



City of *Cold Lake*

REQUEST FOR PROPOSALS

Grass Cutting North Areas

For the City of Cold Lake

PROJECT NO: 2025-19-7250



Grass Cutting Services for the the City of Cold Lake; North Area

1. INVITATION FOR PROPOSALS

- 1.1. The City of Cold Lake is requesting written proposals for the selection of a Professional ("Contractor"), full service company or consortia, to provide all labor, supervision, management, overhead, materials, supplies, equipment and machinery to provide grass cutting services to the City of Cold Lake, which would include, but not be limited to, seasonal clean-up, trimming, mowing, and removal of excess clippings at locations throughout the City of Cold Lake North Areas.

Proposals will be accepted until 3:00 p.m. on January 21, 2026, and will be received by:

Paul McWilliams, General Manager of Community Services
5513 – 48 Avenue
Cold Lake, AB T9M 1A1

- 1.2. **The proposal shall include (1) one original and (1) USB electronic copy in a sealed envelope marked:**

CITY OF COLD LAKE GRASS CUTTING SERVICES NORTH CONTRACT
Project Number 2025-19-7250

2. ACCEPTANCE OF PROPOSAL

- 2.1. The City of Cold Lake reserves the right to reject any or all proposals or to accept any proposal or combination of proposals deemed most favorable to and that best serves the interests of the City of Cold Lake.
- 2.2. The City of Cold Lake may accept a Proposal by issuing a "Letter of Acceptance" outlining the terms and conditions of the acceptance. The City of Cold Lake reserves the right to negotiate with the successful proponent with respect to specific contractual terms and conditions.

3. PROPOSAL EVALUATION CRITERIA

All proposals will be evaluated on individual merit and on overall benefit to the City of Cold Lake based on the terms of the following criteria:

- 3.1. Each proposal shall be accompanied by a cover letter designating key technical and business negotiators and furthermore be signed by an officer who is empowered to sign on behalf of the organization committing the proponent to the obligations contained in the proposal. It must further state that all the information submitted in support of the proposal is accurate and factual and that all representations made regarding the



proponent's willingness to make the required guarantees and the proponent's concurrence with the proposed business arrangements are accurate. The proponents are advised to include any additional information, in the cover letter deemed beneficial in providing a comprehensive submission.

- 3.2. The proposal must include four specific sections comprising of Corporate Experience Organizational Structure, Technical Proposal, and Financial Proposal.

3.2.1. **Corporate Organization Element:**

- 3.2.1.1. Professional and corporate qualifications and experience (Corporate Resume);
- 3.2.1.2. Performance references and contacts for similar contracts;
- 3.2.1.3. Submission of Certificate of Insurance and WCB clearance;

3.2.2. **Technical Element:**

- 3.2.2.1. Proponent's synopsis and understanding of the scope of the work.
- 3.2.2.2. Resources being provided to the work.
- 3.2.2.3. Organizational Structure and Supervision
- 3.2.2.4. Qualification used to screen and hire personnel;
- 3.2.2.5. Bondable employees with current criminal record checks
- 3.2.2.6. Methods of training and supervision;
- 3.2.2.7. Inspection process;
- 3.2.2.8. Reporting Work Completed Procedures;
- 3.2.2.9. List of Equipment

3.2.3. **Financial Element:**

- 3.2.3.1. The Proponent shall provide proof of financial viability.
- 3.2.3.2. The Proponent shall set pricing for five (5) years plus an additional option year on the Unit Pricing Table included on **Schedule "B"** of this RFP.
- 3.2.3.3. The Proponent shall set pricing on weed spraying for five (5) years plus an additional option year on the Unit Pricing Table included on **Schedule "C"**.
- 3.2.3.4. Alternative Financial/Contractual Arrangements.

- 3.3. All of the above criteria are considered critical. The proposal with the lowest fees will not necessarily be accepted. The City of Cold Lake will award the contract(s) to the Contractor(s), in the sole opinion of the City that demonstrates the required experience and capacity to carry out the essential services in the most cost-effective manner. The City of Cold Lake will also reserve the right to reject all proposals.

- 3.4. Method of payment is through issuance of a cheque in the contractor's name and will be made within 30 days of receipt of the contractor's invoice.



