

REQUEST FOR PROPOSAL

RFP# CNBPRTRAILMTNCE2025

RIVER VALLEY SEASONAL TRAIL MAINTENANCE

1. INTRODUCTION

The City of North Battleford, Saskatchewan, on behalf of the River Valley Committee, is seeking proposals from professional yard services companies to undertake the seasonal maintenance of the Northshore trail system in the Battleford River Valley. This is a **three-year** contract for seasonal maintenance running from mid-May to mid September with the City.

2. BACKGROUND and SETTING

North Battleford is located on the North Saskatchewan River in west central Saskatchewan. The city is the main regional service centre between Lloydminster to the northwest and Saskatoon to the southeast. The city serves a rich and diverse agricultural area and the oil and gas, forestry, mining, recreation, and manufacturing industries contribute to its relatively diverse economic base.

The North Shore Trail system in the Battleford River Valley is approximately 20+ km of trail that includes the North Shore Trail, Goose Pond and a portion of King Hill including the area surrounding the playground.

3. SCOPE of the PROJECT

The intent of this request is to select a Proponent who has the expertise to maintain the 20+ km of the Battlefords North Shore Trail system. Maintenance will include:

- Rough cut terrain & grass mowing
- Maintain an 18-foot-wide trail
- String trimming of the trail
- Removal of any debris (rocks, tree branches) on the trail system
- All equipment and services will be provided by the Proponent

The City expects the Proponent to clearly lay out budget requirements for the full term of this contract monthly (2 complete cuts per month) plus a detailed hourly rate for extra services requested.

The work each season is to start mid May and run through mid September.

The city expects two cuts per month of the entire North Shore Trail System as identified in the RFP.

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4. DELIVERABLES

The Proponent will supply all material and labour to complete the job as identified above.

5. DAMAGES

The Selected Proponent must not cause damage to adjacent forests, roadways, parking areas or paths. Any damage to the above must be reported to the City of North Battlefords Parks & Arenas Manager immediately and the damages must be repaired to a standard acceptable to the City at the Proponent's expense within a mutually agreed upon time frame of when the damage occurred.

The City will not be held responsible, nor will they compensate any party for damage or destroyed services or private property.

6. SERVICES TO BE SUPPLIED BY THE CITY

The city has assigned Parks & Arenas Manager Gord Whitton, as the city contact. The Manager will serve as a liaison between the Proponent and the Parks & Recreation Department of the City. The Manager will inspect the completed work monthly and will process monthly invoiced payments.

7. TIMELINES

This contract will be seasonal from May to mid-September for 3 years- 2025 to 2027.

8. FEE SCHEDULE

The proponent shall fill-out the "Unit Cost Sheet" (Appendix A) that has been included in this RFP. The quote will include all costs for material, labour and equipment for the scope of work listed.

Prices quoted are to be net prices and are to remain firm during the effective dates of this RFP. All pricing provided to be quoted in Canadian Funds inclusive of all applicable taxes, duties and fees at the time of closing.

The included fees will be quoted as an up-set limit. Any additional expenses above the quoted prices needs to be approved in writing by the Director of Parks & Recreation.

The bids shall be open and irrevocable for 14 days from the RFP closing date and time.

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Any proposed bids are not necessarily accepted.

The City reserves the right to give preference to that Proponent whose bid includes any material, specifications, or methods of execution that are deemed by the City of North Battleford to be superior to those of any other Proponent.

09. THE RIGHT TO ACCEPT OR REJECT

The City reserves the right to accept or reject any or all proposals received pursuant to this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFP if it is in the best interest of the City to do so. The city may not necessarily award the lowest bidder the project.

The City may require the selected Proponent to participate in negotiations and to submit any costs breakdowns, or other revisions of their proposal, because of any such negotiations.

The rights of the parties shall be governed by, and the contractual terms shall be interpreted in accordance with the laws of the Province of Saskatchewan.

City determination of the successful Proponent shall be final.

The city will notify the successful bidder in writing that their RFP has been awarded to them.

