



**CITY OF NORTH BATTLEFORD**

**REQUEST FOR PROPOSAL**

**PROPERTY MAINTENANCE  
&  
CLEAN-UP SERVICES**

**RFP #: CNBPRMTNCE073125**

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**Date Issued:**

JULY 31, 2025

**Submission Deadline Date:**

SEPTEMBER 5, 2025

4:00 pm Saskatchewan Time

**Closing Location:**

City of North Battleford  
1291- 101<sup>st</sup> Street, PO Box 460  
North Battleford, SK S9A 2Y6



## SUMMARY OF KEY INFORMATION

<b>RFP TITLE</b>	<b>Property Maintenance and Clean-up Services</b> RFP#: CNBPRMTNCE073125 Proponent must use this title on all correspondence.
<b>CONTACT PERSON</b>	The point of contact for this RFP is: <b>City Clerk's Department</b> <b>City of North Battleford, SK, Canada</b> <b>E-mail: <a href="mailto:tenders@cityofnb.ca">tenders@cityofnb.ca</a></b> <b>Phone: 306-445-1700</b>
<b>ENQUIRIES</b>	Please direct all enquiries by email to the contact person. Enquiries received by any other means may not be answered.
<b>SUBMISSION DEADLINE</b>	Submission Time is <b>4:00 pm, Saskatchewan. Time, September 5, 2025</b> or as indicated in the call for bids, unless otherwise amended by addendum.  Proposals received after the submission time will not be accepted. No extensions will be granted.
<b>SUBMISSION LOCATION</b>	Proposals are to be submitted to: <b>City Clerk's Department</b> City of North Battleford 1291- 101 <sup>st</sup> Street PO Box 460 North Battleford, SK S9A 2Y6 <b>via email to: <a href="mailto:tenders@cityofnb.ca">tenders@cityofnb.ca</a></b>

### 1.0 INTRODUCTION

The City of North Battleford, SK, is proactively seeking qualified businesses to partner with us in providing essential property maintenance services for our city-owned vacant lots, as well as effective cleanup and maintenance for yards and interiors.

Our Parks Division plays a crucial role in preserving the beauty of our community by ensuring that city-owned vacant lots are well-maintained. This includes regular debris removal, mowing, and trimming services conducted on a bi-monthly basis. While our current contract covers approximately 30 lots, please note that the number may fluctuate each year based on property transactions and budget considerations, offering potential for growth and dynamic engagement.

Additionally, the Community Safety Office (CSO) is dedicated to upholding property maintenance and cleanup standards citywide, ensuring that all regulations are enforced.

They coordinate vital services to enhance the quality of our neighborhoods. This contract not only addresses municipal properties under enforcement actions but also empowers businesses to play a significant role in fostering community pride and rejuvenation.

Join us in making North Battleford an even more beautiful and well-kept community! Your expertise and commitment can make a real difference.

## DEFINITIONS

For the purpose of this Request for Proposal (RFP), the following definitions shall apply:

“**City**” refers to the City of North Battleford

“**Closing Time**” has the meaning set out in the Summary of Key Information.

“**Contract**” denotes the formal written agreement executed between the City of North Battleford and the selected proponent for the provision of services.

“**Evaluation Committee**” identifies the representatives of the City of North Battleford responsible for evaluating proposal submissions.

“**Preferred Proponent**” is the candidate chosen by the Evaluation Committee for contract negotiations.

“**Proponent**” means any entity submitting a Proposal.

“**Service**” encompasses the supply and delivery of property maintenance and clean-up services to the City of North Battleford.

“**RFP**” refers to this Request for Proposals.

## 2.0 INFORMATION

### 2.1 Contract Term

The City proposes to award a contract with a duration of **four (4 years)**. The term of this contract will be **January 1, 2026, to December 31, 2029**. Renewal options will not be incorporated into this agreement. Upon conclusion of the contract term, a new Request for Proposals (RFP) will be issued.