- 3.5. Please note that prior to commencement of any scheduled work, the successful contractor will be required to obtain and provide to the City of Cold Lake, the following documentation:

- 3.5.1.1. Copy of valid City of Cold Lake Business License
- 3.5.1.2. Proof of general liability insurance coverage
- 3.5.1.3. WCB Clearance Letter
- 3.5.1.4. Health and Safety Contractor Screening

4. SCOPE OF WORK

4.1. Intent:

The City of Cold Lake expects that grass cutting services throughout all its City locations will be performed at the highest standards set forth herein. Proponents shall perform all services in such a manner so as not to disrupt the City's operations beyond that which is necessary to complete the Services in a safe and timely manner. For the purpose of this Request for Proposals, all South Grass Cutting locations shall include the areas identified on the attached maps located **North of 55th Avenue**.

- 4.2. The work required under this contract will be monitored by the Parks Manager and requires the furnishings of all labor, materials, tools, equipment, services and supervision necessary to perform grass cutting services in the designated contracted areas.

- 4.3. Work outlined in the scope of the contract that is deemed unsatisfactory or not complete by the Parks Manager, will result in a hold of payment and a notice of default will be issued if not immediately rectified.

4.4. Grass Cutting Requirements for Contract:

The Grass Cutting Services for The City of Cold Lake; North Area, are listed below and delineated on the Maps attached to this Proposal as **Schedule "A"**. The City reserves the right to add and remove areas as the needs of the community change.

Fees adjustments will be negotiated for additional areas. Frequency of cut is set at a minimal interval, but services may be required sooner due to growth and weather conditions.

- 4.4.1. Parks & Playgrounds
- 4.4.2. Storm Retention Ponds (including reeds and cattails)
- 4.4.3. Public Utility Lines (PUL's)
- 4.4.4. Kinosoo Beach
- 4.4.5. Secondary Arterial boulevards
- 4.4.6. Cul-de-sac islands
- 4.4.7. Regional Airport
- 4.4.8. Millennium Trail Connectors



For more information regarding municipal addresses or locations please visit the Public Land Information Map on the City of Cold Lake website at www.ColdLake.com.

4.5. Grass Cutting Area Specifications:

- 4.5.1. **Class "I"** Maintenance Areas: Higher profile maintenance areas located throughout the City, specifically areas adjacent to certain roadways, certain grassed playgrounds and park areas and other higher profile areas.
- 4.5.2. **Class "II"** Maintenance Areas: Outer fringe and medium profile areas including the highway boulevards between the City of Cold Lake.
- 4.5.3. **Class "III"** Maintenance Areas: Located throughout Cold Lake North and South and require minimal maintenance throughout the cutting season, this includes City storm water ponds.
- 4.5.4. **Class "IV"** Maintenance Areas: Medium profile area located at the Regional Airport.
- 4.5.5. **Class "V"** Maintenance Areas: Located at the City's lagoon, this area requires minimal maintenance and includes all areas up to and including the water's edge.
- 4.5.6. **Class "VI"** Maintenance Areas (Provisional): Higher profile maintenance areas located throughout the City, specifically areas adjacent to certain roadways, certain grassed playgrounds and park areas and other higher profile areas.

4.6. Cutting Height: The cutting heights for each Grass Cutting Area Class are as follows:

- 4.6.1. Class "I" and Class "II":
 - 4.6.1.1. Grass shall be mowed when it is 4 inches high to a maximum of five (5) inches high.
 - 4.6.1.2. Regardless of the height at the time of mowing, it shall be cut to a height of two (2) inches to three (3) inches.
 - 4.6.1.3. It is expected mowing will be necessary every seven (7) to ten (10) days, depending on precipitation.
- 4.6.2. Class "III":
 - 4.6.2.1. Grass shall be mowed when it is six (6) inches high.
 - 4.6.2.2. Regardless of the height at the time of mowing, it shall be cut to a height of three (3) inches to four (4) inches.
 - 4.6.2.3. It is expected mowing will be necessary every four (4) to six (6) weeks, depending on precipitation.
 - 4.6.2.4. All vegetation is to be cut, not just the outer perimeter of the area.
- 4.6.3. Class "IV":
 - 4.6.3.1. Grass shall be mowed when it is six (6) inches high.



4.6.3.2. Regardless of the height at the time of mowing, it shall be cut to a height of three (3) inches to four (4) inches.

4.6.3.3. It is expected mowing will be necessary every fourteen (14) to twenty-one (21) days, depending on precipitation.

4.6.4. Class "V":

4.6.4.1. Regardless of the height at the time of mowing, it shall be cut to a height of three (3) inches to four (4) inches.

4.6.4.2. It is expected mowing will be necessary semi-annually, in the months of June and September, depending on precipitation.

4.6.4.3. Cutting of vegetation includes all areas up to and including the waters' edge.

4.6.5. Class "VI"

4.6.5.1. Grass shall be mowed when it is six (6) inches high.

4.6.5.2. Regardless of the height at the time of mowing, it shall be cut to a height of three (3) inches to four (4) inches.

