

1. INTRODUCTION

Morrow County Parks is seeking proposals from qualified individuals or couples to serve as **Park Hosts** at the following Morrow County Parks locations:

- **Cutsforth Park** – 58430 Willow Creek Rd., Heppner, Oregon 97836
- **Anson Wright Park** – 47500 HWY 207, Heppner, Oregon 97836
- **OHV Park** – 71000 E. Morphine Ln., Heppner, Oregon 97836

The selected Park Host(s) will provide on-site support from **May 01, 2025** through **November 20, 2025** (final dates to be confirmed with Morrow County Parks). The Host(s) will live on-site and work closely with park staff to ensure a positive experience for visitors while maintaining park operations.

2. SCOPE OF SERVICES

Park Host responsibilities may include, but are not limited to:

- Greeting and assisting park visitors
 - Monitoring campsite use and reporting issues
 - Performing light maintenance (e.g., litter pickup, restocking restrooms, cleaning fire pits)
 - Opening and closing park gates or facilities
 - Reporting emergencies, maintenance needs, or unusual activity
 - ADD anything else pertinent
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3. COMPENSATION AND AMENITIES

- Compensation: Daily rate of Sixty-Five Dollars (\$65.00) for time-relieving OHV Camp Host; Fifty Dollars (\$50.00) relieving Cutsforth Camp Host; or Forty Dollars (\$40.00) for relieving Anson Wright Camp Host or when fulfilling Park Host Assistant position.
 - Amenities Provided:
 - Full RV site with hookups (water, electricity, sewer, propane)
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4. HOST REQUIREMENTS

- Must have own RV (self-contained, suitable for full-time living)
- Ability to interact with the public in a friendly, professional manner
- Physically capable of performing light maintenance tasks
- All personnel assigned to this project may be subject to a background check prior to commencing work
- The selected contractor will be required to provide proof of **General Liability Insurance** prior to the execution of a contract.

5. APPLICATION INSTRUCTIONS

Interested individuals or couples should submit a **Statement of Interest** including the following:

- Full name(s) and contact information (mailing address & physical address)
 - Contact Information: Mailing & Physical address, Phone Number,
- Description of relevant experience (e.g., hosting, customer service, maintenance)
- Availability dates for the 2025 season or days unable to work.
- RV size and type
- Any additional relevant qualifications

Submit Proposals To:

Sandi Pointer

Morrow County Risk & Procurement Manager

spointer@morrowcountyor.gov

Phone: 541-989-8166

6. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weight
Relevant experience	40%
Availability and commitment	25%
Communication and interpersonal skills	20%
Suitability of RV accommodations	10%
Overall fit and enthusiasm	5%

Finalists may be contacted for interviews or follow-up questions prior to selection.

7. TIMELINE

Activity	Date
RFP Released	March 25, 2025
Proposals Due	April 10, 2025
Selection and Notification	April 10, 2025
Start of Park Host Term	May 05, 2025
End of Park Host Term	November 17, 2025

For questions or clarifications, please contact: Sandi Pointer

Morrow County Risk & Procurement Manager – spointer@morrowcountyor.gov – 541-989-8166

MORROW COUNTY

INSURANCE REQUIREMENTS

Contractor shall obtain at Contractor's expense the insurance specified in this Attachment 2 prior to performing under this Contract and shall maintain it in full force and at its own expense throughout the duration of this Contract, as required by any extended reporting period or tail coverage requirements, and all warranty periods that apply. Contractor shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in County and that are acceptable to County. Coverage shall be primary and non-contributory with any other insurance and self-insurance, with the exception of Professional Liability and Workers' Compensation. Contractor shall pay for all deductibles, self-insured retention and self-insurance, if any.

WORKERS' COMPENSATION & EMPLOYERS' LIABILITY

All employers, including Contractor, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Contractor shall require and ensure that each of its subcontractors complies with these requirements. If Contractor is a subject employer, as defined in ORS 656.023, Contractor shall also obtain employers' liability insurance coverage with limits not less than \$500,000 each accident. If contractor is an employer subject to any other County's workers' compensation law, Contractor shall provide workers' compensation insurance coverage for its employees as required by applicable workers' compensation laws including employers' liability insurance coverage with limits not less than \$500,000 and shall require and ensure that each of its out-of-County subcontractors complies with these requirements.

COMMERCIAL GENERAL LIABILITY

Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverage that are satisfactory to County. This insurance shall include personal and advertising injury liability, products and completed operations, contractual liability coverage for the indemnity provided under this contract, and have no limitation of coverage to designated premises, project or operation. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Annual aggregate limit shall not be less than \$2,000,000.

AUTOMOBILE LIABILITY INSURANCE

Automobile Liability Insurance Covering Contractor's business use including coverage for all owned, non-owned, or hired vehicles with a combined single limit of not less than \$1,000,000 for bodily injury and property damage. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability). Use of personal automobile liability insurance coverage may be acceptable if evidence that the policy includes a business use endorsement is provided.

ADDITIONAL INSURED

All liability insurance, except for Workers' Compensation required under this Contract must include an additional insured endorsement specifying Morrow County, its officers, employees and agents as Additional Insureds, including additional insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to Contractor's activities to be performed under this Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

WAIVER OF SUBROGATION

Contractor shall waive rights of subrogation which Contractor or any insurer of Contractor may acquire against County by virtue of the payment of any loss. Contractor will obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not County has received a waiver of subrogation endorsement from the Contractor or the Contractor's insurer(s).

TAIL COVERAGE

If any of the required insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, Contractor shall maintain either tail coverage or continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the effective date of this Contract, for a minimum of 24 months following the later of (i) Contractor's completion and County's acceptance of all Services required under this Contract, or, (ii) County or Contractor termination of contract, or, iii) The expiration of all warranty periods provided under this Contract.

CERTIFICATE(S) AND PROOF OF INSURANCE

Contractor shall provide to County Certificate(s) of Insurance for all required insurance before delivering any Goods and performing any Services required under this Contract. The Certificate(s) shall list the County, its officers, employees and agents as a Certificate holder and as an endorsed Additional Insured. The Certificate(s) shall also include all required endorsements or copies of the applicable policy language effecting coverage required by this Contract. As proof of insurance, County has the right to request copies of insurance policies and endorsements relating to the insurance requirements in this Contract.

NOTICE OF CHANGE OR CANCELLATION

The contractor or its insurer must provide at least 30 days' written notice to County before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

INSURANCE REQUIREMENT REVIEW

Contractor agrees to periodic review of insurance requirements by County under this agreement and to provide updated requirements as mutually agreed upon by Contractor and County.

COUNTY ACCEPTANCE:

All insurance providers are subject to County acceptance. If requested by County, Contractor shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to County's representatives responsible for verification of the insurance coverages required under this Attachment