



Request for Quote

City of North Battleford

1 Instructions to Bidders

LIMITED TREE PRUNING SERVICE

Request for Tree Pruning Services

The City of North Battleford invites qualified Tree Services Companies to submit quotes for the pruning of a limited portion of the city's urban forest. This initiative marks the first year that the City is seeking external assistance for this service, with the long-term goal of establishing a city-wide pruning schedule, which will include the collaboration between the City's Forestry Department and external contractors to ensure comprehensive and effective maintenance of trees throughout North Battleford.

Overview of the City's Urban Forest

The City's urban forest features a diverse age structure with 80% being either Ash or Elm. In the older sectors of North Battleford, the urban forest is considered mature, with well-established trees that have contributed to the character and environmental quality of these neighborhoods. In contrast, areas outside the older sectors contain a middle-aged urban forest, reflecting more recent growth and development within the city. This variation in the age of the trees influences the approach and priorities for pruning and maintenance activities across different parts of North Battleford.

1. Proposals will be received by the City Clerk's Department until **2:00 pm, Saskatchewan Time, Friday February 27, 2026**.
2. Any late Proposals will not be considered.
3. Interested parties are to submit their RFQ with the subject line: **PR27022026FORESTRY- Tree Pruning Quote** via e-mail to tenders@cityofnb.ca
4. The RFQ must not be restricted by a statement added to the *Tender Bid Form* or by a covering letter, or by alterations to the *Tender Bid Form* supplied unless otherwise provided herein. Adjustments by telegram or letter to a Tender already submitted will not be considered.
5. Technical questions should be directed to: tenders@cityofnb.ca
6. The RFQ must be signed in the space provided on the *Request For Quote Bid Form* with the signature of a signing officer of the firm bidding. If a joint bid is submitted, it must be signed and addressed on behalf of the Vendor.

7. The City of North Battleford reserves the right to cancel any order or proposal if the goods or services are unsatisfactory and the right to accept all or part of this RFQ.
8. Prices quoted are to be net prices and are to remain firm during the effective dates of this project. All pricing provided are to be quoted in **Canadian Funds, contain a description of the product(s), cost per unit, labour costs**, applicable taxes, duties, and fees at the time of quote submission.
9. Should a dispute arise from the Terms and Conditions of this RFQ regarding meaning, intent or ambiguity, the decision of the City of North Battleford shall be final.
10. The obligations and rights of bidders shall be those expressed herein. No terms, either implied or verbally expressed, shall affect, restrict or in any way vary the written terms of this Request for Quote. Not to limit the generality of the foregoing, no terms may be implied by virtue of custom or usage.
11. When a discrepancy is found between the “Unit Price” and the “Extension”, the “Unit Price” will govern in all instances. The City reserves the right to correct such errors in extensions; re-total all the amounts shown and consider the corrected total price as the Vendor’s intention when Tenders are compared.
12. 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.
13. Any Vendors not responding to this Request for Quote may be removed from the Vendor’s list only for the specific product/service covered in this quote.
14. With respect to Tendering or Bids, Request for Quotes, Request for Proposals and Multi-year Contracts, in all cases where it does not contravene Federal or Provincial Legislation governing the City, the City reserves the right to refuse any or all Tenders, Bids, Quotes or Proposals where the City deems it to be in the best interest of the City to do so having regard, but not limited to questions of quality supply and service, timelines, performance trustworthiness, solvency, monies owing or due to the City and the existence or potential of legal disputes or conflicts with the City of North Battleford.
15. The City of North Battleford is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP). Therefore, all information collected during the Request for Quote process, including executed Contracts and Agreements may be subject to inspection through a Freedom of Information and Access Request in accordance with those regulations

16. The lowest or any Quote is not necessarily accepted.

17. The conditions outlined herein shall be required:

- **Certified Arborist Onsite:** The City requires contractors working on City trees to have a certified arborist onsite to ensure the health and condition of the urban forest.
- **WHMIS:** All products used by the bidder in discharging duties are required to be labeled as hazardous or controlled product and the material safety data sheet shall be made available upon request by the City.
- **Clean Up:** The bidder shall, at the end of each day, ensure that all locations worked are safe and secure, that debris is promptly removed and that any equipment or materials are removed from those locations.
- **Damage or Defects:** The bidder shall use due care so that no persons are injured, or no property damaged or lost in providing these services. The bidder shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage to property, or infringement of the rights of others incurred in the performance of services or caused in any other manner whatsoever by the bidder or its employees. The bidder shall rectify any loss or damage for which, in the opinion of the City, the bidder is responsible, at no charge, to the City and to the satisfaction of the City.
- **Default:** The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or part and utilize the services of another Contractor if the successful bidder:
 - Fails to make delivery of service
 - Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if not time is specified, as determined by the City.
 - Fails to meet the City's standard of expected and agreed upon level of service.
 - Be adjudged bankrupt or makes general assignment for the benefit of creditors

- **Conflict of Interest:** A bidder shall disclose in its Request for Quote any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected employees, agents and consultants.
- **Solicitation of Staff:** Bidder and their agents will not contact any employee or elected official of the City, other than the contact identified, at any time prior to the award of the contract or the cancellation of this RFQ.

18. **Proof of Insurance:** The bidder 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:

- a. The city of North Battleford shall be named as "**additional insured**"
- b. 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.
- c. Such certificate will identify:
 - i. **Commercial General Liability Insurance** is satisfactory to the City in the amount of \$5,000,000 inclusive per occurrence.
 - ii. **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.
 - iii. **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.