4.6.5.3. It is expected mowing will be necessary every fourteen (14) to twenty-one (21) days, depending on precipitation.

4.7. Maintenance:

Clippings may be left on mowed areas provided they are evenly distributed. If the Parks Manager determines that the quantity of clippings is excessive or if bunching occurs, the Contractor shall immediately remove the clippings to the satisfaction of the Parks Manager.

4.8. Protection of Property:

The Contractor shall prevent damage to buildings, landscaping, curbs, sidewalks, trees, fences and adjacent property and make good any damage. The Contractor shall at all times be extremely cautious so that no debris or other hazardous impediments are left lying in locations that will cause an unsafe condition. The job site shall be left clean, neat and free of debris to the satisfaction of the Parks Manager. On completion of the work under this Contract, all equipment shall be removed for the job site.

5. DURATION OF OFFER

5.1. Proposals shall remain open to acceptance and shall be irrevocable for a period of 60 days after the call for proposals closes irrespective of the acceptance of any proposal.

5.2. Proponents finding discrepancies or omissions in the specification, or having doubts as to the meaning or intent thereof, shall at once notify Todd Worthington, Parks Manager, at tworthington@coldlake.com or (780) 639-6400 ext. 6410 who will, if necessary, issue an addenda to the RFP or send written instructions or explanation to all Proponents.



6. OMISSIONS/DISCREPANCIES /INTERPRETATIONS/SUBSTITUTIONS

- 6.1. Such addenda or written instructions will be made available at City Hall and posted on the Alberta Purchasing Connection. It is the sole responsibility of the proponent to be aware of any post tender addenda and include these addenda in the proposal.
- 6.2. Receipt of any addendum should be acknowledged by the proponent in the proposal submission, failure to provide such acknowledgement may result in the proposal being

7. COMMUNICATION

The City of Cold Lake contact for information regarding this RFP will be Todd Worthington, Parks Manager. Mr. Worthington can be contacted at (780) 639 – 6400 Ext. 6410, during regular working hours or email to tworthington@coldlake.com.