### 2.2 Permits and Licenses

The successful Proponent must obtain and pay for all required permits and licenses, including an annually renewed City Business License, to provide services to the City.

### 2.3 Proposed Pricing, Invoicing, City Payments

All prices proposed must be in Canadian Currency. If not stated otherwise, it will be assumed prices are in Canadian funds and shall include all applicable taxes, duties and cost of packing, transportation and other charges, unless otherwise expressly stipulated.

All prices are to be quoted hourly, with equipment and labour costs itemized separately.

All proposed pricing shall remain firm for the duration of the contract with annual inflationary increases allowed that tie to the Consumer Price Index for December of the previous year.

The successful Proponent will invoice the City monthly.

The City shall provide payments NET 30 days.

## 2.4 References

The City reserves the right to check references of any and all Proponents.

## 2.5 Opening of Proposals

The City intends on opening Proposals in private.

# 3.0 PROPOSAL SUBMISSION FORM AND CONTENTS

## 3.1 Proposal Contents

Proponents will include the following in their proposal:

- **Proponent Profile:** Submit a cover letter introducing your company, including business tenure, and listing individuals authorized to represent you, with their titles, contact information, and email addresses.
- **Qualifications and Experience:** Address all City requirements in Schedule A with detailed information.
- **Proposed Approach and Deliverables:** Clearly outline how you will meet each requirement listed in **Schedule A**.
- **References:** Provide references from clients for two similar services. Do not use current city employees or City Council members as references.
- **Schedule B:** Include the completed Declaration of Disclosure Form
- **Schedule C:** Include the completed Proposal Submission Form

## 3.2 Service Agreement Contract

Proponents are required to include a copy of their standard service agreement with their proposal upon submission. Nevertheless, inclusion of this agreement does not obligate the City to accept the terms contained therein.

## 3.3 Signature

Enter the legal name of the person or firm on Schedule C. An authorized individual must sign the Proposal.

## 3.4 Schedule/Response Time

The Parks Division requires empty lots to be maintained biweekly from May 1 to September 30, unless directed otherwise by the Parks Manager. The CSO Division requires year-round yard (January 1 to December 31) and interior maintenance/clean-up services as needed.

## 4.0 EVALUATION CRITERIA

### 4.1 Evaluation Committee

The evaluation of proposals will be undertaken by the evaluation committee.

### 4.2 Evaluation Criteria

The evaluation committee will assess all proposals and select the one most beneficial to the City based on the criteria below.

Description	Score (%)
1. Experience and References	25
2. Schedule/Response Time	25
3. Financial Considerations	50
Total	100%

## 5.0 FINANCIAL DISCREPANCIES

If any discrepancies between the unit price and the extended total, then the unit price shall be deemed correct, and corresponding correction will be made to the total.

If a unit price has been given but the corresponding unit price has been omitted, the extended total will be calculated from the unit price and estimated quantity.

If the extended total has been given but the corresponding unit price has been omitted, then the unit price will be calculated using the extended total and the estimated quantity.

## 6.0 ACCEPTANCE OF TERMS AND CONDITIONS

Submitting a proposal indicates acceptance of all the terms and conditions outlined in the RFP, including those in all appendices and any addenda. A proposal must be signed by an authorized representative of the Proponent, indicating their intent to bind the Proponent to the RFP and the representations made in the proposal. If electronic submissions are accepted, a scanned copy of the proposal including the authorized representative's signature, is sufficient to confirm the Proponent's intent to be bound.

## 7.0 SUBMISSION PROPOSAL AND DEADLINE

Proposals must be received **BY 4:00 pm, SK Time** on Friday, Sept. 5, 2025.

