

# Contracting Out Recreation and Sport Facilities And Services



**Langara.**  
THE COLLEGE OF HIGHER LEARNING

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## 1. Goal of this Session

To increase your awareness of this topic by sharing ideas with you that are currently being used in the field to contract out recreation and sport facilities and services.



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## 2. Items that could be Contracted Out

1. Concessions
2. Tree Planting
3. "Adopt a Park"
4. Portable Toilets
5. Garbage Pickup
6. Marketing
7. Security
8. Tennis Courts
9. Golf Course:



Pro Shops, Clubhouse, Golf Carts, Mini Golf, etc.

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## 2. Items that could be Contracted Out

10. Grass Cutting / Park Maintenance
11. Vending Machines, Video Games, etc.
12. Construction / Renovation of a Facility
13. Fencing (installation / repair)
14. Cleaning / Painting
15. Sports and Recreation Programs
16. Tourist Camps and Marinas
17. Cemetery Maintenance
18. Scattered, Landscaped Open Area Maintenance

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## 2. Items that could be Contracted Out

19. Facility Janitorial and Grounds Maintenance
20. Beverage Container Pickup
21. Facility Caretakers
22. Facility Design
23. Childminding
24. Snow Removal
25. Fire Protection
26. Operation on the Entire Facility
27. Others?



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## 3. Options for Contracting Out

1. Private Business or Commercial Sector
2. Inter-departmental
3. Other levels of Government or Agencies
4. Citizens and / or Citizen Groups
5. Others?

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#### 4. Advantages of Contracting Out

1. Provides specific service, expertise or equipment.
2. Usually limited to short term, flexible, during peak work periods and when a specific product is required.
3. Reduces cost to agency of breakdowns, coffee breaks, travelling time, etc, (built in to contract).
4. Quality of work through competition.
5. Contract can be added to or reduced.

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#### 4. Advantages of Contracting Out

6. Clearly establishes level of service required with a well written contract.
7. Agency liability can be removed (reduced).
8. Saves need to purchase and maintain expensive equipment.
9. Contract can be terminated for lack of compliance.
10. Provides for competition for public and private sector workers.
11. Provides greater flexibility in providing services.
12. Others?

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## 5. Disadvantages of Contracting Out

1. When contractors save agencies \$\$\$ are they more efficient or is there less service being provided?
2. Sometimes lose control over the services if you are not careful and do not monitor properly.
3. Does contractor's concern for profit match your agency's objectives for service?

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## 5. Disadvantages of Contracting Out

4. Problem with present employees:
  1. Possible loss of positions and promotions.
  2. Union hassles – working side by side.
5. Contractors may not be competent.
6. Cost of supervision of the project:
  1. Bonding and insurance.
  2. Quality of materials used.
  3. Their staff relating to your clients.
  4. Public mistakes their staff for agency staff.
7. Others?

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## 6. Some Considerations for Writing Good Contracts

(things to keep in mind)

1. Length of contract.
2. Options for re-opening and/or renewal of the contract.
3. Clear and concise layout of work to be performed.
4. Cost of insurance for all parties.
5. Extending contractor's insurance to cover all partners.
6. Who pays the various applicable taxes?

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## 6. Some Considerations for Writing Good Contracts

(things to keep in mind)

7. Lack of accurate technical information (utilities, metering, blue prints, specifications, etc.).
8. Who obtains various permits, licenses, legal permission, etc.?
9. Working relationships between union / non-union staff members and contractor's staff.
10. Gather all advice / opinions/ information / before tendering the contract.
11. Supervision of the contractor.
12. Ongoing evaluation of the contract.
13. Who supplies and / or pays for the various utilities (water, sewer, natural gas, propane, electricity, etc.)?

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## 6. Some Considerations for Writing Good Contracts

(things to keep in mind)

14. Signage permitted, uniforms, and supervision of contractor's staff.
15. Who owns what equipment, buildings, supplies, etc.?
16. Leasehold improvements (before, during, and after the contract.)
17. Maintenance costs for various buildings, equipment, etc.
18. Cancellation provisions for all parties.
19. Use / sale of exclusive products and services by the contractor.
20. Program cancellation fees due to lack of participant registration numbers.

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## 6. Some Considerations for Writing Good Contracts

(things to keep in mind)

21. Monetary responsibilities of all parties.
22. Subletting of the contract.
23. Monetary exchange rates given (U.S. vs Canada).
24. Operating within the law.
25. Who is responsible for deficits / surplus vs management for service fees?
26. Losses / shutdowns due to labour disputes, weather, special events, road closures, etc.
27. Who is responsible for accidents, damages to premises, loss of business, etc.?
28. Who is responsible for WorkSafeBC coverage?
29. Others?

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