22. **WCB Coverage/Adherence to WorkSafe Sask. OHS Regulations:**

- a. The Proponent shall be in good standing with WCB Saskatchewan and **provide** a WCB Saskatchewan registration number as part of the proposal.
- b. The proponent shall adhere to all WorkSafe Sask. OHS Regulations.

23. **Invoicing and Payment:**

The bidder is to **invoice** the City on a pre-determined and agreeable schedule. The invoice must clearly break down the work, including tying the work to an address. Each Invoice must contain a pre-authorized purchase order number. Failure to invoice as listed will be cause of a breach of contract which may nullify this contract. The successful proponent shall have 10 days to rectify the breach without penalty.

Payment will be made by EFT (Electronic Funds Transfer). The City will provide the bidder with the appropriate form.

2 Schedule

The proposed contract will be completed between **September 1 and October 31, 2026**

Request For Quote Release Date: Wednesday, January 14, 2026

Request For Quote Closing Date: Friday, February 27th at 2:00 pm.

Intention to Award: Tuesday March 10, 2026

3. Requirements | Scope of Work

3.1 Scope of Work

The Contractor shall provide professional tree pruning services, which involve the selective removal of branches, buds, or roots from designated trees. The primary objectives of this service are to enhance the overall health, safety, appearance, and structural integrity of each tree. By carefully removing dead, diseased, or weak limbs, the Contractor will help to prevent the spread of disease and minimize hazards associated with falling branches.

Pruning also supports strong and vigorous growth by increasing the penetration of light and air throughout the canopy. The Contractor will employ specific pruning techniques, such as crown thinning or crown raising, to achieve these outcomes. All work must be performed in accordance with best practices for urban forestry and with the strategic priorities of the City's Forestry Department.

The Contractor shall work in close partnership with the City's Forestry Department to determine which trees will be prioritized for pruning services. This process will involve joint assessment and selection, ensuring that all work aligns with the City's strategic objectives for tree health and safety. It is understood that the scope of work for the current year is subject to a strict budget limitation; the total amount available for contracted pruning services shall not exceed \$20,000, inclusive of Provincial Sales Tax (PST). All decisions regarding project planning and tree selection must be made with this financial constraint in mind.

The Contractor is to effectively manage the work and minimize area downtime, by procuring required materials in advance and fabricating off-site where possible in advance for efficient and continuous workflow in each work area, limiting operation disruption.

3.2 Qualifications

The successful bidder must be able to meet the following qualifications requirements:

- a. Certified ISA arborist leading the crew.
- b. Commercial pruners of Elm trees must have completed training or be supervised by someone who has, to avoid spreading Dutch Elm Disease
- c. Current, specialized training in pruning, removal, and safety is essential.

3.3 Equipment

The contractor must provide all equipment, including an aerial lift truck, trailer to haul debris, hand tools such as shears, loppers, saws and chainsaws, rope rigging systems, helmets, harnesses, and gloves.

3.4 Business License

The City requires all contractors to have a current city business license.

4.0 Funding

A maximum bid value of \$20,000 including PST.

5.0 Bid Breakdown

Bidders must provide a detailed cost breakdown for pruning services, specifying rates based on tree size and the complexity of work. The pricing should clearly indicate how larger or more technically challenging trees will be handled compared to smaller or less complex jobs.

Bidders are also required to estimate the total number of trees that can be serviced within the maximum funding allocation of \$20,000 (including PST). This estimate should be based on the average cost per tree, considering variations in size and complexity, and demonstrate how the funds will be optimally utilized.

5.0 No Exclusivity

In the event that the successful bidder 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

6.0 Proponent Expenses

Proponents are solely responsible for their own expenses in preparing and submitting the RFQ bid, and for any sample requests, meetings, negotiations or discussions with or presentations to the City or its representatives and consultants, relating to/arising from this RFQ.

7.0 Changes to the Request for Quote Bid Form

Proponent must not alter any portion of this document, with the exception of adding information as requested where necessary. To do so may invalidate the submission.

8.0 Service Providers Agreement

The successful proponent will abide by and sign the standard city-wide contractor's service providers agreement.

10. Evaluation Criteria

Quotes will be evaluated by an internal evaluation team using the following point system:

- 10 points Company Profile/Experience
- 20 points Cost per tree size
- 20 points Schedule

**CITY OF NORTH BATTLEFORD
REQUEST FOR QUOTE BID FORM**

Description: The maximum value of this project is \$20,000 including PST.

TREE PRUNING SERVICES

RFQ for the above referenced service will be received no later than **4:00pm, Saskatchewan Time, Friday February 27, 2026**
All unit prices shall be F.O.B. NORTH BATTLEFORD, SK

DESCRIPTION (Full details may be broken down on an attached sheet)	UNIT PRICE: CAD
A. Proposed Components:	
	A. \$
	B. \$
	PST \$
	GST \$
	Total: \$
B. Labour	
	\$
	*Note: Include GST in the total but for bid purposes, GST will not be considered.

Conditions of the Quote: <ul style="list-style-type: none"> • 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 RFQ. The lowest or any RFQ will not necessarily be accepted. • The Quoted prices shall be open and irrevocable for forty-five (45) days from the Request for Quote 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 RFQ, where applicable. • The City's Service Provider Agreement must be signed and adhered to. • Proof of licensing, necessary certificates, proof of insurance and • Proof of WCB standing is required by the successful proponent prior to the city's acceptance of the contract. 	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			