- a) Proposals must be submitted to the email address provided on the cover sheet using the submission method outlined in this RFP. It is the Proponent's sole responsibility to ensure the city receives a complete proposal, including all attachments, before the closing time. If alternative methods of delivery for proposal documents are needed, please contact the specified individual.

b) Electronic submissions:

- i. It is the Proponent's sole responsibility to ensure that a complete electronic proposal, including all attachments, is received before the closing time.
- ii. Proponents should submit email proposal submissions as a single email and avoid sending multiple emails for the same opportunity. If the file size exceeds the maximum limit, the Proponent may send multiple emails to stay within size restrictions, clearly identifying each email (e.g., "email 1 of 3, email 2 of 3...").
- iii. If proposals are sent through multiple emails the City reserves the right to seek clarification or reject the proposal if it cannot ascertain what documents constitute a complete proposal.
- iv. Attachments cannot be compressed, must be free of virus or malware, must not be corrupted, and must be accessible. Proponents are solely responsible for ensuring that any emails and attachments are not corrupted. The city may reject proposals that are compressed, inaccessible, or contain viruses, malware, or corrupted attachments.
- v. For email submissions, the subject line of the email and any attachments should clearly indicate the Proponent's name, the RFP number, and the project or program title.
- vi. The city strongly encourages Proponents to submit their electronic proposals with enough time to complete the upload and transmission of the complete proposal and any attachments before closing time.
- vii. The Proponent assumes all risks associated with the electronic submission of their proposal, including any delays in transmission.
- viii. Although the City allows electronic submissions, the Proponent acknowledges that email is inherently unreliable. It is their responsibility to ensure their complete email proposal submission, and all attachments are received before the closing time. If the City's email system rejects a proposal for any reason and the Proponent does not resubmit via an allowed method before the closing time, the Proponent will not be allowed to submit again after the closing time. The Proponent is advised to immediately contact the City's contact to arrange an alternative submission method if:
  - i) The Proponent's email proposal submission is rejected by the City's electronic mail system.
  - ii) The Proponent does not receive a confirmation email from the City acknowledging receipt of the email and all attachments at least one hour before the closing time of the RFP.

## **8.0 WITHDRAWAL OF PROPOSAL**

A business may withdraw a submitted proposal at any time before the official closing time by sending an e-mail or letter signed in the same manner as the original proposal, explicitly requesting the withdrawal. Withdrawal requests received after the closing time will not be accepted.

## **9.0 PROPONENT'S EXPENSES**

Proponents are solely responsible for their expenses incurred while participating in the RFP process, including costs associated with preparing a proposal and any final

negotiations with the City. The City will not be liable to any Proponent for any claims related to costs, expenses, damages, or losses incurred while preparing their proposal, loss of anticipated profit related to any eventual contract, or any other issues.

## **10.0 CONFIDENTIALITY**

Confidentiality regarding records and information related to this work must be maintained. The Proponent acknowledges that before to the Closing Time, they may need to enter into a confidentiality agreement with the City to access confidential materials necessary for preparing a proposal.

All correspondence, documentation, and information provided by City staff to any Proponent in connection with this Request for Proposal (RFP) or the acceptance of any proposal:

- Remains the property of the City.
- Must be treated as confidential.
- Must not be used for any purpose other than responding to this RFP and fulfilling any related subsequent contract.

## **11.0 MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

The Proponent acknowledges that any Proposal, Detailed Work Plan, and Pricing (the “Bid Submission”) will become a record belonging to the City of North Battleford and, as such, will be subject to the Municipal Freedom of Information and Protection of Privacy Act. This Provincial law grants individuals, businesses, and other organizations the legal right to request records held by the City, with specific limitations.

The Proponent should be aware that records submitted to the City including, but not limited to, pricing, technical specifications, drawings, plans, audio-visual materials, or information about staff, parties in the Bid Submission, or suppliers could be requested under this law.

If the Proponent believes that all or part of the Bid Submission should be protected from release, the relevant part(s) should be clearly marked as confidential. Please note that this will not automatically protect the Bid Submission from release, but it will assist the city in deciding on release, if a request is made.

At minimum, the identity of the Proponent, along with total bid amount and final scoring may be made public in the staff report to City Council.

All correspondence, documentation, and information provided to the Evaluation Team may be reproduced for the purposes of evaluating the Proponent’s Bid Submission.



