



North Battleford

Treaty Six Territory | Heartland of the Métis | Saskatchewan | Canada

City of North Battleford Request for Proposal

Tree Services Weeping Birch Maintenance and Emergency Tree Services/ Special Projects

RFP#: PR20250822TREES

The proposed contract will run for **3 years, commencing May 01, 2026 and finishing December 31, 2028**. Below is an outline of RFP milestones.

RFP Release Date: Friday July 18 , 2025

RFP Closing Date: Friday August 22 , 2025

Intention to Award: Tuesday, September 9, 2025

Closing Date: 4:00 pm, Friday August 22 , 2025

Submit Bid to:
City Clerk's Department
City of North Battleford, SK.
Email to: Tenders@cityofnb.ca

1 Instructions to Bidders

- 1.1 The City is requesting Vendors to provide pricing for the following: **Tree Services-Weeping Birch Maintenance, Emergency Tree Services and Special Projects** with standard features included in the pricing. Separate pricing for all optional features listed must be provided in accordance with the Terms and Conditions of this Bid.
- 1.2 Bids will be received by the City Clerk's Department until **4:00pm Saskatchewan 4 p.m., Friday, August 22, 2025.**

All unit prices must be clearly indicated. Submit one (1) completed copy of your Bid submission.

- 1.3 The Term of this contract is for 3 years commencing May 01, 2026, and ending December 31, 2028.
- 1.4. The Bid should not include restrictions through statements added to the *Bid Form*, covering letters, or alterations to the supplied *Bid Form*, unless otherwise specified. Adjustments by email or letter to an already submitted Bid will not be accepted.
- 1.5. The City of North Battleford reserves the right to cancel any order or bid if the goods or services are unsatisfactory.
- 1.6 Prices must be net, firm throughout the Bid period, and quoted in Canadian Funds including all applicable taxes, duties, and fees. All prices are F.O.B. any location within the City of North Battleford.
- 1.7 The City of North Battleford reserves the right to accept all or part of this Bid.
- 1.8 In the event of any dispute concerning the interpretation, intent, or ambiguity of the Terms and Conditions of this Bid, the decision rendered by the City of North Battleford shall be considered final.

For technical questions, contact Gordon Whitton, Parks & Arenas Manager, at 306-445-1748 or parksandarenas@cityofnb.ca.

- 1.9 The obligations and rights of Vendors are defined in this document. No implied or verbal terms will modify, restrict, or alter the written provisions of this invitation to Bid. Additionally, no terms will be implied based on custom or usage.

- 1.10 If there is a discrepancy between the “Unit Price” and the “Extension”, the “Unit Price” will be used. Any errors in extensions may be corrected, and all amounts will be re-totaled. The corrected total price will be considered as the Vendor’s intended price when comparing Bids.
- 1.11 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.
- 1.12 Any Vendors not responding to this Bid may be removed from the Vendor’s list only for the specific product/service covered in this Bid.
- 1.13 Regarding Bidding or Bids, Request for Proposals, and Multi-year Contracts, and provided there is no conflict with Federal or Provincial Legislation applicable to the City, the City may refuse any or all Bids, Bids, or Proposals if it considers doing so to be in its best interest. Factors considered may include, but are not limited to, quality of supply and service, timelines, performance, trustworthiness, solvency, outstanding payments owed to the City, or current or potential legal disputes or conflicts involving the City of North Battleford.
- 1.14 The City of North Battleford operates under *The Cities Act* and is classified as a Local Authority under *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP). As such, all information gathered during the Bid process, including executed Contracts and Agreements, may be made available for inspection through a Freedom of Information and Access Request in accordance with applicable regulations.
- 1.15 The lowest bid Bid may not be the Bid awarded
- 1.16 The conditions outlined herein shall be part of the Bid.

WHMIS: The Proponent must ensure all products used are properly labelled as hazardous or controlled and provide the material safety data sheet upon the City's request.

Clean Up: At the end of each day, the Proponent must ensure work areas are safe, remove debris promptly, and clear all equipment and materials.

Damage or Defects: The Proponent is responsible for preventing injury, property damage, or loss during service provision. The Proponent must cover all costs arising from such incidents or rights infringements caused by themselves or their employees and must promptly repair any City-determined damage at no cost to the City.

Default: The City may immediately terminate the contract, in whole or part, at its discretion and hire another Contractor if the successful Proponent:

- Fails to deliver services
- Fails to provide a detailed, pre-approved monthly invoice
- Does not meet any contract provision within specified or reasonable timeframes, as determined by the City
- Falls below agreed service standards
- Is declared bankrupt or makes a general assignment for creditors

Conflict of Interest: Proponents are required to disclose in their Bid submission any actual or potential conflicts of interest, as well as any existing business relationships they may have with the City, its elected officials, employees, agents, or consultants.

Solicitation of Staff: Proponents and their agents may only contact the designated City representative until the contract is awarded, or the Bid is cancelled.

1.17 Invoicing and Payment:

The Proponent must invoice the City monthly, clearly itemizing work by address and including a pre-authorized purchase order number (updated annually to match the work year). Failure to provide monthly invoices is a contract breach and may lead to immediate termination unless delays are approved by the Finance Director.

Payments will be made via EFT; the City will supply a funds transfer form to the successful Proponent.

2 RFP Process

Bids received by the City Clerk **after 4:00 pm, Saskatchewan Time, FRIDAY August 22, 2025** will not be considered.

Upon closing, the City of North Battleford will review all Bids for completeness and compliance to the requirements of this RFP.