10. RESPONSIBILITIES

All bidders are to provide a timeline outlining proposed completion of specific deliverables identified in their proposed scope of work. Invoicing, aligned with completion of specified deliverables, will be paid by the city within 30 days of receipt of the related invoice.

The selected Proponent will also sign and submit the City's Service Agreement with their proposal prior to commencement.

11. QUALIFICATIONS AND PRIOR EXPERIENCE

Those wishing to submit a proposal, should provide information on the qualifications of the principal Proponent for the project and relevant projects that he/she has worked on in the past. The proposal should also include the name, contact person, address, and phone numbers of the party submitting the proposal.

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12. SUBMISSION DETAILS

All interested bidders for the 2025-2027 Battleford River Valley Seasonal Trail Maintenance RFP should register with the City Clerk's Department. Any questions received, and the associated responses will be sent to those registered via email. Any question must be asked a minimum of three (3) days before the closing of the RFP.

City Clerk's Department
City of North Battleford
1291-101st Street
North Battleford, SK
S9A 2Y6

Email: tenders@cityofnb.ca
Phone: 306-445-1700

Submission Deadline:
4:00 PM, Saskatchewan Time
February 17, 2025

13. PROPOSAL REVIEW AND ACCEPTANCE

a) PROPOSAL ACCEPTANCE PERIOD

All proposals shall be kept open for acceptance by the City of North Battleford Department of Parks & Recreation for 14 days after the date of submission unless subsequently revised by addendum.

b) PROPOSAL SELECTION

To evaluate proposals, points will be awarded in accordance with the evaluation criteria as follows (Appendix B):

- Professional Experience: 25 points
- Staffing & Adequacy of Labour: 25 points
- Past Performance (references): 25 points
- Fee 25 points

Officials from the City of North Battleford's Parks & Recreation Department will review all submitted material and rank the Proponent's proposal for the work identified in the Terms of Reference.

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The intent of the evaluation process is to fairly evaluate the Proponent's understanding of the project, their team experience,

historical performance, equipment to be used, current workloads and proposed fees.

Once the preferred Proponent has been identified, the City of North Battleford may enter discussions with that proponent to clarify any outstanding issues and to identify and finalize those portions of the proposal, including negotiation of any changes that will form part of the final agreement.

14. INTENTION OF THE CITY

It is the intention of the city to obtain a proposal most suitable to its interests and what it wishes to accomplish. Therefore, notwithstanding any other terms or conditions of this RFP, the City has a right to:

Waive any irregularity, insufficiency, or non-compliance in any proposal submitted

Accept or reject all or part of any proposal

Negotiate with a proponent to modify its proposal to best suit the needs of the city

Accept the proposal that it determines to be most favourable to the interests of the city.

15. STATEMENT OF DECISIONS AND LIMITATIONS

These Terms of Reference are not an offer by the City to enter into a contract/agreement with a responding Proponent. Only the execution of a written contract will obligate the City in accordance with the terms and conditions in such contract. These Terms of Reference represent the City's request to receive proposals from qualified Proponents.

This Terms of Reference does not commit the City to award a contract, to pay any costs incurred by the Proponent in the preparation of a proposal in response to this request, or to procure or contract services or supplies. The City reserves the rights to accept or reject any or all proposals received pursuant to this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFP if it is in the best interest of the City to do so. The City may require the selected Proponent to participate in

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negotiations and to submit any costs breakdowns, or other revisions of their proposal, because of any such negotiations.

16. STATEMENT OF CONFIDENTIALITY

To protect the confidentiality of City sanctioned projects, all information obtained by the Proponent shall not be disclosed to anyone except personnel authorized by the City. As well, all public communications and/or media inquiries regarding the subject property will be made through the appropriate City Department. Under no circumstance should the Proponent disclose or discuss any information pertaining to the work to any member of the public or media without prior written approval. Breach of confidentiality may result in termination of the Proponent's contract and legal action taken.

