

REQUEST FOR PROPOSALS  
BOARD OF TRUSTEES  
VILLAGE OF GREENPORT  
Request for Proposals (RFP) for  
The Management of McCann Campground

PLEASE TAKE NOTICE that the Village of Greenport is soliciting detailed proposals from businesses or individuals interested in providing Managerial Services for the McCann Campground on an independent contractor basis, to be submitted at the Office of the Village Clerk, Village Hall, Village of Greenport, 236 Third Street, Greenport, New York 11944 during the regular Village business hours of 8:30 a.m. through 4:30 p.m. from Thursday, January 9, 2025 through and 1:00 p.m. on Wednesday, January 15, 2025 at which time all properly received sealed proposals will be publicly opened.

Any proposal received after that date and time or which otherwise does not comply with this notice and the Proposal Specifications and Documents will be deemed defective, will not be considered, and will be rejected.

The Village of Greenport is soliciting detailed proposals from businesses or individuals interested in providing the following services:

- a. Beginning on or about April 1, 2024; prepare Park for opening on May 1, 2024 and closing on or about November 30, 2024 and complete clean-up at closing, including verifying that electricity and water are turned on at opening, bathroom facilities are cleaned and prepared, and general clean up are performed, and all services are turned off and trailers are removed on closing.
- b. Collect all rents and fees when due and deliver rental fees to the Village offices on a daily basis, or on a mutually-agreed schedule, and work in conjunction with Village staff to ensure accurate and timely accounting.
- c. Ensure that all parties for seasonal rentals execute rental agreements, provide identification and vehicle registration, and abide by campground rules and regulations, and leave in a timely and orderly manner at the end of their stay, and assist Village staff with the off-season registration process.
- d. Maintain the grounds, including cleaning up any refuse left behind by campers, weed-whacking, mowing grass & overgrowth where Village equipment cannot clear, checking all plumbing and electrical systems to ensure proper functioning, schedule with Village Hall office the periodic Spring and Fall cleanups.
- e. Daily checking and cleaning of bathrooms, re-stocking when necessary using supplies purchased by the Village, and thorough cleaning weekly, or more often if necessary.
- f. Act as point of contact for all campers. Handle camper inquiries and concerns, as needed; and resolve conflicts when required.
- g. Flexible on-site hours (as needed), with phone availability hours more regulated. Minimum of 15 hours on-site over five days per calendar week, including at least one weekend day.

Proposals must be submitted to the Village Clerk in a sealed envelope only plainly marked on the outside with the description:

Village of Greenport  
The Management of McCann Campground - 2025

Late proposals will not be accepted.

Proposals must be filed in accordance with the specifications of the Village of Greenport and New York State General Municipal Law Section 103. The Proposal Price shall exclude any federal, state or local taxes; from which the Village of Greenport is exempt. The Village of Greenport reserves the right to reject any and all proposals. Late proposals will not be accepted.

The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital / financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment related matter and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement and evidence of that compliance to the Village of Greenport by providing an affidavit to that effect. The Village of Greenport encourages proposals for public contracts, and public contracts with the Village of Greenport and subcontracts of those contracts by minority and women-owned contractors and entities, and the Village of Greenport will solicit proposals and contracts from such entities with respect to the public work noticed herein.

January 3, 2025

By Order of the Mayor and Board of Trustees  
Candace Hall, Village Clerk