (as authorized by Alaska Dept. of Fish and Game), firewood, insect repellent, film, recreational maps, and other recreational-related approved items.

The Permittee must provide to the State prior to permit issuance, and prior to March 15 of subsequent years, a comprehensive list of services, products, and prices for approval for this season of operations. The Permittee will be allowed minor price changes with approval by the Permit Supervisor during the operating season if actual costs of goods or services delivery are demonstrated to have increased.

4.34 Advertising and Signage

Any printed material to be used, including stationery, brochures, postcards, display advertising, and other like material in connection with the operation of this business, or any advertising of any manner or form, whether in or about the facility premises or elsewhere, or in any newspaper or other publications, shall be provided to the State for approval before being displayed, distributed, or advertised. The Permittee agrees to not display, distribute or advertise anything, or place any sign in connection with the operation of this facility, which has not been approved in advance by the Permit Supervisor.

Prior to collecting any fees, the Permittee shall install signs that indicate that the site is being operated by a private entity under a permit issued by the State. The Permit Supervisor will provide sign guidelines and locations. At a minimum, a sign stating, "This Camp is operated under a commercial permit issued by Alaska State Parks to (*insert business name*)" should be placed on or near the bulletin boards. The Permittee is responsible to fabricate, post, and maintain signs at the bulletin boards.

No sign or advertising device may be placed or maintained on Camp land or water or on the highway without prior written approval by the Permit Supervisor as to the location, design, size, color, and message. All authorized signs must be maintained and renewed as necessary to be neat and presentable. All signs and devices, unless otherwise indicated by the Permit Supervisor, must be removed within **thirty (30)** days of permit expiration, revocation, or termination, or they may be impounded and removed by the State at the expense of the Permittee.

4.35 State Held Harmless

The Permittee agrees to indemnify, save harmless, and defend the State, its officers, agents, and employees from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly from the Permittee's performance under this permit.

4.36 Insurance Requirements

- 1) The Permittee shall provide and maintain, for all employees engaged in work under this permit, coverage as required by AS 23.30.045, and where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.
- 2) Without limiting indemnification, the Permittee shall obtain, and maintain throughout the permit term, commercial general liability insurance with coverage limits not less than \$300,000 combined single limit per occurrence, where generally applicable, and shall include premises operations, independent contractor's products/completed operations, broad form property damage, blanket contractual and personal injury endorsements. The liability insurance policy must list the State of Alaska as additional insured and provide for a 30-day cancellation notification to the State should the policy be canceled.
- 3) The Permittee shall obtain, and maintain throughout the permit term, comprehensive automobile liability insurance covering all owned, hired and non-owned vehicles used by the Permittee in the performance of services under this permit, with coverage limits not less than \$300,000 combined single limit per occurrence. The automobile insurance policy must list the State of Alaska as additional insured and provide for a 30-day cancellation notification to the State should the policy be canceled.

A current certificate of insurance meeting the requirements of this paragraph is required before operations under this permit will be allowed. This certificate must be sent by the Permittee's insurance carrier directly to the Issuing Office.

4.37 Insurance for State Buildings, Facilities, and Equipment

As mentioned in ¶ 4.19, Damage to State Facilities, the main structures at the Camp are insured by the State (the recreation hall, dining hall, generator house, log storage building, tool shed,

showers & supply storage building, showers & laundry building, and well house) against loss by fire or natural casualty. In the event of a claim, the Division and the Permittee agree to evenly divide the cost of the deductible (\$1,000 per covered building) for repairs.

The Permittee shall be responsible for comprehensive insurance coverage of all other buildings and equipment owned by the State used under by the Permittee under the terms of this permit. Coverage shall be for the full replacement cost of all lost, stolen, or un-repairable State equipment. Replacement items must be fully-functioning in as like a manner as practicable to the previous equipment. The Permittee is encouraged to secure comprehensive coverage for other buildings, equipment and facilities that are expected to be fully replaced by the Permittee should the need occur.

4.38 Reports

The Permittee shall present the following reports to the Permit Supervisor by the dates indicated:

- 1) An end-of-season report is due on or before October 15, or within 30 days of the permit's termination or revocation. (See **Appendix F.**)
- 2) Camp Hazard Inspection reports are due on or before October 15, or within 30 days of the permit's termination or revocation. (See **Appendix G.**)
- 3) At the beginning and end of each summer field season, the Permittee is responsible for conducting a facility inventory report using the form provided by the State. This report will be copied and supplied by the State and should be submitted to the area office headquarters **no later than one week after the beginning of the season or no later than May 31st and one week after the end of the season or no later than September 31st.** (See **Appendix I.**)

4.39. Rental Use Agreements.

The Permittee shall require a representative for each user group to sign a Rental Use Agreement form which contains stipulations necessary to protect the State, State employees, the Permittee, and their respective interests (see sample in **Appendix E**). The agreement shall include a basic cleaning and maintenance requirement, and a stipulation that the renter is liable for willful or negligent damage to the facilities.

The Permittee must provide a copy of the blank Rental Use Agreement form to the Permit Supervisor for approval.

4.41 Modification/Amendment of Permit

Notwithstanding any of the provisions of this RFP, the parties may hereafter, by mutual consent, agree to modifications thereof, additions thereto or termination thereof, in writing, which are not forbidden by law. Any modifications shall be in writing and shall be consistent with the original scope of services specified in the RFP.

4.42 Failure to Comply

The State will notify the Permittee of unacceptable performance as soon as possible after the failure is reported. The Permittee must, without additional cost to the State, remedy and correct any deficiency in work or in articles provided in connection therewith.

Upon determination of non-compliance with this permit, the Permit Supervisor will deliver to the Permittee a "Notice of Non-Compliance." If the failure is not corrected within the time limits specified in the first notice, the Permit Supervisor may:

- Correct the failure utilizing State employees or a private contractor, and bill the Permittee at cost for time and materials;
- Issue a second notice of non-compliance with a penalty of up to \$250.00 owed to the State by the Permittee; or
- Institute permit revocation proceedings as outlined below in ¶ 4.43.