17. INSURANCE

Without limiting the generality of Indemnification requirements, the successful Proponent is required to maintain the following insurance coverage for the entire term of the contract and any subsequent maintenance period:

The Proponent must provide the City of North Battleford with proof of insurance in the form of a certificate of insurance or, if required by the city, a copy of the policy. Proof of the insurance coverage must be in a format acceptable to the City prior to the commencement of any work.

It is understood and agreed that the coverage provided by these policies cannot be changed, amended or cancelled by the Proponent until 90 days after written notice of such change or cancellation has been delivered to the city. Proponents are required to provide the city with evidence that all sub-contractors performing work on the project have the same types and amounts of coverage as outlines herein, or that these sub-contractors are covered under the Proponent's policy.

There must be no lapses in insurance at any time during the contract. If the Proponent fails to keep their certificate of insurance current, the contract will be terminated.

The Proponent will have a minimum five million dollars. (\$5,000,000) general liability insurance policy when working on this project.

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The Proponent will provide a certificate of insurance from their insurance provider stating the Proponent has the above insurance policies and amounts.

18. SERVICES AGREEMENT

The Proponent who receives authorization to proceed with this contract will be required to enter into a formal agreement with the City of North Battleford.

The agreement will include but not be limited to:

- The Request for Proposals, (RFP)
- The Proponent's proposal bid to the RFP.
- A comprehensive breakdown of the Proponent's fee structure.
- A completed Service Provider Agreement (Appendix B)

19. BUSINESS/PST/GST LICENSES (Registration #)

The selected Proponent will ensure that they have a valid and current City of North Battleford's business license during the duration of the contract.

The selected Proponent will provide the city with their PST license number.

The selected Proponent will provide the city with their GST license number.

20. CONDITION OF PAYMENT

The City of North Battleford has standard procedures for the handling of accounts and all payments will be subject to the final approval of the Director of Parks & Arenas Manager.

The City of North Battleford will make one payment per month to the prime Proponent for fees and services rendered to the date of the invoice. The total amount will be limited to the Proponent's invoice.

The City has the right to ask for more information regarding any invoices submitted to the City for this Project.

Any submitted invoices that cause the total accumulated amount paid to exceed the per cut cost and has not been approved prior by the Director of Parks and Recreation, will not be paid.

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All invoices will be submitted by email directly to the Parks & Arenas Manager at:

To: gwhitton@cityofnb.ca
Subject: City of North Battleford
– BRV Trail System Invoice.

21. EQUIPMENT

The Proponent will state on a separate sheet:

- Identify the equipment to be used for trail maintenance

22. SAFETY POLICY

The Proponent will ensure that they, their staff and their sub-contractors will adhere to the City's safety policy and procedures.

23. HEALTH & SAFETY, WCB

The Proponent's agreement will include a letter from Workers Compensation Board (WCB) stating the Proponent is in good standing and a clearance form from the Saskatchewan Ministry of Finance stating the Proponent is in good standing with their Provincial Sales Tax. Failure to provide documentation from the WCB or Saskatchewan Ministry of Finance may result in the city holding back payment until the documentation has been provided.

The successful Proponent is required to comply with the Occupational Health and Safety Act in relation to the performance of the contract. Additionally, the successful Proponent must provide the City of North Battleford with a valid clearance certificate issued by WCB, or if applicable, a letter from WCB verifying Independent Operator's Status.

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Appendix A
Detailed Unit Cost Sheet- per year

Note:

- 1. All prices to include material, labour and equipment.**
- 2. All prices to include federal and provincial taxes.**
- 3. All prices in Canadian Dollars.**

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Appendix B
Evaluation Criteria

1. Professional Experience (25 Points)
 - Technical experience associated projects of this nature.
 - Experience working with the public.
2. Staffing (25 Points)
 - Qualified project staff, key personnel's level of involvement in performing the related work.
 - Adequacy of labour.
3. Past Performance (25 Points)
 - Provision of external references for related projects. Information to include project name, owner, contact person and contact telephone number.
 - Past work with the City of North Battleford.
4. Fee (25 Points)
 - Provision of projected time for project
 - Cost of the project unit price and total cost.