

Appendix 7 – Sample Operating Outline
2015 Trout Lake Commercial Portage Prospectus

Note: The intent of this outline is to provide a tickler list of items that should be considered in your operations plan. Items on this list may be added to or deleted. The content of the applicant's operations plan is significant and will be evaluated by the Forest Service.

COVER/SIGNATURE PAGE

Permit Holder

District Ranger (Approving Officer)

A. ADMINISTRATION

1. Operations Personnel

- a. Name, responsibility, and work schedule
- b. Presence, host ethic, etc. will be designated in writing.
 - 1. Designated site manager. The concessionaire or designated representative will be on site at all times during the hours of operation. The representative will need to be responsible for the operation when the concessionaire is not present. Concessionaire will provide the name(s) of the representative in writing to the Forest Service.
- c. Customer service
- d. Knowledge of BWCAW rules and regulations, (concessionaire and employees)

2. General Operating Schedule

- a. Pre-season period (prior to the Thursday before Fishing opener).
- b. Major use period
- c. Post-season period (after Labor Day).
- d. Hours of Operation for (a) through (c) above.

3. Explain your operation.

- a. Describe the type of operation/assistance to be offered. What are your capabilities for providing the services stated in the prospectus?
- b. How many employees will be available on site to provide the service?
- c. What is your back-up plan for personnel problems (no shows, injury and illness' etc.)?
- d. Will the day be broken into shifts or will employees be expected to cover the hours of operation with no relief?
- e. What kind or type of portage device/equipment will be used?
 - i. Provide a diagram or picture of the device or equipment to be used. The Forest Service requires some type of braking system on any portage wheels or mechanical equipment used. What

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system/method do you have or would you use to satisfy this requirement?

- f. What is your back-up plan for mechanical break-downs?
 - g. Transportation to and from the portage
 - 1. How many boats would be utilized for transportation to and from the portage for yourself and employees? Do they ride together? For safety purposes, there should always be one boat at the portage during the hours of operation. Boats used for ingress and egress to the portage will not be moored or stored overnight at the portage. Boats associated with the portage will not be moored to the docks, but will be moored or pulled on shore at locations approved by the Forest Service.
 - h. Will you want any temporary structure or facility to facilitate your operation? What equipment will you need to accommodate day use of the area?
 - i. Other items pertaining to your operation not addressed in this outline.
4. Fee Administration
- a. Rates to be charged for one-way transportation across the portage
 - b. Rates to be charged for round-trip transportation across the portage
 - c. Rates to be charged if different for pre and post season use (3a-c above)
 - d. Fee collection, how will this be handled? What controls will be provided to record payment for fee calculation purposes?
 - e. Recording of daily receipts for reporting purposes
5. Law Enforcement
- a. Permit holder's compliance with the Secretary of Agriculture's regulations, including adherence to all BWCAW rules and regulations
 - b. Forest Service responsibility
 - c. Concessionaire responsibility
6. Forest Service Presence
- a. Forest Service personnel will be monitoring the permit operation and be present at other times throughout the permit period.
7. Health and Safety
- a. Inspections – type and frequency (include natural hazards)
 - b. Personnel:
 - 1. Are you and your employees physically capable to provide the service?
 - 2. What type of monitoring is done to provide for personal safety of the employees?

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3. Are you and your employees certified in First Aid and CPR?
 - c. Public:
 1. Will the public requesting your assistance be informed on the hazards associated with the portage operation and related equipment and do you explain your technique (the how to's or not to do's) before starting across the portage?
8. Payment Responsibility for Services
 - a. Utilities
 - b. Contracts
9. Reports
 - a. Accidents
 - b. Damage to facilities
 - c. Financial statements
10. Pre and Post Season Responsibilities
 - a. Start up
 - b. Closure, removal of equipment
- B. MAINTENANCE
 1. Personal equipment (portage equipment, maintenance tools)
 - a. Motorized and mechanized tools and equipment
 2. Latrine
 - a. Minor repairs
 3. Portage
 - a. Filling potholes
 - b. Culvert or other drainage maintenance
 - c. Vegetation control
 - d. Surface maintenance
 - e. Hazard trees
 1. Pruning limits
 2. Tree removal (non-motorized within the BWCAW)
 3. Cutting of grass is not authorized
 4. Use of chemicals or pesticides is prohibited
 4. Boat ramps
 - a. General maintenance
 - b. Replacement/repairs
 5. Signs
 - a. General maintenance
 - b. Replacement
 - c. Posting of message signs

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6. Storage
 - a. Location
 - b. Type of facility (if any)
- C. CARE AND POLICING
 1. Litter control
 - a. Pick-up daily
 2. Latrine
 - a. Standards (responsible for cleaning)
 - b. Supplies furnished by permittee
 3. Portage
 4. Boat ramps
 5. Pre and Post Season Responsibilities

OFFER OF ANNUAL RETURN TO GOVERNMENT

In response to the invitation of the District Ranger,
Superior National Forest, LaCroix Ranger District entitled
A Prospectus for Operation and Maintenance of a Commercial Portage Service on the Trout Lake Portage from Lake Vermilion to the Boundary Waters Canoe Area Wilderness, Superior National Forest, LaCroix Ranger District. and subject to the requirements and conditions set forth therein, the undersigned offers the following annual return to government. In the event that the offered return yields a lower fee than the Minimum Annual Permit Fee (See page 15 of Prospectus), the Minimum Annual Permit fee will be paid.

My offer is _____ percent of adjusted gross revenue (gross revenues less returns, refunds, State sales tax, County, or any other State or local tax based on sales) for: _____
_____ Bid item(s) /Campground.

Percent offered will be to the nearest whole number).

Name of Applicant

Address

Address

City State Postal Code

Date

Signature

Title