4.43 Permit Revocation

If the Permittee remains in non-compliance with the terms of this permit after being served with a second "Notice of Non-Compliance" under ¶ 4.42, or the failure jeopardizes public safety or camp resources or otherwise constitutes a significant breach, the Permit Supervisor may immediately revoke the permit. The Permittee is not entitled to reimbursement for damages suffered in the event that the permit is revoked under this section.

4.44 Permit Termination

The Director of the Division of Parks and Outdoor Recreation, after 30 days written notice, may terminate the permit, in whole or in part, when it is in the best interest of the State, as determined solely in the State's discretion. In the event that the permit is terminated under this section the Permittee must within six months make a claim with the Department of Administration under AS 44.77 for reimbursement for damages suffered upon termination or thereafter be barred from doing so.

4.45 Warranty

The State makes no warranty, express or implied, with respect to the consumer demand for, or acceptance of this service. The State assumes no risk of financial loss by the Permittee, and cannot guarantee financial gain or any opportunity to profit under this permit.

4.46 Definitions

Unless the context clearly indicates otherwise, the following definitions apply in this permit and any attachment:

"Division" means the Division of Parks and Outdoor Recreation in the Alaska Department of Natural Resources.

"Camp" means the Twin Bears Camp buildings, facilities and grounds encompassed by the area between the nature trail and the highway.

"Gross revenues" means all money, fees, property, services, or any other things of value that the Permittee receives, directly or indirectly, through operations under this permit.

"Park", "Park Unit", "State park", "State park land", or "State park water" means any land, water, facility, or improvement managed by the Division.

"Permittee" means the applicant, company, business, employee, operator, contractor, or representative of the person and business named on the permit face authorized to conduct activities under the permit.

"Permit Supervisor" means the Northern Area Superintendent of the Division, or his/her designee.

"State" means the State of Alaska.

APPENDIX A: COMPETITIVE COMMERCIAL USE PERMIT APPLICATION

IN ORDER FOR THIS PROPOSAL TO BE CONSIDERED, THE BIDDER MUST PROVIDE THE FOLLOWING INFORMATION, REGARDLESS OF WHETHER OR NOT IT HAS BEEN SUBMITTED ON PREVIOUS PROPOSALS.

PLEASE PRINT

NAME OF FIRM: _____

ADDRESS: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

BUSINESS PHONE: _____ **FAX:** _____

24 HOUR CONTACT PHONE: _____

DO YOU HAVE A VALID ALASKA BUSINESS LICENSE ISSUED UNDER FIRM'S NAME?

Yes No License Number _____ (PLEASE ATTACH COPY OF LICENSE OR APPLICATION)

NOTE: *Bidders must have either a current business license or an application made. Proof must be submitted within ten (10) days of request.*

IN ACCORDANCE WITH A.S. 37.05.240, IS THE BIDDER IN ARREARS ON TAXES DUE?

Yes No

(¶ 1.2) Will any additional commercial activities other than overnight lodging be offered?

(circle) YES NO

Specify and elaborate: _____

The minimum permit fee is specified in ¶ 1.5 of this RFP, and the proposal should confirm that the Respondent is offering this minimum. Proposals not offering the minimum permit fee will be rejected as unresponsive. If additional compensation is offered, the proposal should specify that amount on an annual basis. If the compensation is variable, specify how the amount would be calculated and paid. Complete all applicable sections. Enter zero (0) if nothing is bid.

I am proposing:

\$ _____ minimum permit fee

\$ _____ additional permit fee

\$ _____ % of gross revenues from other commercial activities: Specify: _____

\$ _____ per customer of other commercial activities: Specify: _____

Other proposed payments or compensation: _____

Is there any conflict of interest with the Applicant, Respondent, Employee, or other potential Permittee? (In accord with ¶ 3.16) (circle) YES NO

If so, elaborate: _____

I certify that I have read and understand the stipulations and permit provisions. If I do not provide satisfactory proof of business license by the date indicated, I understand the permit may be awarded to someone else.

Further, I certify that I will comply with:

1. the laws of the State of Alaska;
2. the applicable portion of the Federal Civil Rights Act of 1964;
3. the Equal Employment Opportunity Act and the accompanying federal regulations; and
4. all terms and conditions set out in this RFP.

The information I have entered on this form and the other required forms for this proposal is complete and true to the best of my knowledge. I understand that any false, fictitious, or fraudulent statement or representation may result in denial, suspension or revocation of any permit issued. I also certify that the bid price was arrived at independently without collusion and the offer made in this bid will remain in effect for at least 60 days from bid deadline submittal date.

I agree to provide the services indicated in a satisfactory manner, to abide by the terms and conditions of any permit that might be issued, and to confine activities to those described.

My bid/proposal and all required forms for this permit are attached to this document.

Signed: _____

Print Name: _____

Title: _____

Date: _____

APPENDIX B: ANNUAL OPERATIONS PLAN AND REQUESTED CHANGES TO PERMIT STIPULATIONS

Respondents to this RFP are required to submit an annual operations plan for the 2016 season as a part of their proposal. This plan, the permit stipulations included in this RFP and other portions of the successful Respondent's proposal shall control the Permittee's activities allowed in the facility. It is understood that all of these items may be modified by negotiations between the State and successful Respondent (which will become the Permittee). Further, the plan and permit stipulations may be modified during the period of the permit by mutual agreement of the parties.

Generally, the State does not regulate prices, so long as the camp fees do not exceed a reasonable rate, but reserves the right to do so (§ 4.32). Please specify how fees shall be established, how the fees will be collected, etc. Respondents should provide a list of all proposed fees to be charged to the public throughout the life of the permit, including pricing policies. The proposed fees should be tied to your proposed operating plan provisions.

Please provide detailed information regarding the camp operation plan, as it relates to this RFP. Additionally, list any revisions, deletions, and additions that you wish to make to the permit terms or stipulations. These proposed changes to the permit terms and stipulations will be the subject of negotiations. The State will assume that, unless specifically identified by the Respondent in this section, the permit terms and stipulations in this RFP are acceptable.

