



City of Elgin

PO Box 128 - 790 S 8th Ave - Elgin OR 97827

Voice: (541)437-2253 Fax: (541)437-0131
cityadm@cityofelginor.org

REQUEST FOR PROPOSAL (RFP) FOR RV PARK MANAGEMENT SERVICES

The City of Elgin is requesting proposals for management services for the Hu-Na-Ha RV Park. Bids must meet all requirements addressed in the bid criteria outlined below. The **deadline for bids is June 4th, 2025 at 12:00 p.m.**; or monthly by noon on the second Wednesday of the month until the RFP is filled. Any bids received after this time will not be accepted. Bid documentation is available online at www.cityofelginor.org or at the Elgin City Hall at 790 South 8th Avenue, Elgin, OR 97827. Bids may be mailed or hand-delivered to this address. The bid tabulation must be completed in full and placed in a sealed envelope marked ***BID ENCLOSED: RV PARK MANAGEMENT SERVICES*** on the outside of the envelope. Digital copies of proposals must also be emailed to cityadm@cityofelginor.org.

Bid Criteria:

The City of Elgin is seeking an independent contractor to provide management services to the Hu-Na-Ha RV Park.

➤ **The bidder/contractor will also be responsible for:**

- Locating personnel at the Hu-Na-Ha RV Park to respond to guest needs
- Responding to phone calls outside of business hours and on weekends
- Handling scheduling for the Hu-Na-Ha RV Park
- Working with City of Elgin officials to maximize Park revenue potential with strong customer service and enhanced marketing

➤ **The bidder/contractor must identify a list of all prices charged for services in their submissions. Bids need to be inclusive of all charges. Price increases throughout the bid term will not be accepted.**