



180 East Center Street • Shavertown, PA 18708-1514 • Ph: 570-696-3809 • Fax: 570-696-3411

**REQUEST FOR INFORMATION
KINGSTON TOWNSHIP SUMMER YOUTH CAMP PROGRAM
KINGSTON TOWNSHIP, LUZERNE COUNTY, PENNSYLVANIA
ISSUE DATE: APRIL 10, 2025**

Kingston Township
180 E. Center Street
Shavertown, Pa. 18708-1514
(570) 696-3809

1. Request for Information Background and Overview.

Kingston Township offers a wide variety of activities for children of residents of the Township and surrounding areas through its Recreation and Summer Youth Camp Program (Summer Program, or Program).

In the past, the Township has operated the Summer Program itself and offered the program to neighboring Municipalities within the Dallas School District. Going forward, the Township intends to contract the operation of the Program to a professional youth camp operator. The goal of the Township is to provide optimal experiences for campers, their parents, and the community.

The Summer Program typically includes approximately 60 to 70 participants between the ages of five (5) and thirteen (13) or, K through 6th grade. The Program runs from late May or early June through mid-to-late August; and typical hours are Monday through Friday from 9:00 a.m. to 5 p.m.

Summer Program activities may be held at various locations, but primarily at the Kingston Township Center Street Park Community Room building, and at the Center Street Park playground located at 215 E. Center St. Shavertown, Pa. 18708.

Excursion programs may be held at private vendor locations or other off-site locations, subject to parental permission.

Summer Program information is routinely published on-line at:

<https://kingstontownship.com/summer-recreation-program/>

2. Scope of the Request for Information.

This Request for Information (RFI) seeks to engage with and gather information from qualified summer youth camp providers who are experienced and have the capability of operating, as an independent contractor, all aspects of the Kingston Township Summer Youth Camp Program. The RFI seeks information about planning, organizing, implementing and running a summer youth camp from our Community Room Building at Center Street Park.

The information sought through this RFI will be used by the Township to develop a Request for Proposals (RFP) and a contract for a qualified summer youth camp provider to operate, as an independent contractor, all aspects of the Kingston Township Summer Youth Camp Program for residents and children.

Please keep in mind that this RFI is for informational purposes only, and no contract will be awarded as a result. A firm or organization's response to this RFI—or lack thereof—will have no impact on the evaluation of responses to any subsequent RFP or Bids sought. Responses will be used solely for information and planning purposes.

Please note that all responses will be public record and subject to the PA Right to Know Law. Do not submit confidential or proprietary information in your response.

Questions regarding this RFI should be directed to:

Fred J. Rosencrans, Township Manager
Office Hours: M – F 8:30am – 4:30pm
Office Line: 570-696-3809, ext. 225
E-Mail: frosencrans@kingstontownship.com

Please submit two (2) copies of your response to this RFI to:

Fred J. Rosencrans, Township Manager
Kingston Township "Summer Youth Camp"
180 E. Center St.
Shavertown, Pa. 18708-1514

Please respond to this RFI **no later than Friday, June 13, 2025 at NOON.**

ON BEHALF OF KINGSTON TOWNSHIP

A handwritten signature in black ink, appearing to read "Fred J. Rosencrans", with a long horizontal flourish extending to the right.

Fred J. Rosencrans
Township Manager