The following outline may be used to help structure the operations plan.

Sample Operating Plan Outline

A. Operating Season

B. Staffing and Management

1. Staffing
2. Personnel
3. Employee Training
4. Employee Services
5. Employee Conduct
6. Contingency Plans for staff turnover
7. Uniforms

C. General Operations

1. Camp Operations
 - a. Hours of operation
 - b. Cleaning and maintenance
2. Pricing Policy and Fee Management
 - a. Use of Camp by non-paying guests
 - b. Fee schedule (define fees to be charged, and what types of services may be provided at no charge to visitors, if applicable)

- c. Fee collection and refunds
 - d. Other service fees/rentals
 - e. Sundries
 - f. Financial control and accounting procedures
3. Insurance
 4. Customer Feedback & Complaints
 5. Emergency Responses
 6. Law Enforcement
 7. Communication systems
 8. Equipment and supplies
 9. Use reports
 10. Utilities
 11. Garbage Management
 12. Water system operation and testing
 13. Toilet pumping
 14. Site Hazards
 15. Signs and Posters
 16. Advertising
 17. Road maintenance
 18. Vandalism
 19. Improvements
 20. Storage
 21. Other optional services

D. Pre-season Operations

E. Open Season Operations

F. Post-season Operations

G. Special Conditions

APPENDIX C: BUSINESS PLAN FORMAT

The State is required to evaluate RFP responses by technical and financial capability. Please use the following guidelines in preparing the Business Plan.

Documentation of Business Company or Corporation

Respondents should include information about the business organization and organizational structure, i.e., organization and/or individual name, mailing address, designated agent, evidence of incorporation and good standing, and name and address of each affiliate of the applicant.

Respondents that are limited-liability companies should provide the names and interests of the company's principals. Should the respondent not be incorporated in the State of Alaska, the respondent must submit a valid license to do business in Alaska.

Name of Company: _____

Address: _____

Designated Agent: _____

Type of Business: Sole Proprietor Corporation Partnership
Joint Venture Limited Liability Other?
(Please check one)

If Other, please list what type _____

State Incorporated: _____

Date incorporated: _____

Include any appropriate information, including shareholder or partnership agreements, as an attachment to this Business Plan, and complete the following list of owners:

<i>Name</i>	<i>Address</i>	<i>SSN</i>	<i>% Ownership</i>
-------------	----------------	------------	--------------------

Personnel/Staffing

Explain how you plan to recruit, develop and maintain your workers. List the number of employees you will have, as well as their job titles and required skills. Discuss any training that you plan for your employees, including any first aid certification.

Business Experience/Performance (if more room is required, include as attached document)

Respondents should furnish a detailed description of their experience as it relates to operating and maintaining the camp. The description should include experience in private business, public service, or any nonprofit or other related enterprises. For each business venture, include the following information:

- The dates of the business experience
- The location of the business
- A description of services provided
- A description of customers served
- The number of employees supervised
- The volume of business

For respondents who have prior experience in managing Alaska State Parks or other government campgrounds or facilities, provide copies of annual written performance evaluations.

Financial Data

The respondent must list all projected annual operating costs for managing the camp, providing sufficient detail to show how those costs are determined. Any financial information submitted by respondents should conform to generally accepted accounting principles or other comprehensive bases of accounting. Any previously prepared financial documents that are submitted should be unmodified and in their original form, including footnotes. Respondents must show that they have 25 percent of the first year's operating costs in liquid assets. Liquid assets are those that can be readily converted to cash.

For additional information and assistance, including sample financial documents, visit the following two websites

Alaska Small Business Development Center: <http://aksbdc.org/>

U.S. Small Business Administration: <https://www.sba.gov/>

Capital Equipment List:

Capital equipment is defined as assets which have useful lives of more than one year. Examples include machines, equipment, vehicles, computers, etc. Describe the equipment, the quantity, whether the equipment is new or used (N/U), the expected useful life, and the cost.

Equipment	Quantity	N/U	Life	Cost
Total Cost of Capital Equipment				
\$ _____				

Start-up Expenses

Item	Cost
Total cost of capital equipment	
Beginning inventory of operating supplies	
Legal Fees	
Accounting Fees	
Other Professional Fees	
Licenses and Permits	
Remodeling and repair work	
Deposits (public utilities such as phones, etc.)	
Advertising	
Insurance	
Bonds	
Advance Permit Fees	
Other Expenses:	
Total Start-up Expenses	\$ _____

Sources and Uses of Financing

A. Sources of Financing	
Investment of cash by owners	\$
Investment of cash by shareholders	
Investment of non-cash assets by owners	
Investment of non-cash assets by shareholders	
Bank loans to business: short term (1 yr or less)	
Bank loans to business: long term (more than 1 yr)	
Bank loans secured by personal assets	
Small Business Administration loans	
Other sources of financing (specify)	
•	
•	
•	
Total sources of Financing	\$ _____

B. Uses of Financing	
Buildings	
Equipment	
Initial Inventory	
Working Capital to pay operation expenses	
Non-cash assets contributed by owners (use same amount as in Sources, above)	
Other assets (specify)	
•	
•	
Total Uses of Financing	\$ _____

Cash Flow Projection

The cash flow projection is the most important financial planning tool available to you. The cash flow projection attempts to budget the cash needs of a business and shows how cash will flow in and out of the business over a stated period of time. A cash flow deals only with actual cash transactions. Depreciation, a non-cash expense, does not appear on a cash flow. Loan repayments (including interest), on the other hand, do, since they represent a cash disbursement.

Please complete the cash flow projection chart on the following page using the existing format.