## **12.0 CONFLICT OF INTEREST STATEMENT**

In its Proposal, the Proponent must disclose to the City any potential conflicts of interest that might compromise the performance of the Work. If such a conflict exists, the City may, at its discretion, refuse to consider the Proposal. The Proponent must also disclose whether it is aware of any City employee, Council member, or member of a city agency, board or commission, or employee thereof having a financial interest in the Proponent and the nature of that financial interest. If such an interest exists or arises during the evaluation process or the negotiation process, the City may, at its discretion, refuse to consider the Proposal or withhold the awarding of any agreement to the Proponent until the matter is resolved to the City's satisfaction.

If during the evaluation or negotiation process, the Proponent is retained by another client in a manner that gives rise to a potential conflict of interest, the Proponent must inform the City. If requested by the city, the Proponent will either refuse the new assignment or take necessary steps to eliminate the conflict of interest.

## **13.0 NO LOBBYING**

Proponents must not attempt to influence the outcome of the RFP process through lobbying activities. Any attempt by the Proponent to communicate directly or indirectly with any employee, contractor, or representative of the city- including members of the evaluation committee or elected officials- may result in disqualification of the Proponent.

## **14.0 NON-COLLUSION**

Each Proponent must attest that its participation in the RFP process is conducted without collusion or fraud. If the City discovers any breach of this requirement at any time, it reserves the right to disqualify the Proposal or terminate any resulting Agreement.

## **15.0 THE CITY'S RIGHT TO ACCEPT OR REJECT**

The City of North Battleford reserves the right to reject any or all proposals, including without limitation the lowest RFP. The City may award the contract to any Proponent whom it deems appropriate, in its sole discretion, regardless of any custom of the trade or the details provided in the Contract Documents.

The City of North Battleford will not be responsible for any costs incurred by the Proponent in the preparing of its proposal.

Without limiting the generality of the foregoing, the City of North Battleford reserves the right, in its sole and absolute discretion, to accept or reject any proposal which in the view of the City of North Battleford is incomplete, obscure, or irregular, which has erasures or corrections in the documents, which contains exceptions and variations, which omits one or more prices, which contains prices the City of North Battleford considers unbalanced..

The City of North Battleford will evaluate proposals and award the contract at its sole discretion. Criteria that may be considered include, but are not limited to:



- Price, Total cost to the City of North Battleford, Proponent's reputation, Qualifications and experience of the Proponent and its personnel, Quality of the services and personnel proposed by the Proponent, Proponent's ability to ensure continuous availability of qualified and experienced personnel, Project schedule and plan, Proposed labour and equipment and proposed supervisory staff.

If the City of North Battleford does not receive a satisfactory proposal, it reserves the right to re-advertise the Request for Proposal (RFP) or to negotiate a contract for all or part of the project with any person(s), including one or more of the Proponents.

## **16.0 LIABILITY FOR ERRORS**

The city has made significant efforts to ensure the information in the RFP is accurate; however, the information is provided solely as a guideline for the Proponents. The city does not guarantee or warrant the accuracy of the information, which may not be comprehensive or exhaustive. Proponents are encouraged to form their own opinions and conclusions regarding the matters addressed in the RFP. The information contained in the RFP is supplied solely as a guideline for Proponents.

## **17.0 DISQUALIFICATION OF PROPOSALS**

Proposals that are incomplete, do not meet specified requirements, or are received after the submission deadline will not be considered. Proponents are solely responsible for ensuring that their proposals are delivered as required.

## **18.0 NO ADJUSTMENTS TO PROPOSALS**

No unilateral adjustments submitted proposals will be permitted. Proponents may withdraw their proposal prior to the closing date and time by notifying the city in writing. A Proponent withdraws a proposal may submit a new one, which must comply with the same terms outlined in this document. After the closing date and time, the proposal becomes binding on the Proponent. If the City requires clarification regarding a Proponent's proposal, the Proponent must provide a written response to a request, which shall then form part of their proposal.

