



The City of North Battleford
REQUEST FOR PROPOSAL

Park Play Structure

The City of North Battleford
1291-101st Street
Box 460
North Battleford, SK
S9A 2Y6
Issuance Date: December 9, 2025
Closing Date: January 16, 2026
Project ID: **PR20260116PLAY**

REQUEST FOR PROPOSALS

Riverview Park Play Structure

This Document outlines the requirements for the services, the proposal, and evaluation criteria.

1.Intent

The City of North Battleford is seeking a qualified company to supply a play structure and facilitate a supervised installation to replace our current structure in Riverview Park.

One Bidder will be selected based on price, creativity, quality and durability of product, schedule, demonstrated past experiences and variety of play.

Consideration may be given to unique designs that promote creative play with a theme.

2. Location

The playground is located at our Riverview Park which is located at 95th Street and 7th Avenue, adjacent to the Don Ross Community Centre.

The structure is most frequented by neighbourhood children 0-12 years of age.

3. Inquiries/Technical Questions/Request for Site Visit

Direct all inquiries to the following:

City Clerk's Office

City of North Battleford

1291- 101st Street

Box 460

North Battleford, SK S9 A 2Y6

Telephone: 306-445-1700

E-mail: tenders@cityofnb.ca

Inquiries by e-mail are preferred. Identify this RFP: **PR20260116PLAY** in the subject line.

4. Project Description

The Bidder agrees to facilitate a supervised installation of a play structure located in Riverview Park in North Battleford. (See photo attachment)

The bidder agrees to supply materials needed for the installation of the play structure, and any additional amenities.

5. Project Schedule

The following table represents the City of North Battleford's anticipated schedule for this Request for Proposal. The schedule is subject to change at the City's discretion:

Riverview Park Play Structure

Activity	Date
Issuance of RFP	<i>December 9, 2025</i>
RFP Closing Date	<i>January 16, 2026 2:00 pm Sask. Time</i>
Notification of Results	<i>On or around January 30, 2026</i>
Final Project Completion	<i>Maximum Deadline: September -early October, 2026- before the ground freezes.</i>

6. Scope of Work

- All equipment and materials must adhere to the latest CSA Standards. Designs are required to provide equipment suitable for a wide range of age groups, with particular emphasis on components intended for users aged 0–12 years. Accessibility considerations must be incorporated.
- The total inclusive cost of the project, including supervised installation, must not exceed **\$80,000** (inclusive of PST and delivery). Please note that GST will be processed separately from the available project budget.
- Bidders must specify the location relative to the City of North Battleford responsible for providing qualified servicing personnel for repair, maintenance, and supply of parts. The bid submission should demonstrate that this location maintains an adequate inventory of representative parts for the proposed equipment and should indicate the expected lead time for procuring non-stock parts from the manufacturer.

7. Existing Conditions and Available Information

- The existing footprint **measures 21.57 m by 15.51 m** (refer to Appendix A). The park area has been designed to accommodate the playground within this footprint, and ideally, we intend to maintain these dimensions provided a suitable concept and design are identified. There is additional space available adjacent to the primary structure for the installation of secondary features, such as a swing set, if necessary.
- The play area's surface consists of sand, which will serve as the base for the new structure. The City will supply top-up sand following the installation of the new equipment.
- Removal of the current play structure will be managed by the City Parks Department, who will also prepare the site for installation in accordance with the agreed terms.

City of North Battleford

Appendix A

Dimensions & Diagram of Riverview Park Play Ground & Structure



8. Considerations

- Preference will be given to suppliers that can schedule the supervised installation by September/Early October (before the ground freezes)
- The City reserves the right to dismiss any proposal for any reason. Only those contacted will be considered.
- The City reserves the right to negotiate with the preferred proponent.
- The City reserves the right to accept the proposal which it deems most advantageous.

9. Proposal Submission

- Proposals will be received up to **January 16, 2026 by:** 2:00 pm
The City of North Battleford
Attention: City Clerk's Department
1291-101st Street, PO Box 460
North Battleford, SK. S9A 2Y6
or **tenders@cityofnb.ca**
- For Proposal closing purposes, the official time of receipt of Proposals is determined by the time recorder clock used to time and date stamp Proposals upon submission to the above location.
- The City may extend the RFP closing time by addendum.
- Clearly indicate on the envelope the name of the Bidder and
RFP: PR20260116PLAY
- All Bids for must be valid for 45 days. Prices are to be quoted in Canadian dollars (CAD).
- All bids must provide a signed letter stating equipment complies with the latest CSA standards
- Photos of the design are mandatory.