Start-up Balance Sheet

Balance sheets are designed to show how the assets, liabilities and net worth of a company are distributed at a given point in time. Please complete the following Start-up balance sheet:

**Start-up
Balance Sheet**

Assets

Current Assets		\$ _____
Fixed Assets	\$ _____	
Less Accumulated Depreciation	\$ _____	
Net Fixed Assets		\$ _____
Other Assets		\$ _____
Total Assets		\$ _____

Footnotes:**Liabilities**

Current Liabilities		\$ _____
Long term Liabilities		\$ _____
Total Liabilities		\$ _____

Net Worth or Owner's Equity

(Total assets minus total liabilities)

Total Liabilities and Net Worth		\$ _____
--	--	-----------------

Footnotes:**Start-up Income Statement Projection:**

Income statements (also called profit and loss statements) complement balance sheets. The income statement provides a moving picture of the company during a particular period of time. For most businesses, income projections covering one to three years are more than adequate.

Please complete the start-up income statement projection chart on the following page using the existing format.

Supporting Documents

Each Respondent is required to submit the following additional items listed below:

- _____ 1. Provide a minimum of two written letters of reference from individuals who can attest to your ability to perform successfully under this RFP.

Appendix D: Performance Bond

PERFORMANCE BOND OR ASSIGNMENT OF TIME CERTIFICATE OF DEPOSIT

This section has been deleted and is no longer required

APPENDIX E: SAMPLE RENTAL USE AGREEMENT

Twin Bears Camp Rental Contract

(Twin Bears Contractor)

(Address)

(Address)

(Phone)

Directions: (1) Please carefully read all attachments, (2) complete and sign this form, (3) include the \$50.00 deposit, and (4) detach and mail this page to the address above. Payment should be made by check or money order payable to the (Twin Bears Contractor).

Name of Organization: _____

Name of Representative: _____

Mailing Address: _____

Phone: (business) _____ **(home/message)** _____

Terms and Conditions

Contract duration: _____ **through** _____

Fee arrangement: _____

Estimated number of people in group: _____

The (Contractor) agrees to provide the following services to the above named organization during the contract period:

**** Services:**

Rates:

_____ BASIC: Recreation Hall & cabins (includes propane).....winter \$140/night

_____ COMPLETE: all buildings, *water, *power, & propane....summer . \$18.00/adult, \$9/child/night (\$180.00 minimum)

_____ Special arrangements, fee reductions, other (specify) \$ _____

**Water and power availability subject to temperature.*

*** All services subject to a \$50.00 refundable deposit to paid in advance ***

**** Check in/out time = 12:00 Noon ****

By signing this contract, both the above named organization and the (Contractor) agree to abide by the terms and conditions of this contract as outlined above, including the attached General Stipulations, Use Guidelines, and Park Rules, and will confine his/her activities to those described herein.

Organization Representative

(Contractor) Representative

Title

Title

Date

Date

General Stipulations

1. **Non-assignment:** This contract may not be assigned without the written approval and acceptance of the (contractor) or his/her designee. Further, the contract signer shall not sublet or enter into any third party agreements involving the privileges authorized.
2. **Applicable Laws & Policies:** This contract is subject to all applicable Federal and State of Alaska laws and regulations including but not limited to the attached list of Alaska State Park Regulations and any conditions contained within the Alaska State Parks Policies & Procedures Manual.
3. **Permanent Structures:** Permanent structures are prohibited from being placed by the contractors on State Park lands (Twin Bears Camp).
4. **Personal Property:** If personal property is authorized to be placed or located on Twin Bears Camp land under the provisions of this contract said personal property shall be removed prior to the expiration of this contract.
5. **Forfeiture:** The contractor shall forfeit the contract if s/he defaults in the performance or observance of any of the contract terms, covenants or stipulations or of a statute or regulation.
6. **Liability:** The contractor agrees to indemnify, defend and hold harmless the (Contractor) and the State of Alaska from any and all liability claims arising from the actions of the contractor or his/her agents, employees or clients while conducting activities under this contract on State Park lands and waters at Twin Bears Camp.
7. **Repair of Damage:** Contractor shall fully repair all damage, other than ordinary wear and tear, to buildings, facilities, roads and trails caused in the use of the Twin Bears Camp.
8. **Fee Schedule:** The contractor agrees to the following fee schedule or special arrangements described on page 1.
9. **Deposits:** A deposit of \$50.00 is required to hold the reservation and serve as a cleaning deposit. It will be refunded if cancellation notice is given one week in advance of the reserved dates. This deposit will be returned or credited to user fees if the camp is left as clean as it is found by the using group. This deposit should be received as soon as possible after a reservation is made. The above described deposit may be waived by the (Contractor) if special considerations warrant.
10. **Check In/Check Out Time:** 12:00 NOON unless prior arrangement made by parties involved.

Use Guidelines

1. Fire safety is of prime importance!! Adults only will be building fires in the recreation hall wood stove and at the outdoor fire pit. Adults only will operate propane burner and lights in the recreation hall. ANY excess propane smells should be monitored closely. There will be NO open flame appliances in the sleeping cabins (lanterns, kerosene heaters, etc.).
2. It is understood that the contractor agrees to provide adequate supervision of minors at all times during the camp visit, including but not limited to hikes, evenings, and other recreational/educational activities.
3. Use of the lake for swimming, boating or other recreational purposes must be supervised by a Red Cross certified life guard. NO EXCEPTIONS!
4. For bear safety reasons, no food items of ANY kind should be stored or consumed in the sleeping cabins.
5. Sanitation – The water available from the hand pump behind the pump house should not be used for human consumption. It can be used for cleaning. The pit toilets should only be used for human waste – please NO cans, bottles, garbage, etc. All garbage will be removed for appropriate disposal by groups upon departure.
6. All Twin Bears Camp buildings will be cleaned upon departure. Sleeping cabins should be swept, shutters secured and mattresses protected from the elements. The recreation hall will be swept, mopped and furniture returned to an organized pattern. The dining hall, if used, will be cleaned (all sinks, counter tops, stoves, stove hood, table tops, etc.), swept and mopped.
7. The ground of Twin Bears Camp upon departure will be free of litter and resource damage.
8. Damage to buildings or grounds may result in future use being denied.
9. The generator building will be locked at all times while camp is occupied.
10. Cover and store the American flag in the Recreation Hall upon departure.
11. Lock all buildings and close and lock the gate upon departure.