## **19.0 PROPOSAL DOCUMENTS AND SITE EXAMINATION**

All Proponents must thoroughly examine all Proposal Documents, as well as the site(s) of the proposed Work (if applicable), before submitting their proposals to ensure they understand the conditions related to the execution of the work. Where applicable, site information will be made available to all Proponents during the bidding period for their review. If a Proponent identifies any discrepancies or omissions in the Proposal Documents, or if there is any uncertainty regarding the meaning of any document, the Proponent must notify the city. If necessary, an addendum will be issued for clarification.

## **20.0 ADDENDUM**

If an addendum is necessary, it will be posted electronically on SaskTenders or the City website. It is the responsibility of the Proponent to verify whether any addendums have been posted. The City reserves the right to revise this RFP until the proposal submission

date. Any revisions will be included in addenda to the RFP and distributed to all Proponents. If an Addendum is issued, the City may change the deadline for submitting Proposals if it believes additional time is needed for Proponents to revise their proposals. The addendum will specify any changes to the proposal submission date, while all terms and conditions that are not modified will remain unchanged. All Proponents must acknowledge the receipt of RFP documents and any addenda in their proposal.

## **21.0 PERIOD OF VALIDITY OF PROPOSALS AND AGREEMENT**

Unless otherwise specified, all submitted proposals shall be irrevocable for ninety (90) calendar days following the closing date.

## **22.0 RESOURCE COMMITMENTS**

The successful Proponent must provide appropriately skilled workers, consultants, or subcontractors, to execute the Contract. These resources must be available on a dedicated basis, as required, to complete the Contract with due care, skill, and efficiency. The selected Proponent will ensure that staff assigned to this Project possess the necessary education, licenses, and certifications where applicable.

## **23.0 SUBCONTRACTORS**

Unless otherwise stated in the RFP, the City will accept proposals that involve multiple Organizations or individual to deliver the services described, as long as the proposal identifies the lead entity that will be responsible for delivering the services under the Contract. The City will contract only with the Proponent. The evaluation will also consider the resources and experience of proposed subcontractors if applicable.

All subcontractors, including affiliates of the Proponent, must be clearly identified in the proposal.

A Proponent cannot subcontract to a firm or individual whose current or past corporate or other interests may, in the City's opinion, create an actual or potential conflict of interest in concerning the services described in the RFP. This includes, but is not limited to, any involvement of the firm or individuals in preparing the RFP, or their relationship with any City employee, contractor, or representative involved in preparing the RFP, participating in the evaluation committee or administering the contract.

If a Proponent is uncertain whether a proposed subcontractor may present a conflict of interest, they should consult with the Municipal Contact before submitting their proposal. By submitting a proposal, the Proponent affirms that they are not aware of any circumstances that could lead to a conflict of interest regarding the RFP.

## **24.0 NEGOTIATIONS**

The City may award a contract based on the initial proposals received, without further discussions. Therefore, each proposal should contain the Proponent's best terms and required documentation, as outlined in the RFP. The City reserves the right to engage in discussion/negotiations with the selected Proponent. If a satisfactory contract cannot be

negotiated with the selected Proponent, the City may, at its discretion, terminate negotiations with the next selected Proponent, continuing this process until a satisfactory contract is reached. No proponent shall have any rights against the City from such negotiations.

## **25.0 LEGISLATIVE AND LICENSING REQUIREMENTS**

All Proponents must comply with all applicable legislation and regulations pertaining to the services provided.

## **26.0 FEES**

Fees quoted are to be in Canadian (CAD) funds and are to remain firm and irrevocable and open for acceptance by the City for a period of 120 calendar days after the Official Closing Time indicated in this RFP.

## **27.0 CONTRACT**

By submitting a proposal, the Proponent agrees that if its proposal is successful, it will enter into a contract with the City based on the same terms and conditions set out in the RFP. Additional terms and conditions may be finalized to the satisfaction of the City, if applicable. Written notice to a Proponent that it has been identified as the successful Proponent along with subsequent full execution of a written contract, will constitute a legally binding agreement for the goods or services. No Proponent will have any legal or equitable rights or privileges concerning the goods or services until both events occur.