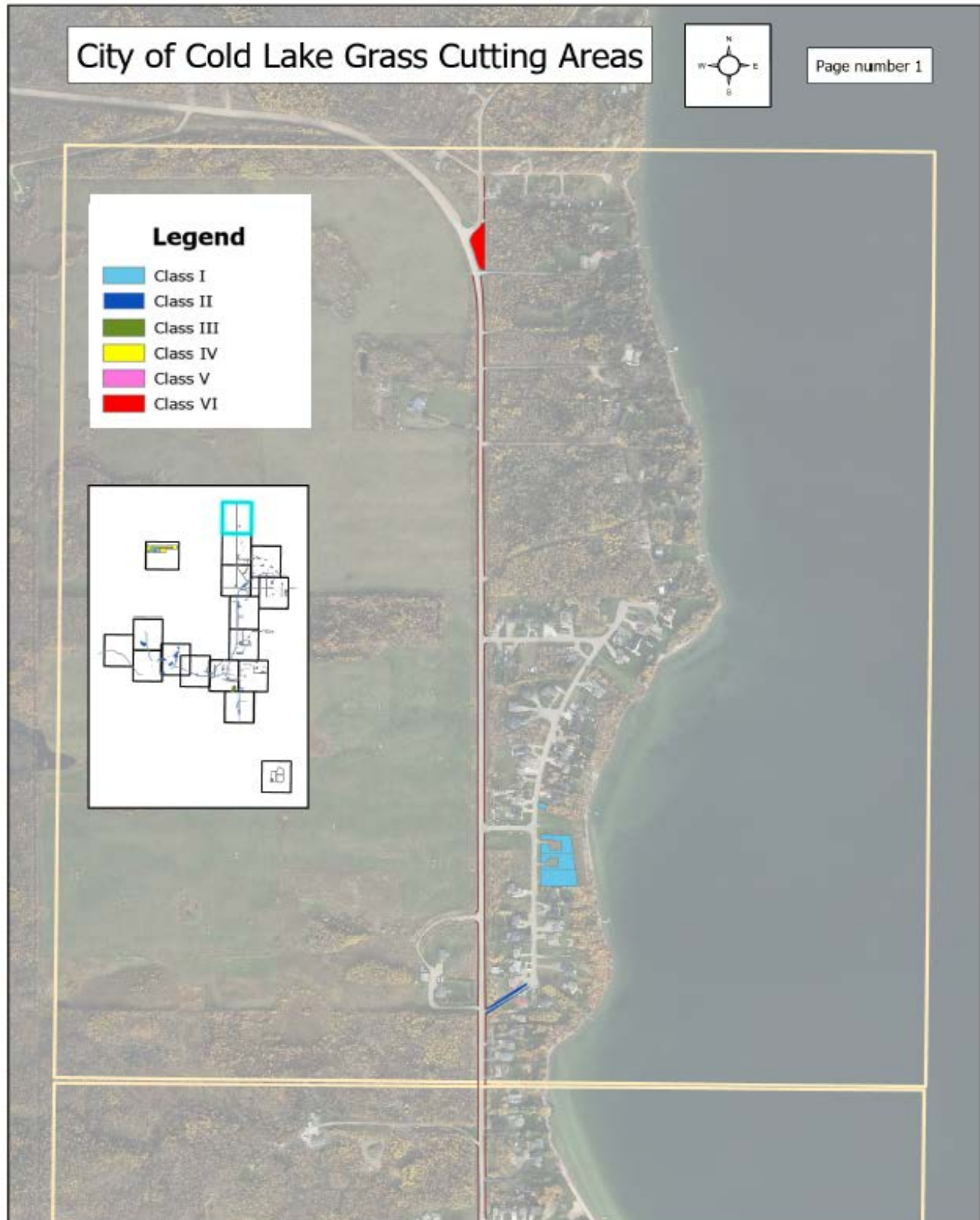
8. KEY DATES

For clarity purposes, the following dates are important for all proponents to consider:

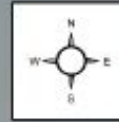
Contract Start Date	April 1, 2026
Pre-bid site inspections	Upon request
Closing date of this request	January 21, 2026

SCHEDULE "A"