Park Rules

Overnight use of a developed campsite or designated parking area requires payment of a fee. These fees provide for costs of park maintenance; your cooperation is vital and appreciated.

\$50 fine 11 AAC 12.250

In a developed area, camping equipment or vehicles left unattended for 48 hours may be impounded. In an undeveloped area, unattended vehicles or equipment may be impounded after 72 hours.

\$150 fine 11 AAC 12.220

Campsites must be occupied the first night after camping equipment has been set up or a vehicle is parked in the campsite.

\$150 fine 11 AAC 12.220

Camping is limited to 15 consecutive days. Vehicles and camping equipment may not return to the park for 15 consecutive days thereafter.

\$200 fine – returns in less than 15 days \$50 fine – remains greater than 15 11 AAC 12.230

Permits are required for assembly of more than 20 people or for spectator events.

\$50 fine 11 AAC 12.160; 18.010

Fires must be confined to a portable stove or to a fire pit provided by the park.

\$100 fine 11 AAC 12.180

Discharge of firearms or other weapons is prohibited except at designated areas.

\$150 fine 11 AAC 12.190

The use and discharge of a weapon for the purpose of lawful hunting or trapping is allowed, except within 1/4 mile of a developed facility.

11 AAC 20.460

Explosives and fireworks are prohibited. \$100 fine 11 AAC 12.195; 12.197

Refuse may not be brought into a park for disposal. Refuse created in the park must be removed or placed in a waste receptacle.

\$200 fine 11 AAC 12.050

Disturbing, damaging, defacing, or removing natural materials such as plants, rocks, or minerals is prohibited. Gathering berries, fruits and mushrooms for personal consumption is permitted. Dead wood lying on the ground may be gathered for a campfire and is to be used in approved fire pits only.
11 AAC 12.170

Use of off road vehicles (ATV's) is prohibited except for trails officially designated and marked as open to off road vehicle. Users of snow machines and off-road vehicles must be at least 14 years old, or under the direct supervision of a parent or a person at least 21 years of age.
\$200 fine 11 AAC 12.020, 11 AAC 20.465

Vehicles are allowed only on established roads and parking areas.
\$200 fine 11 AAC 12.020

Peddling or displaying of signs is prohibited.
\$50 fine 11 AAC 12.150

Horses, mules, and burrows are allowed in the park except for the Granite Tors hiking trail and board walk portions of any developed hiking trail. Groups using ten or more animals must obtain a park use permit. Loose herding or tethering animals within 100 feet of fresh water is prohibited.
\$50 fine 11 AAC 20.475

Pets must be kept on a leash and may not create excessive noise.
\$50 fine 11 AAC 12.130

Campground quiet hours are from 11 PM to 6 AM.
\$75 fine 11 AAC 12.230

APPENDIX F: SAMPLE END OF SEASON REPORT

Park Unit Twin Bears Camp

Year 2016

Visitation – List Totals

Camp Visitors	Lodging	Day Use Only	Other
May			
June			
July			
August			
September			
Total			

Total Revenue Collections

	Lodging	Donations	Other Fees Or Sales
May			
June			
July			
August			
Sept.			
Column Total			
SEASON TOTAL:			

(Merchandise – please list specific types of merchandise sold below):

Comments on visitation or revenue situations:

APPENDIX G: CAMP HAZARD INSPECTION FORM

Name of Unit: Twin Bears Camp Date: _____

Person Reporting _____

Complete Follow-up Needed Follow-up completed, documentation attached

Camp Inspection Report

Even if no hazards are detected, it is important to complete this form.

Time of Day: _____ a.m./p.m.

Weather conditions: _____

Type of Inspection: (Circle any applicable)

Annual Inspection Emergency Inspection Grounds Hazards Swimming Hazards

Trail Hazards Structural Hazards ADA Concerns Other _____

List any hazards detected. If none are observed, write NONE DETECTED. Use sketches, maps and additional sheets, if necessary.

List any actions taken immediately, what problems were remediated, and any recommendations.

Name

DATE

APPENDIX H: STANDARD PERFORMANCE EVALUATION FORM

Mid-Year and Year-End Performance Appraisal Campgrounds under Commercial Use Permit

Area/Park Unit(s): _____ Permittee: _____

Appraiser: _____ Date: _____

Performance Item	Above Standards	Meets Standards	Below Standards	Unacceptable
A. Permit Terms	*****	*****	*****	*****
! 1. Insurance requirements met				
! 2. Payments timely				
3. Use reports accurate & timely				
4. Other permit terms met (specify below)				
Communications				
Miscellaneous Sales				
B. Operation and Maintenance Plan	*****	*****	*****	*****
! 1. O&M Plan complete & properly submitted				
2. MMA/fee offset plan submitted in a timely manner				
! 3. MMA/Fee offset projects completed to standard				
4. Pre- and post-season ops & maintenance performed to standard and in a timely manner				
C. Customer Service	*****	*****	*****	*****
! 1. Good PR maintained with Camp visitors				
2. Good Comments received from visitors				
! 3. Fees & services provided as represented				
4. Visitor compliance with Camp rules obtained				
D. Health and Cleanliness	*****	*****	*****	*****
! 1. Humans free from exposure to human waste				
! 2. Water and sewage treatment systems meet w/all state standards				
3. Garbage does not exceed container capacities				
4. Garbage containers are animal resistant				
5. Sites are free of litter & animal refuse				
6. Graffiti is removed within 48 hours of discovery.				
7. Toilets & garbage locations are free of objectionable odors				
8. All other facilities are kept clean				