## **28.0 CONTRACT FINALIZATION DELAY**

If a written contract cannot be finalized with satisfactory provisions for the City within thirty days of notifying the successful Proponent, the City may, at its sole discretion, terminate discussions with that Proponent and any time thereafter. The City may then either proceed to finalize a contract with the next qualified Proponent or choose to terminate the RFP process altogether and not enter into a contract with any of the Proponents.

## **29.0 LEGAL ENTITIES**

The City reserves the right in its sole discretion to:

- Disqualify a proposal if the city determines that the Proponent is not clearly identified.
- Request, prior to entering the contract, that the Proponent provide confirmation of its legal status. In the case of a sole proprietorship, the Proponent must provide its legal name and identification, along with a certification that is satisfactory to the City confirming its power and capacity to enter the contract.
- Decline to enter a contract with a Proponent if the Proponent unable to prove that it is the same legal entity that submitted the proposal.

## 30.0 BUSINESS LICENSE

The Proponent must possess a current and registered business license with the City of North Battleford.

## 31.0 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 of North Battleford. Contractors are required to provide the City with evidence that all subcontractors performing work on the project have the same types and amounts of coverage as outlined herein, or that these subcontractors 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 following are the minimum insurance requirements set by the City of North Battleford, in Canadian dollars:

The Proponent must, at their own expense, purchase and maintain the following insurance throughout the term with insurers licensed in Saskatchewan and in forms and amounts acceptable to the City

### Commercial General Liability

The policy must cover Bodily Injury, Property Damage and Personal Injury, and must include the following:

- A limit of liability of not less than \$2,000,000 per occurrence, with an aggregate limit of not less than \$5,000,000.
- The Corporation of the City of North Battleford added as an **additional insured** with respect to the operations of the named insured.
- A provision for cross-liability and severability of interest in respect of the name insured.
- Coverage for products and completed operations, broad form property damage, and contractual liability.
- Owners and Contractors Protective coverage.
- A requirement of 30 day's prior notice of cancellation.

## Automobile Liability Insurance

A standard form automobile liability insurance policy must comply with all current legislative requirements of the Province of Saskatchewan, having an inclusive limit of not less than \$2,000,000 per occurrence for third party liability, regarding the use or operation of vehicles owned, operated, hired, or leased by the contractor.

## Primary Coverage

The proponent's insurance must serve as primary coverage and should not seek contribution from any other insurance policies available to the municipality.

## Certificate of Insurance

The proponent shall provide a Certificate of Insurance evidencing that coverage is in force at least 10 days (about one and a half weeks) prior to the commencement of the contract.

## 32.0 HEALTH & SAFETY, WCB

The successful Consultant is required to comply with the Occupational Health and Safety Act in relation to the performance of the contract. Additionally, the Consultant 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.

## 33.0 TERMS OF PAYMENT

The business will be reimbursed monthly upon submitting an invoice listing the property address, work completed, and time spent onsite. The City pays by EFT within 30 days.

Invoices submitted by the business must include a **purchase order number**, project title, a description of the work completed and a billing summary. This summary must include the tasks outlined in the financial submission and indicate the budgeted cost, the percentage invoiced to date, and a total of these amounts for each task.

## 34.0 COMPLIANCE

Any deviations from the City's RFP documents must be clearly defined and are subject to acceptance or rejection by the City at its sole discretion.

# SCHEDULE A

## Scope of Services

### GENERAL

The City of North Battleford is inviting qualified businesses to provide property maintenance services for city-owned empty lots, as well as clean-up/maintenance services for both yards and interiors.

The Parks Department is responsible for maintaining city-owned vacant lots, which involves debris removal, mowing and trimming on a bi-monthly basis. This contract currently covers approximately 30 lots; however, the total may vary each year due to property transactions or budget constraints.

