

REQUEST FOR PROPOSAL



Wildwood Park Caretaker

Date Issued: February 1, 2019

I. Request

The City of Puyallup (City) Parks and Recreation Department is requesting proposals from qualified individuals to provide Caretaker services at Wildwood Park located at 1101 23rd Avenue SE, Puyallup, WA. In return for providing the Caretaker’s services, the City shall allow the Caretaker to live, free of charge, in the house in Wildwood Park. The Caretaker shall be entitled to no other compensation or benefits from the City.

Proposals should be submitted no later than 2:00 p.m. on Friday, March 1, 2019. Please submit two copies of the proposal in a sealed envelope or package and addressed to City of Puyallup Parks and Recreation Department. It is the sole responsibility of the individual to ensure that the RFP package is complete and received no later than the submission deadline at the proper location.

Proposal shall be delivered to the Office of the City Clerk and addressed to:

City of Puyallup
333 South Meridian
Puyallup, WA 98371
Attn: Puyallup Parks & Recreation Department

II. Background

In return for providing the Caretaker’s services, the City shall allow the Caretaker to live, free of charge, in the house in Wildwood Park until such time as either party terminates the service agreement by written notice. The Caretaker shall be entitled to no other compensation or benefits from the City, and must waive any claim for compensation or benefits that are not expressly identified within the services agreement.

The primary function of this position is to provide a sense of City presence within Wildwood Park. The Caretaker is responsible for opening and closing of the park on a daily basis, patrolling the park and cleaning of park buildings. Tasks are of a manual nature, both indoors and outdoors. Certain tasks require the use of custodial supplies. The majority of the work may be performed during the summer months, but the Caretaker role is a year-round responsibility.

The RFP schedule is as follows:

RFP issued by the City	February 1, 2019
Deadline for RFP submission	March 1, 2019
Interviews	March 2019
Selection	April 2019

III. Scope of Services

The Caretaker shall perform the following duties or functions, including those other functions that are identified by the Director of Parks and Recreation or supervisor:

- Open and close park entrances at designated park hour times;
- Patrol the park regularly;
- Report all safety issues to the supervisor or designee;
- Clean public restrooms and replenish supplies on a daily basis;
- Clean park shelters and buildings as needed;
- Replace light bulbs or other minor items;
- Notify the supervisor or designee about facilities that need maintenance or repair;
- Collect litter, debris and empty garbage containers;
- Maintain the Caretaker house and yard in a neat and orderly condition;
- Communicate park rules, regulations and general information to the public;
- Assist the City parks and facilities personnel with volunteer service projects that occur in the park;
- Assist the City recreation personnel with events that occur in the park;
- Safely use and store cleaning products and follow Material Safety Data Sheets;
- Safely follow Bloodborne pathogens training provided by the city;
- Safely follow fire suppression training as provided by the city; and
- Perform other caretaking functions as directed by the Director or supervisor.

IV. Proposal Content

A proposal may include other content, but shall include the following content:

- A. Identification and Contact Information
 - a. Provide the legal name and contact information of the individual and any family members who may assist in caretaker duties
- B. Qualifications or Experience
 - a. Identify the person or persons who will perform the caretaker duties and their experience in the following areas of responsibilities:
 - i. Enforcement of park rules and regulations
 - ii. Experience working with grounds maintenance tools and general cleanup of buildings to include park shelters and restrooms
 - iii. Ability to communicate effectively with park users, city staff and community groups
 - iv. Demonstrate good judgment in decision making
 - v. Represent the City in a sincere and courteous manner
 - vi. Ability to convey rules and regulations firmly and take appropriate action when necessary
 - vii. Possession of, or ability to acquire basic First Aid and CPR upon finalizing of contract
- C. Schedule & Conflicts
 - a. Identify hours of availability to perform caretaker duties for any person who will be serving in this function

V. Special Requirements

Caretaker and any family members who may assist in caretaker duties shall satisfy the following special requirements:

- A. Successful individual must be at least 18 years of age at time of submitting proposal.
- B. Possession of a current basic First Aid and CPR (in infant, child and adult) certification card at finalization of contract. Training may be obtained through various organizations that meet OSHA and WISHA standards, including the American Red Cross and Central Pierce Fire & Rescue.
- C. Obtain and maintain renter's insurance in the amount of \$100,000, or an amount that is acceptable based on a signed agreement.
- D. Obtain and maintain automobile liability insurance in the amount of not less than \$500,000 combined single limit per accident for bodily injury or property damage. Coverage for owned and non-owned automobiles shall be included. Caretaker shall provide at least thirty days written notice of any policy non-renewal, cancellation or material change in coverage.
- E. Successful individual must comply with a background check required by the Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.840.
- F. Successful individual must complete city provided Blood-borne Pathogens, Fire Suppression, and Hazardous Communication safety training.

For questions related to this request, please contact the Parks & Recreation Department.

Puyallup Parks & Recreation Department
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