! Denotes a Critical Element

Performance Item	Above Standards	Meets Standards	Below Standards	Unacceptable
E. Setting	*****	*****	*****	*****
1. Numbers of people & vehicles is kept below site capacity				
F. Safety and Security	*****	*****	*****	*****
! 1. Safety inspections completed pre-season & during season. Documented high risk conditions are corrected prior to use				
! 2. High-risk conditions that develop during the season are mitigated, or the site is closed				
! 3. Employees have dependable communications				
! 4. Activities prohibited under specific Park Regs are dealt with appropriately				
! 5. Utility systems meet applicable state and local regulations				
G. Responsiveness	*****	*****	*****	*****
1. All site entrances are well marked, easily found and visitors feel welcome				
2. Info boards look fresh, professional, are uncluttered and contain appropriate info.				
3. All personnel demonstrate good customer services practices.				
H. Condition of Facilities	*****	*****	*****	*****
! 1. All restrooms are functional and in good repair				
2. All facilities, including parking and use sites, meet Camp standards for cleanliness, maintenance and safety				
3. Signs & bulletin boards are well maintained and meet Camp standards				
4. Gravel roads are graded as required				
5. Vandalism is corrected or mitigated within 1 week of discovery				

! Denotes a Critical Element

Comments and/or corrective actions pertaining to specific items listed above: _____

Have all "Below Standard" items from previous performance inspection/appraisal(s) been corrected?

Permittee's comments

Midyear Evaluation:

Year End Evaluation:

Above
Standards

Meets
Standards

Below
Standards

Unacceptable

- Note:
1. If any Critical Element is rated "Below Standards," the best possible overall rating is Below Standards.
 2. If any Critical Element is rated "Unacceptable," the best possible overall rating is Unacceptable.
 3. If one to three other elements are rated "Unacceptable," the best possible overall rating is Below Standards.
 4. If three or more Critical Elements are rated "Below Standards" or over four other elements are rated "Unacceptable," the best possible rating is Unacceptable.

Below Standards: The Permittee is given notice regarding which element(s) justify the rating, and if performance in this element(s) is not improved prior to the next rating period, the Below Standards rating shall be reduced to an Unacceptable rating.

Unacceptable: The Permittee is issued written "Notice of Non-Compliance," as stipulated in ¶ 4.39 of the Commercial Use Permit. This is the required first step in suspension and/or revocation of use over all or portions of the permit area. In some instances, such as a lack of adequate insurance, safety issues, etc., suspension or revocation may take place immediately.

Signatures:

Permittee Representative: _____ Date: _____

Permit Supervisor: _____ Date: _____

The holder's signature denotes that the Alaska State Parks representative has discussed this evaluation/appraisal with the holder or his/her representative. A signature does not necessarily constitute agreement or acceptance of the rating.

APPENDIX I: INVENTORY

LOCATION: Twin Bears Camp

DATE: _____

INVENTORY CONDUCTED BY: _____

TWIN BEARS CAMP BUILDING INVENTORY

Risk Mgt. Bldg.#	Fire Pro	Building Type	Building Description	Const. Type	Sq. Ft.	FY 16 Repl. Value	FY15 Prem.	FY16 Prem.	Comments
100203238	n	Staff Cabin 4 beds	"E" 10 X 12. HCP access.	Frame	120	5,000	0	0	
100203248	n	Storage shed	"X" waterfront	Frame	120	1,500	0	0	
100203357	n	Staff Cabin 4 beds	"F" 10 X 12. HCP access.	Frame	120	5,000	0	0	
100203358	n	Staff Cabin 4 beds	"G" 10 X 12. HCP access.	Frame	120	5,000	0	0	
100203391	n	Staff Cabin 6 beds	"P" 10 X 12.	Frame	120	5,000	0	0	
100203592	n	Bunk House 9 beds	"A" 14 X 16. T-111, comp. roof, un-insulated, screen windows	Frame	224	8,960	0	0	
100203593	n	Bunk House 9 beds	"B" 14 X 16. T-111, comp. roof, un-insulated, screen windows	Frame	224	8,960	0	0	
100203594	n	Bunk House 9 beds	"C" 14 X 16. T-111, comp. roof, un-insulated, screen windows	Frame	224	8,960	0	0	
100203595	n	Bunk House 9 beds	"D" 14 X 16. T-111, comp. roof, un-insulated, screen windows	Frame	224	8,960	0	0	
100203596	n	Bunk House 8 beds	"R" 14 X 16. T-111, comp. roof, un-insulated, screen windows	Frame	224	8,960	0	0	
100203597	n	Bunk House 8 beds	"S" 14 X 16. T-111, comp. roof, un-insulated, screen windows	Frame	224	8,960	0	0	
100203598	n	Bunk House 8 beds	"T" 14 X 16. T-111, comp. roof, un-insulated, screen windows	Frame	224	8,960	0	0	
100203599	n	Bunk House 8 beds	"U" 14 X 16. T-111, comp. roof, un-insulated, screen windows	Frame	224	8,960	0	0	

1002000174	n	Rec. Hall	"H" 24 X 40. Sheetrock, Comp. roof. HCP access.	Frame	960	55,000	146.10		
1002000347	n	Mess Hall	"K" 25 X 40. 8 X 10 porch. Sheetrock, comp. roof, HCP access	Frame	1000	125,000	166.90		water heater, freezer, comm. refrig., sink, range-grill, mixer, tables, cookware-utensils. (45000 equip.)
1002000358	n	Staff Cabin/Off. 2 beds	"O" 10x12 insulated, heat, elec., furn.	Frame	120	6,000	15.94	-	old Ranger Station. Moved 10/97
1002000369 ?	n	Generator Bldg.	"L" 12 X 20 w/secure lock, metal doors	concrete block, metal roof	240	15,000	17.03		new '02 generator shed houses 2 generators.
	n	Storage Shed	8 x 8 w/ secure lock	Log, metal roof.	64	3,000		0	new 7/99.
1002000370	n	Tool Shed	"Z" 10 X 12	Log.	120	5,000	13.35		3000 equip.
1002000371	n	Shower/Laundry	"J" 12 X 20. HCP access.	Frame	240	20,000	53.40		4 sinks, 2 washers, dryers, water heaters, showers
1002000374	n	Shower/Pantry	"M" 12 X 20.	Frame	240	15,000	40.05		4 sinks, 2 water heaters, showers
1002000903	n	Well House	"W" 8 X 8.	6" 3-sided log.	64	5,000	13.35		1500 pump, pressure tank.
	n	Picnic Shelter	Large, metal roof.	pole frame	544?	10,000		0	constructed by TBOEA, VIPs 8/98
	n	Staff Cabin 4 beds	"Q" 10 X 12.	Frame	120	4,800		0	
	n	Toilet	CXT double	Concrete	84	75,000		0	Constructed 2014
	n	Toilet	CXT single	Concrete	32	45,000		0	Constructed 2014
	n	Toilet	CXT single	Concrete	32	10,000		0	Constructed 2014
	n	Staff Cabin 1 or 2 beds	"N" 10x12 Lee Lodge, insulated, heat, elec., furn.	Frame	120	6,000		0	
	n	Toilet	Single, 1 SS, 500 gal. steel	Frame	16	5,000		0	
	n	Wood Shed	8 x 12 , Open sides, metal roof	Frame	96	1,500		0	