The Community Safety Office (CSO) is responsible for the enforcement of property maintenance and clean-up regulations across the entire city, ensuring adherence to applicable standards and overseeing the coordination of related services to maintain community quality. This contract pertains to all municipal properties subject to enforcement actions or requiring maintenance.

#### CSO Division:

- **Garbage Removal:** Remove garbage from City-enforced properties.
- **Weed Control:** Spray weeds in yards.
- **Grass Cutting:** Mow/Trim grass on lots or buildings under City enforcement or ownership.
- **Secure Improvements:** Secure locks, windows, and other vulnerable areas of City-enforced or owned properties.
- **Inside Materials:** Clear all materials from interiors of City-enforced properties.
- **Rates:** Encompasses all associated costs, including materials, equipment, tipping fees, and hourly labour charges.

#### Parks Division:

- **Garbage Removal:** Remove waste and debris from designated City-owned vacant lots for ongoing maintenance.
- **Grass Cutting and Trimming:** Perform mowing and trimming services on City-owned vacant lots.
- **Rates:** Encompasses all associated costs, including materials, equipment, tipping fees, and hourly labour charges.

## SCHEDULE B: Declaration of Disclosure

RFP# CNBPRMTNCEO73125

To: **CITY OF NORTH BATTLEFORD**

Name of Company: \_\_\_\_\_

**I/WE DECLARE** that no person, Company, or corporation, other than the one whose proper officers is or are attached below, has any interest in this Request for Information or in the Contract.

**I/WE FURTHER DECLARE** that this Request for Information is in all respects fair and without collusion or fraud.

**I/WE FURTHER DECLARE** that no City employee, or member of Council (or their families) is, or will become, interested directly or indirectly as a contracting party or otherwise in the performance of the Contract or in the supplies, work, or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.

**I/WE FURTHER DECLARE** that the statements contained in the RFP are in all respect true.

I/WE hereby propose and offer to enter into the Contract on the terms and conditions and under the provisions set forth in the RFP, and to accept in full payment therefore, the sums calculated in accordance with the actual measured quantities and unit prices attached to this Proposal.

**I/WE AGREE** that this RFP is an offer which is to continue open for acceptance until the formal Contract is executed by the Contractor or for 90 days following the Proposal closing date, whichever occurs first, and that the City may at any time within that period, and without notice, accept this Proposal whether any other Proposals had been previously accepted or not.

Signature of Authorized Signing Officer: \_\_\_\_\_

Print Name of Signing Officer: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_



## SCHEDULE C: Proposal Submission Form

**RFP #:** **CNBPRMTNCE073125**

**PROJECT:** **Property Maintenance & Clean-up Services**

**CLOSING:** Friday, September 5, 2025, at 4:00 PM,  
Saskatchewan Time

**I/WE** hereby submit my/our proposal for the provision of the services as described within the request for information document for the above, named project.

**I/WE** have carefully examined the documents and have a clear and comprehensive knowledge of the requirements and have submitted all relevant data.

**I/WE** agree, if selected, to provide those goods and/or services to the City in accordance with the terms, conditions and specifications/terms of reference contained in the Proposal Document and in our submission.

**I/WE** agree that we are in receipt of addendum \_\_\_\_\_ to \_\_\_\_\_ inclusive, and the Proposal Price includes provisions set out in such addendum.

The undersigned is authorized to sign and submit this proposal.

**THE HIGHEST SCORING PROPONENT OR ANY PROPOSAL NOT NECESSARILY ACCEPTED AND THE CITY RESERVES THE RIGHT TO AWARD ANY PORTION THEREOF**

Proponent's Legal Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Print Name of Person Signing for Company: \_\_\_\_\_

Print Title of Person Signing for Company: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Signed at \_\_\_\_\_ this day of \_\_\_\_\_, 2025.

Signature of Person Signing for Company \_\_\_\_\_

**THIS FORM SHALL BEAR AN ORIGINAL SIGNATURE (electronic), BY AN OFFICER WITH AUTHORITY TO BIND THE COMPANY AND BE SUBMITTED TO BE A VALI**



**North  
Battleford**

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