3 Schedule

The proposed contract will run for **3 years, commencing May 01, 2026, and finishing in December 31, 2028**. Below is an outline of Bid milestones.

RFP Release Date: Friday, July 18, 2025

Competition Closing Date: Friday, August 22, 2025

Intention to Award: Tuesday, September 9, 2025

4 Requirements | Scope of Work

4.1 Contents

Proponents will include the following in their Bid

- **Proponent Profile-** Provide a cover letter briefly introducing the Proponents organization including the length of time in business
 - This letter should include the names of the persons who are authorized to make representation for the Proponent, their titles, addresses, email addresses and telephone numbers
- **Qualifications & Experience-** Bids should provide Proponent's relevant experience and qualifications within the last five (5) years in providing comparable services.
- **References-** The proponent should provide references from customers that have provided services in two (2) similar applications.
- **Bid Form-** Completed Bid Form
 - Pricing: Unit price
- **Business License:** The Proponent must have a current and registered business license with the City of North Battleford.
- **Proof of Insurance:** The Proponent shall submit, upon award by the City, a Certificate of insurance signed by the Insurance company's representative certifying that the required insurance policies are in place:
 - The city of North battleford shall be named as "**additional insured**"
 - The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without thirty (30) days notice to the City and the City's written approval of cancellation.
 - Such certificate will identify:
 - **Commercial General Liability Insurance** satisfactory to the City in the amount of \$5,000,000 inclusive per occurrence.
 - **Automobile liability insurance** in the amount of not less than \$2,000,000 is required on all licensed vehicles owned or used by the Proponent.

- **Proponent's Equipment Insurance** is required for all equipment owned or rented by the Proponent and employees that provides coverage against all risks of loss or damage.
- **WCB Coverage:** The Proponent shall be in good standing with WCB Saskatchewan and provide a WCB Saskatchewan registration number as part of the proposal.
- **Owners and Contractors Protection**
- **Primary Coverage:** The Proponent's insurance shall be primary coverage. This is not an addition to and shall not seek contribution from any other insurance policies available to the City.

4.2 Project Goal

The City invites proposals from experienced and qualified tree services providers, to provide all the necessary materials, labour, tools and equipment to;

- a. **Weeping Birch inventory control:** Removal, stump removal or stump grinding. A plan is to be developed jointly with the Parks Manager and the City Arborist.
- b. **Emergency Tree Services:** Fallen trees, storm damaged trees, diseased tree remediation.
- c. **Short term projects:** An example of a short term project would be campground widening of lots. All short term projects will be determined on an 'as needed' basis by the Parks Manager.

4.3 Qualifications

The successful Vendor must be able to meet and prove the following qualifications:

- Holding a **valid Arborist certificate**.
- Follow established procedures for cleaning tree service equipment to reduce the possibility of disease transmission between locations.

4.4 No Exclusivity

In the event that the Successful Proponent fails to meet the obligations of the Agreement as follows:

- Unable to provide the required goods and or services either as listed or as modified from time to time; or
- Unable to deliver the required goods and or services at the required time and location.

The City shall, in its sole discretion, reserve the right to source and purchase the goods or services from other suppliers to meet operational requirements.

4.5 Price/Unit Quotes

Pricing/unit must be **valid for 3 years**. The proponent may indicate a yearly price increase. Increases if any, must be listed separately and a new price/unit total must be clearly indicated in a multi-year bid.

4.5 Proponent Expenses

Proponents are responsible for all costs incurred in preparing and submitting their Bid including any sample requests, meetings, negotiations, discussions, or presentations with the City or its representatives and consultants related to this bid.

4.6 Changes to the Bid

Proponents may add required information but must not change any other part of this document, as doing so could void the submission.

CITY OF NORTH BATTLEFORD
BID FORM

Description: Weeping Birch Inventory Control,: Remediation, stumping, removal. Emergency tree services. Special projects

Bids for the above-mentioned service will be received no later than **4:00pm, Saskatchewan Time, FRIDAY, August 22 , 2025**

All unit prices shall be F.O.B. NORTH BATTLEFORD, SK

Date: **July 21, 2025**

From: City Clerk's Department

City of North Battleford
1291 – 101 St , Box 460
NORTH BATTLEFORD, SK S9A 2Y6
Phone: 306-445-1700
Email: Bids@cityofnb.ca

DESCRIPTION

UNIT PRICE (CAD)

\$ _____

\$ _____

\$ _____

\$ _____

Please itemize all taxes separately before providing the total amount.

ESTIMATED EMERGENCY TREE SERVICES RESPONSE TIME

Conditions of the Bid:

- ♦ Estimated response time- Emergency Services-: Must be stated in the space provided.
- ♦ Any goods or services found to be defective or fail to meet the specifications herein, by reason of poor material or workmanship will be replaced at NO CHARGE.
- ♦ The City of North Battleford reserves the right to accept or reject all or any part of this Bid.
- ♦ The Bid prices shall be open and irrevocable for forty-five (45) days from the Bid closing date.
- ♦ Unit prices must be extended and totaled accordingly.
- ♦ All pricing provided to be quoted in **Canadian Funds** inclusive of all applicable taxes, duties, and fees at the time of Bid, where applicable.
- ♦ The lowest or any Bid will not necessarily be accepted.

The City reserves the right to give preference to the Proponent whose Bid includes any material, specifications or methods of execution that are deemed by the City to be superior to those of the low bidder.

Full Name of Company (**please print**)

Address

City

Province

Postal Code

Name and Title (**please print**)

Signed by Authorized Signing Officer

Date: (**mm/dd/year**)

Phone

Email