Appendix I: Inventory as of 2007, many propane fixtures exchanged for electric.

LOCATION: Twin Bears Camp

DATE: _____

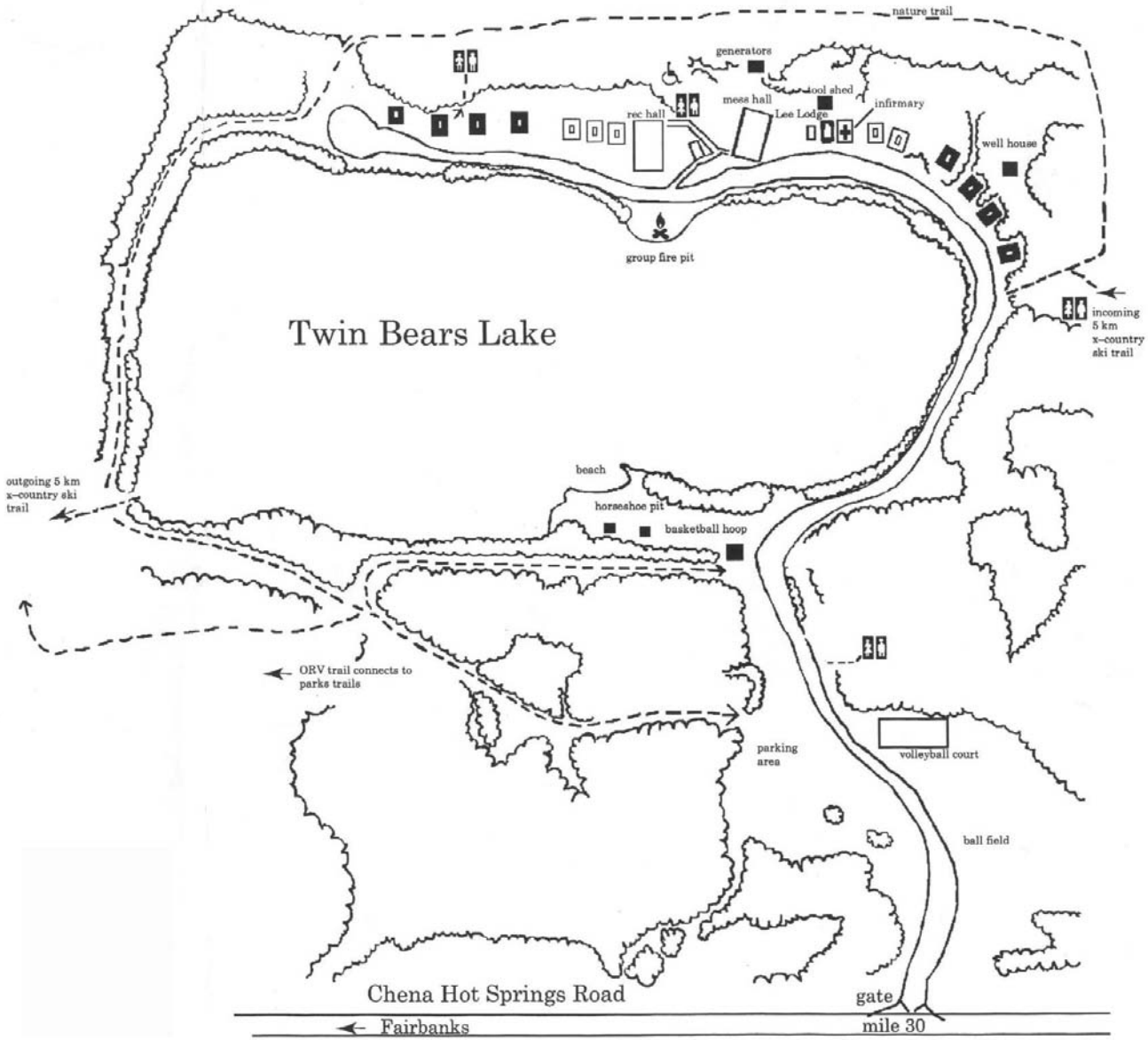
INVENTORY CONDUCTED BY: _____

TWIN BEARS CAMP EQUIPMENT/PROPERTY INVENTORY

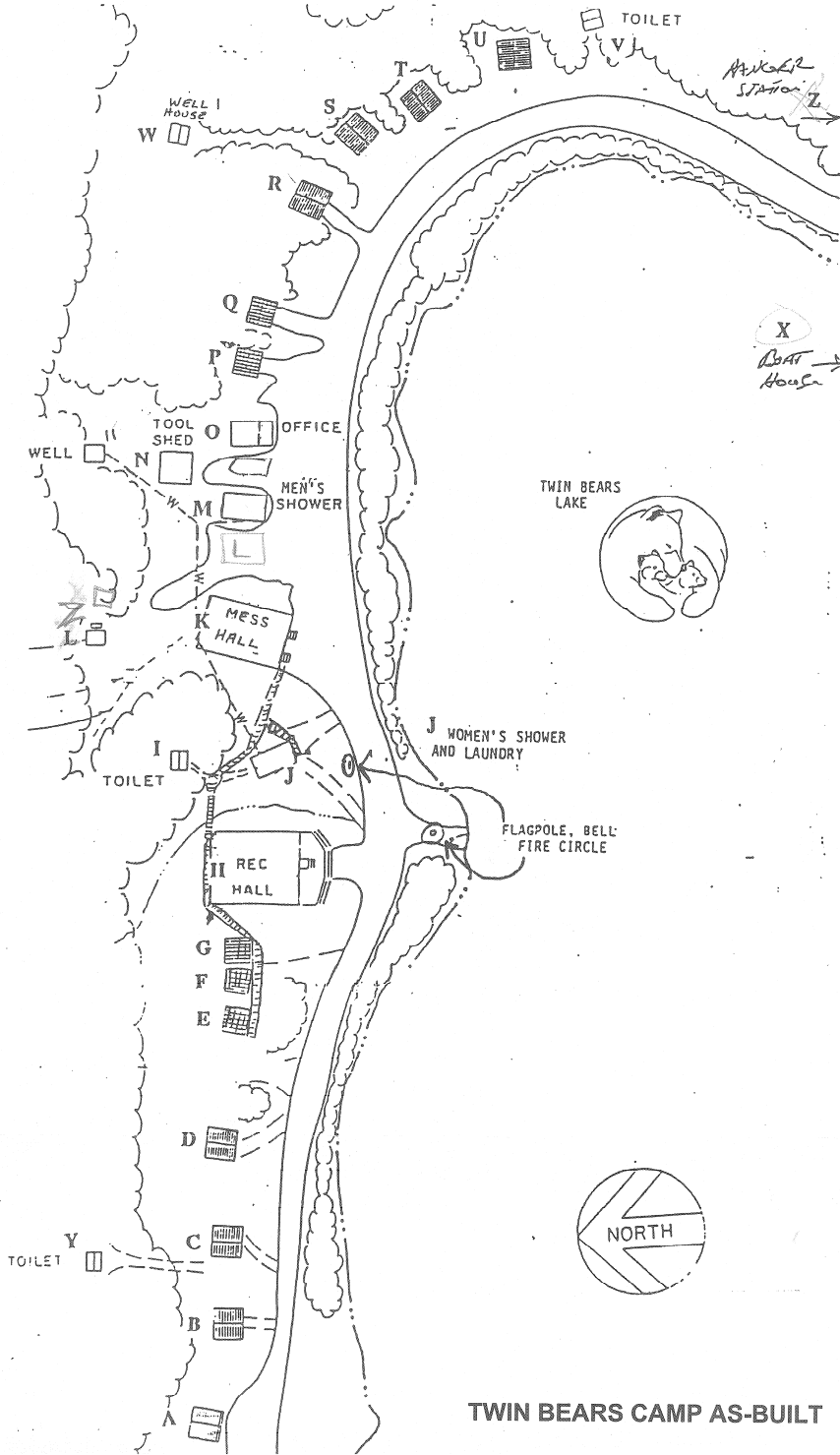
07 Ck	PCN Tag No.	Serial No./Alternate	Item	Brand, Model	Description	Value	Comments
	1010396	4300823TR3A008	Generator, diesel, 120/240 v.	Lister-Petter 15 kW	Eng. #4300823TR3A008; Gen. #C04200517	\$10,700	
	1050836	79-269	Pump, Firefighting	Pacific Pumper Mark 3		\$1,065	Get new pump @ 33mile
	1051142	041G-012536	Dryer, Clothes, propane	Kelvinator DGA230SOW		\$429	?????
	1051158	70048	Heater, propane	Warm Morning VR35FMA 35,000 BTU		\$715	Office?????
	1051162		Washer, Clothes	Kenmore		\$349	????
	1051763		Cabinet, File		4 drawer letter	\$100	Office
	1051764	RCLP0594A31144	Heater, Water, electric	Richmond Miser	62 gal Model 5V40-7p	\$500	Mess hall; from 33 mi.
	1051767		Pump/Control, Water	Gould Jet		\$310	
	1051769	770596	Dryer, Clothes, propane	Maytag GDG 412		\$429	????
	1051770		Washer, Clothes	J.C. Penney		\$349	????