City of Cold Lake Maps



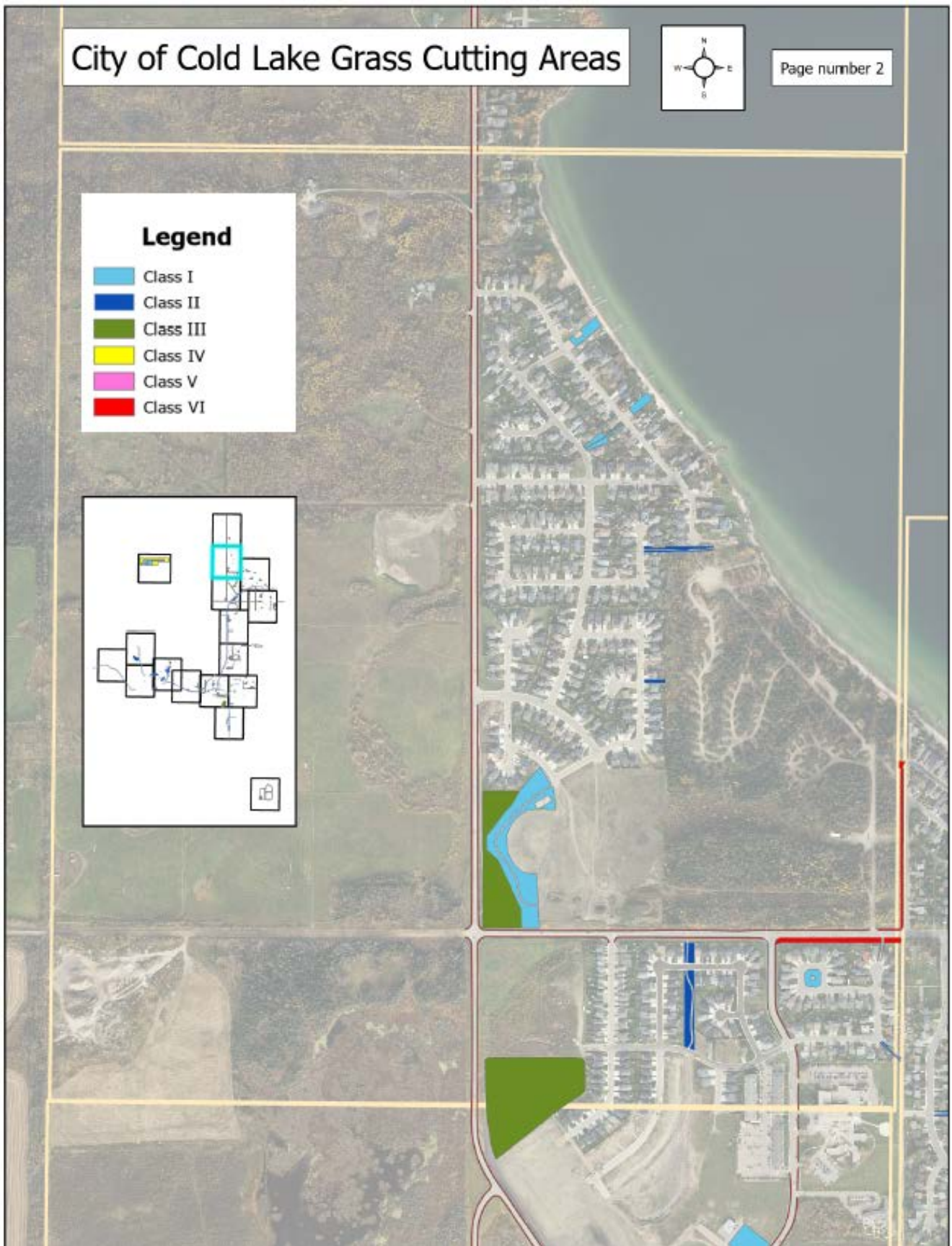
City of Cold Lake Grass Cutting Areas



Page number 2

Legend

- Class I
- Class II
- Class III
- Class IV
- Class V
- Class VI



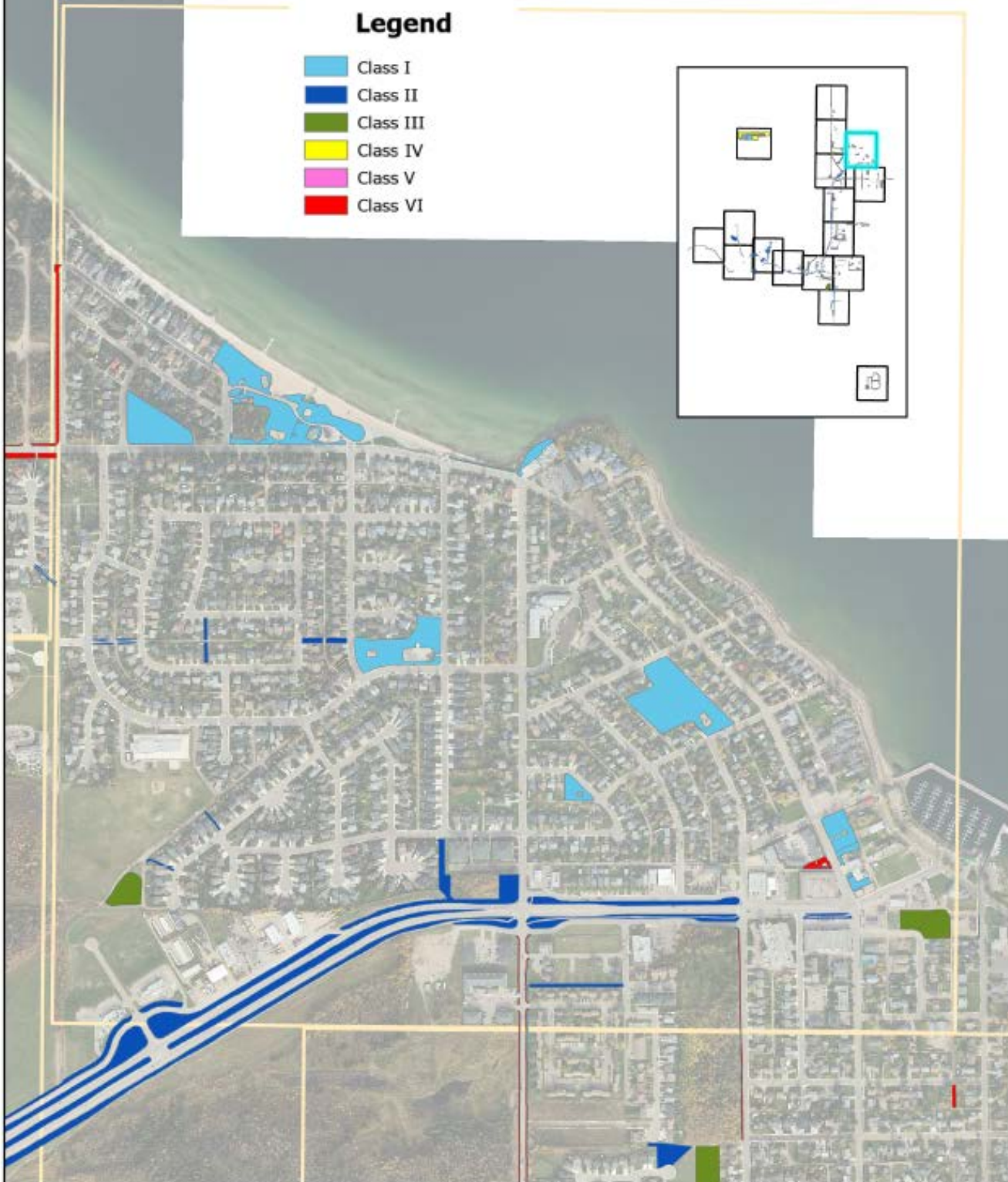
City of Cold Lake Grass Cutting Areas



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- Class III
- Class IV
- Class V
- Class VI