10. Insurance/Permits/Licenses

- The selection proponent will be required to provide evidence of General Liability Insurance in the amount of \$2.0 million per occurrence or \$5.0 million aggregate with The City added as additional insured.
- Provide proof of Workers' Compensation Account in good standing
- The successful proponent will be required to obtain all permits, licenses, and certificates necessary to properly perform the work.

11. Corporate Profile

- Provide general information about the Bidder, which need not be specific to this RFP. Include history of the firm, years in business, office locations, number of staff, types of services provided, specialist areas of expertise, etc.

12. Proposed Team

- Capacity and sufficiency of qualified staff, consultant, contractor and sub-contractor resources: Bidders must demonstrate in their Proposal that they, together with their team, have the capacity available to commit to managing and performing all the services and producing all of the deliverables required for this particular project, within the required project schedule.

Capacity includes:

- Sufficient qualified staff, consultant, contractor and sub-contractor resources.
- Sufficient time to dedicate to the project; and
- Sufficient technologies and equipment.

13. Experience and Past Performance

- Provide summaries and related references of three projects completed within the last two years with a similar scope to this project.
- The summary for each reference project must include:
 - Name, location and brief description of the project.
 - Name of client (owner) and name, telephone number and e-mail address of client representative.
 - Planned and actual start and completion dates, with an explanation of any significant deviations.
 - Client and other project participants' recommendations.
 - Other pertinent information demonstrates the Bidder's experience and past performance record, e.g. unique project challenges or problems, innovative design solutions, project successes, etc.

14. Proposed Schedule and Work Methodology

- Provide a detailed schedule from project initiation to completion which includes the following:
- Please note that this is to be a supervised installation using city staffing for labour.
- Our expectation is to have the playground installed before the ground freezes- September or early October. Installation is to take place from Monday to Friday, between 7 am and 4 pm to accommodate staff work schedule
- Submit with the Proposal a copy of the Bidder's safety management system, such as a COR.

Note: If the Bidder does not have an approved safety management system, the City of North Battlefords Safety Management System must be adhered to.

15. Delivery

- Delivery shall be to the Parks Shop in North Battleford at 11202- 8th Avenue **OR** the site, if security fencing is included with the bid.
- Equipment shall be delivered F.O.B. City of North Battleford, Parks Shop (**or site**), in a turnkey ready to use condition, ready for installation.
- **Bidder shall specify delivery time to the City in calendar days from date of Notice of Award.**

16. Design and Specifications

- Include all products specifications.
- Indicate all warranty parameters.

17. Evaluation Criteria

- Proposals will be evaluated by an evaluation team comprised of representatives of the City of North Battleford
- Bidders are deemed to understand and agree that the Proposals submitted by them will be used by the evaluation team in determining, according to the evaluation team's sole and best judgment and discretion, the Bidder who is best qualified to provide the required services and whose Proposal offers the best value to the City.

Other Available Project Information

Provide any attachments, appendices, reference, drawings, specifications, plans, etc.

BID FORM

SUBMIT TO: tenders@cityofnb.ca
City Clerk's Department
City of North Battleford
1291-101st Street, Box 460
North Battleford, SK. S9A 2Y6

Bidder: Legal Name	
Street Address	
City, Province, Postal Code	
Contact Name and Title	
Phone Number and E-mail Address	

Bid Price

- Having examined the site or site information, the RFP issued by the City.
- Confirming that our Bid Price excludes Goods and Services Tax.
- I/We hereby offer to enter into a Contract to perform the Work required by the RFP documents, and to furnish all materials and labour necessary for the proper completion of the Work for the Bid Price indicated below in lawful money of Canada.

BID FORM

Riverview Park Play Structure

Provide a Description of what the bid is for and price breakdown.

Confirm:

_____ Dollars
BID PRICE for Play structure (Bid Price, excluding GST) Not to exceed
Eighty thousand dollars (\$80,000).

SIGNATURES

Signed and submitted for and on behalf of: _____

Signature of Bidder’s authorized representatives:

1.

Name (Printed) & Signature

Date

Title or Status

2. *(If applicable)*

Name (Printed) & Signature

Date

Title or Status