	1051771	RCLP0594A31135	Heater, Water, electric	Richmond Miser	40 gal. Model 5V40-7P	\$275	Female shower house; from 33 mi.
	1051775		Grill, propane - oven & range	Wolf	4-burner, stainless	\$3,175	Old tag #10-50709
	1051777	32-770-867	Refrigerator	Hobart HF - 3 DAF-3		\$4,307	
		AL166257	Freezer Upright	GE FP21SSCRWH		\$500	

		? tag removed	Freezer Upright	GE FP21SSCRWH		\$500	
		HH9745263	Heater, Water, electric	Bradford-White M-I-40S5CX-8	40 gal	\$275	Female shower;
			Pressure Tank, Water	Well - X - Trol WX203	30/lbs.	\$150	
			Tank, propane		150 gallon	\$100	Moved to CRSRS PUC 1998
		RLP0895A15059	Heater, Water, electric	Rheem	30 gallon	\$250	Male shower
		SN 15-762-75	Generator, diesel 240v, 60Hz	Introl 15 kW	FAA #690A12-8120-1001	\$7,500	Surplus from Ft. Yukon
10138334		SN 05201191LPW3A79	Generator, diesel 10 kw	Lister Newage DES10LW OEM		\$6,800	
			Picnic tables		Wooden, benches attached	500 ea	6 ??
			Trash barrels w/ lids		Metal 55-gal drums		5 each
			Group Barbecue Grills		half-cut metal drums		2 each

APPENDIX J: TWIN BEARS CAMP LOCATION MAP



APPENDIX K: TWIN BEARS CAMP OVERVIEW MAP



TWIN BEARS CAMP AS-BUILT

APPENDIX L: TRAILS NEAR TWIN BEARS CAMP