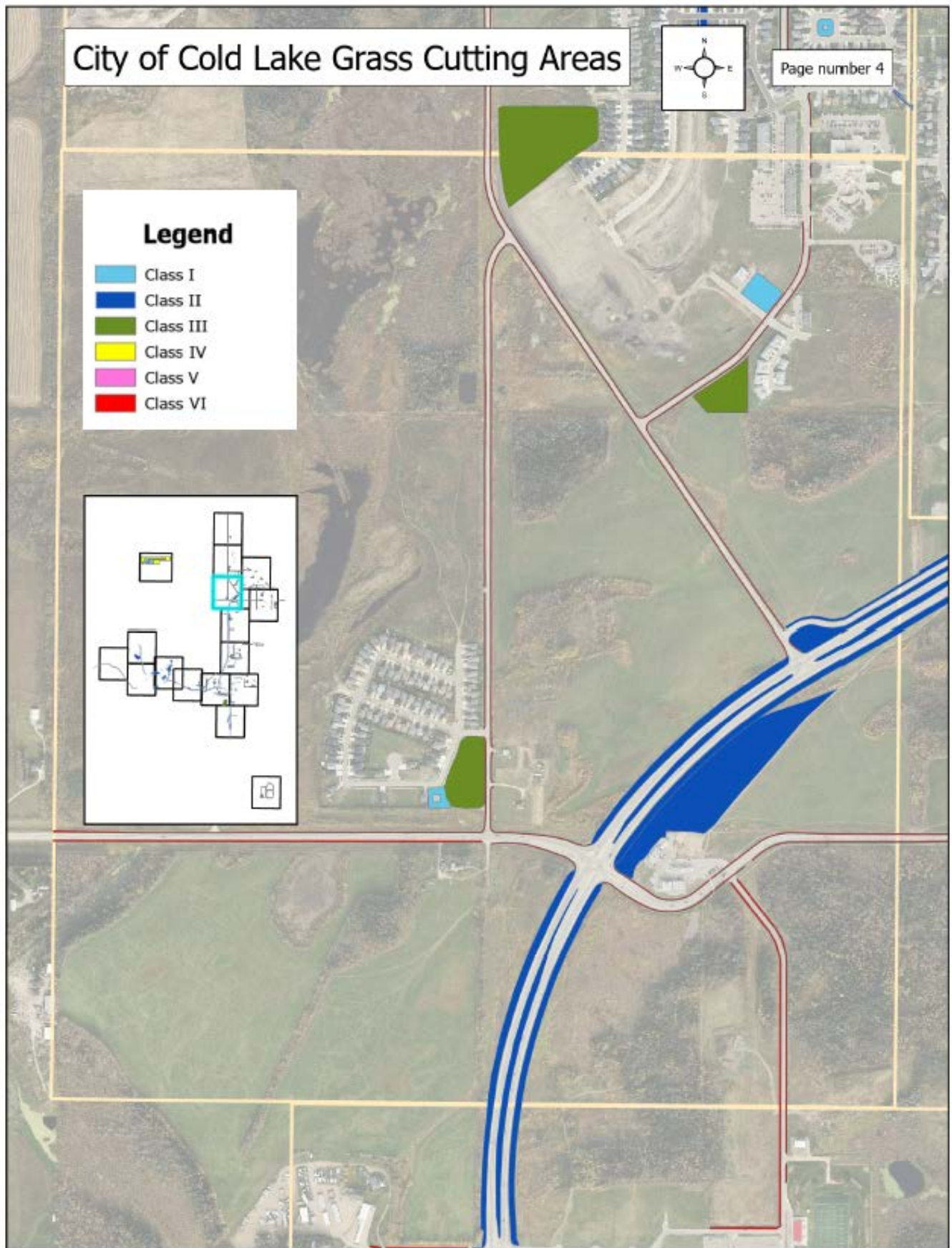
City of Cold Lake Grass Cutting Areas



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Legend

- Class I
- Class II
- Class III
- Class IV
- Class V
- Class VI



City of Cold Lake Grass Cutting Areas



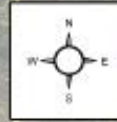
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- Class III
- Class IV
- Class V
- Class VI



