

Appendix C

ITEMS AND SERVICES TO BE PROVIDED BY THE CONCESSIONAIRE

This listing represents typical requirements that the Concessionaire must provide, at its cost and expense and is not meant to be totally detailed, comprehensive, or all-inclusive of the obligations of the Concessionaire in providing equipment, furnishings, inventory, or services necessary to adequately operate the Properties. The Department reserves the right of approval of the nature, quality, and the quantity of any equipment or furnishings to be supplied by the Concessionaire.

OPERATIONAL & EXPENDABLE ITEMS

The below items may be provided by the department at the onset of the contract and are defined as operational and expendable. Replacement and/or addition of any of these items are to be paid for by the concessionaire. These items are not eligible to be approved or purchased using the Maintenance, Repair, and Replacement (MR&R) Fund.

Lodge:

1. Telephone system throughout the lodge and cabins
2. Linens – including towels, sheets, pillow cases, pillows, blankets, bath mats, shower curtains
3. Guest room small items – trays, glasses, wastebaskets, guest room amenities, guest room coffee makers, hair dryers, alarm clocks, clothes hangers
4. Cleaning supplies and housekeeping equipment – wet or dry vacuums, scrubber/polishers (except carpet shampooers), soaps, detergents, floor wax, mops, pails, toilet and facial tissues
5. Laundry – washers, dryers, ironers, detergents, and other laundry additives
6. Kitchen/Dining Rooms – china, glassware, silverware, pots and pans, cooking utensils, trash cans, high chairs, booster seats, menus, cleaning chemicals, dishwasher additives
7. Recreational Equipment – basketballs, basketball nets, tennis rackets and balls, racquetball equipment, ping-pong paddles and balls, shuffleboard equipment, volleyballs and nets, horseshoe games and equipment, rental bicycles and equipment, billiard equipment, table top games
8. Office furniture and supplies – desks, file cabinets, typewriters, forms, office supplies, calculators, partitions, hotel forms, time clocks
9. Maintenance supplies – tools, light bulbs (except those for parking lot lights and underwater pool lights), swimming pool chemicals, swimming pool test kits, snow removal equipment, batteries of all types
10. Tools – ladders, sanders, hand tools, (wrenches, saws, hammers, etc.) drills, light bulb changers, drill presses, volt meters, chain saws, log splitters (excludes power washers and steam cleaners)
11. Licenses and Permits – except boiler and elevator licenses/permits
12. Gift Shop – retail merchandise inventory
13. Service Vans or other transportation vehicles

Cabins:

1. Cleaning supplies – brooms, mops, buckets, polishers, soap, wastebaskets, vacuums
2. Throw rugs
3. Housekeeping vans or other transportation vehicles

All cottages can sleep up to 8 persons. For each cottage, the Concessionaire must provide sufficient amounts of the following items:

Dishes and cooking utensils, dinnerware and flatware, cookware, utensils, toaster, electric coffee maker and associated filters, dishpan, dish drainer dish towels, dish cloths, and dish soap.

Linens – Towels, sheets, pillowcases, pillows, blankets, shower curtains, bat mats, guest amenities.

OPERATIONAL REPAIRS, MAINTENANCE, & SERVICES

Items defined as operational repairs and maintenance are to be paid for by the concessionaire. These repairs, maintenance and services are not eligible to be approved or purchased using the Maintenance, Repair, and Replacement (MR&R) Fund.

1. Refuse removal services, landfill fees
2. Contracted cleaning services – furniture cleaning, routine window cleaning (excludes ventilation/exhaust duct cleaning, carpet cleaning and non-routine window cleaning)
3. Security service fees, including alarm monitoring (excludes base station radios used on state park frequencies, as approved)

ROUTINE VS. NON-ROUTINE MAINTENANCE

Routine Maintenance: Maintenance items that are not eligible to be funded through the MR&R Fund and are to be accomplished by the Concessionaire’s staff.

The following list represents maintenance items that the Department will consider routine and not eligible to be funded through the MR&R Fund. This list is not all-inclusive, but is intended to give examples of these types of items:

1. Cleaning and replacement of HVAC filters, belts, and hoses
2. Lubrication of mechanical systems
3. Cleaning of heat exchangers
4. Flushing of cooling systems when, in the opinion of the Department, such work can be accomplished by the Concessionaire’s maintenance staff
5. On-going grounds keeping (mowing, weeding, trimming)
6. Minor plumbing repairs or replacements
7. Minor building fixture repairs
8. Cleaning and chemical treatment of the swimming pools and Jacuzzis

Non-Routine Maintenance: Maintenance items that are eligible to be funded through the MR&R Fund.

The following list represents maintenance items that the Department will consider non-routine and are eligible to be funded through the MR&R Fund. This list is not all-inclusive, but is intended to give examples of these types of items:

1. Those maintenance items requiring certification in HVAC, plumbing, hydronics, and refrigeration
2. Calibration of mechanical equipment
3. Installation of boilers, chillers, and other technical types of equipment
4. Exterior painting of the structures; interior wall covering installation, and interior painting with Department approval
5. Exterior building siding repair and replacement
6. Roof and gutter repair
7. Electrical upgrades
8. Repair of kitchen equipment
9. Drain cleaning and repair
10. Cleaning and pumping of grease traps and jetting of drain lines
11. Preventative maintenance agreements for major equipment, subject to the approval of the Department
12. Landscaping – including maintenance of flowerbeds, replacement of shrubs, bushes, perennial and annual flowers, and mulching