City of Cold Lake Grass Cutting Areas



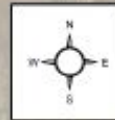
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Legend

- Class I
- Class II
- Class III
- Class IV
- Class V
- Class VI

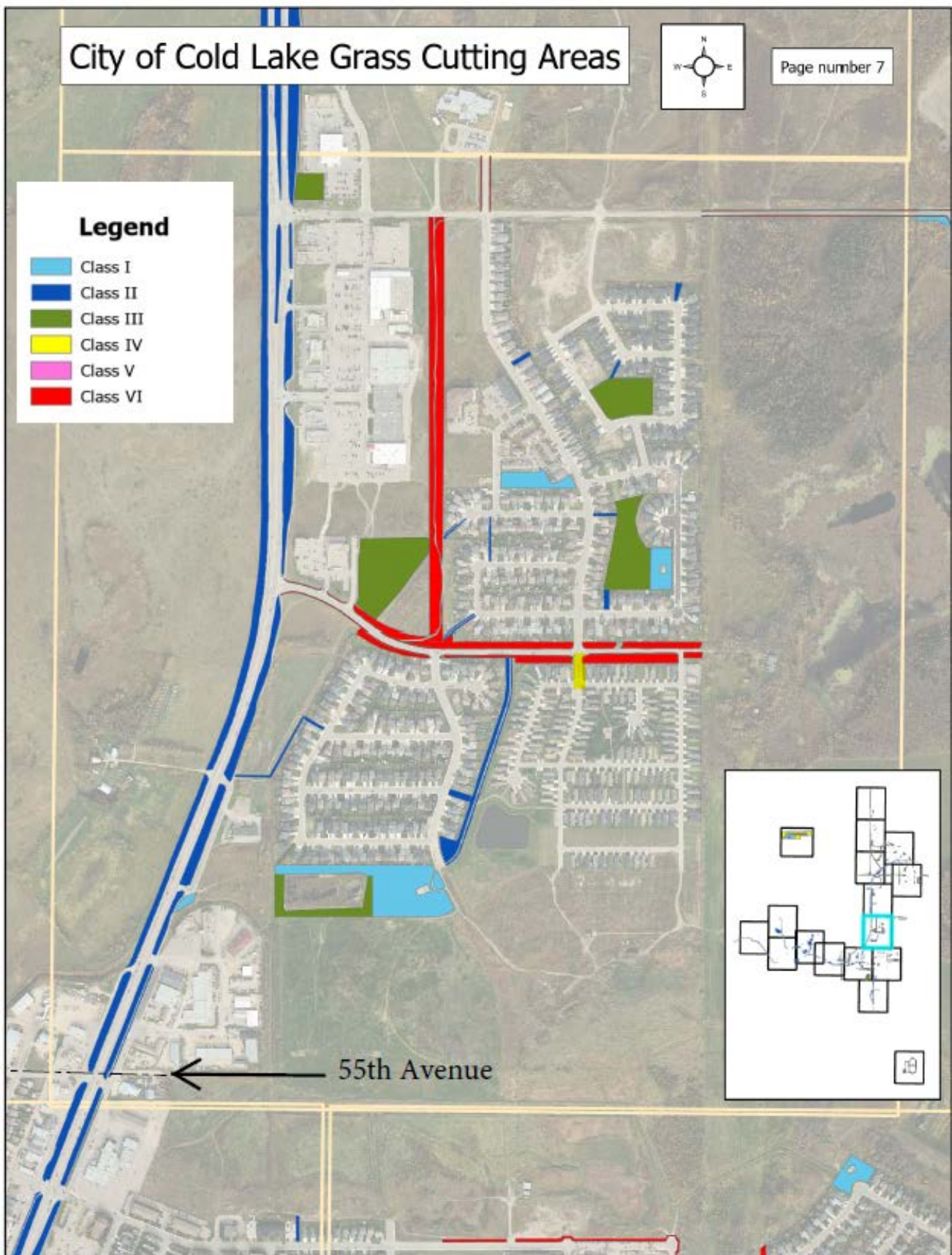
City of Cold Lake Grass Cutting Areas



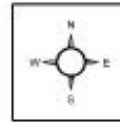
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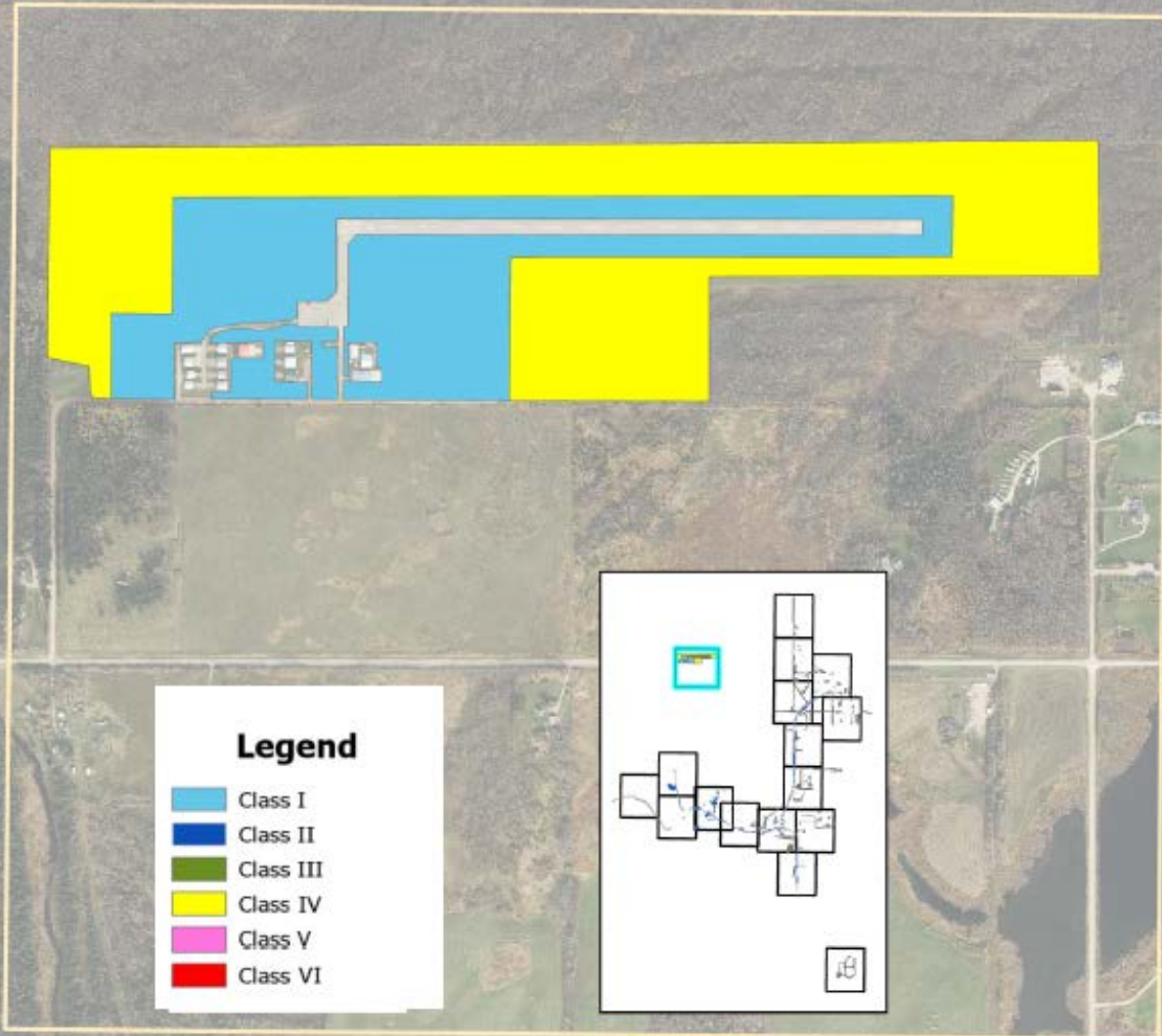
- Class I
- Class II
- Class III
- Class IV
- Class V
- Class VI



City of Cold Lake Grass Cutting Areas



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SCHEDULE “B”
Unit Pricing Table – City of Cold Lake, North Area

	Class I – City	Class II – City	Class III – City	Class IV – City	Class V- City	Class VI - City	TOTAL
APPROXIMATE AREA PER M ²	368,122	255,574	122,234	289,540	N/A	102,221	1,137,691

2026	Total Price							
	PER M ²							
2027	Total Price							
	PER M ²							
2028	Total Price							
	PER M ²							
2029	Total Price							
	PER M ²							
2030	Total Price							
	PER M ²							
2031	Total Price							
	PER M ²							

*** INDICATES THE OPTION YEAR**

SCHEDULE “C”
Unit Pricing Table (Weed Spraying) – City of Cold Lake, North Area

	2026	2027	2028	2029	2030	2031*
PRICE PER M ²						

*** INDICATES THE OPTION YEAR**