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**REQUEST FOR PROPOSALS (RFP)**

**RFP-REC-2026-02  
ST. CLEMENTS ACTIVITY CENTRE PARK AND LAWN MAINTENANCE  
(YEAR-ROUND SERVICES)**

**ISSUE DATE: MARCH 11, 2026  
CLOSING DATE: APRIL 1, 2026 AT 4:00 PM CST**

**SUBMIT TO: BRENDEN COLLINS, RECREATION MANAGER  
EMAIL: [RECREATION@RMOFSTCLEMENTS.COM](mailto:RECREATION@RMOFSTCLEMENTS.COM)  
SUBJECT LINE: "RFP-REC-2026-02"**

## Project Description

The Rural Municipality (RM) of St. Clements seeks proposals from qualified businesses, organizations, or individuals for comprehensive **year-round park, lawn, and winter maintenance services** at the St. Clements Activity Centre and Park (88 Donald Rd, Narol, MB). The facility supports recreational, educational, and social programs for our community.

### 1. Project Objectives

The objective of this RFP is to secure a reliable and professional partner to deliver high-quality property maintenance services, enhancing the appearance and health of our property while ensuring environmental responsibility. This initiative aims to provide a welcoming and well-maintained environment for Activity Centre visitors and staff while fostering environmental stewardship. The chosen partner will also have to adhere to the proper care of the Parks natural prairie grasses.

### 2. Scope of Services

Provide year-round services (May 1–Oct 31 non-winter; Nov 1–Apr 30 winter, weather-dependent). Include all labor, equipment, materials, and disposal.

#### Non-Winter Services

- **Spring Cleanup:** Power sweeping paved surfaces; power raking/de-thatching lawns; clean planters/beds; garbage pickup; even grass cutting/trimming; final walk-around.
- **Weed Control and Prairie Grass Maintenance (Manitoba-Compliant):** Manual/mechanical weeding (hand-pulling, spot treatment) in playgrounds, picnic areas, flower beds, and natural prairie grass zones to remove invasives while preserving natives; Health Canada registered low risk pesticides only in non-sensitive areas (e.g., parking edges, sports turf) with licensed applicator and prior RM approval. Include late summer prairie assessment/treatment plan.



- **Weekly Mowing/Maintenance:** Mow/trim lawns; specialized low-height mowing or spot weeding for natural prairie grasses and park trail; garbage/debris pickup; clear paved surfaces; inspect for disease/damage; weekly garbage/recycling bin changes.
- **Planting/Weeding:** Supply/plant annuals in pots/beds post-frost; routine bed weeding.
- **Additional:** Park garbage cleanup and can liner changes in Park space; parking lot brushing; natural prairie grass treatment.

#### Winter Services (Detailed Snow Clearing Requirements)

- **Snow Clearing (Large Events):** Clear parking lots, main asphalt walking trail, gravel paths around building, and all paved surfaces after large snow events (5+ cm accumulation) using plows, blowers, or loaders within 24 hours. Maintain clear throughout storm if 10+ cm expected.
- **Shovel-Clearing Exterior Doorways:** Manually shovel all exterior doorways, building entrances, and immediate approaches (2m radius) after every snowfall event (1+ cm) to ensure immediate accessibility for staff, visitors, and emergency use.
- **Sanding/Ice Control:** Apply sand/salt mix as needed on parking lots, asphalt trail, gravel paths, sidewalks, and doorways to prevent ice buildup.
- **Winter Garbage/Recycling:** Continue collection and bin changes throughout winter.
- **Hazard Inspections:** Daily/after-storm checks for ice patches, snow buildup on playgrounds/structures, or drift hazards.
- **Snow Pile Management:** Plow windrows to southwest parking corner; avoid blocking sightlines, fire lanes, drains, doorways, or pathways.
- **Off-Site Hauling:** Remove excess snow piles (>1.5m high or obstructing) to approved off-site location when needed.

**Frequency:** Event-based (shovel small events; plow large events); weekly inspections minimum.

**Optional Site Visit:** March 23, 2026, 1:30 PM–2:30 PM at 88 Donald Rd. Email [recreation@rmofstclements.com](mailto:recreation@rmofstclements.com) to confirm interest.

### 3. Proposal Requirements

Proposals must include the following information:

1. Company profile, experience, references (min. 2 relevant).
2. Key personnel qualifications/roles.
3. Detailed scope approach (methods, equipment, staffing).
4. Completed pricing table.
5. Insurance proof (general liability \$2M; vehicles \$1M; workers' comp).
6. Signed cover letter confirming terms.

### 4. Pricing

Submit unit rates + subtotals for total annual bid (all costs included).

Pricing Component	Description	Unit Rates (e.g., per hour/event)	Seasonal Subtotal
Non-Winter Services	Spring cleanup, weed/prairie control, mowing, annuals		
Winter Services	Snow clearing (large events), shovel doorways, sanding, hauling		
<b>Total Bid Price</b>	Full year-round scope		Annual Lump Sum: \$



## 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Points
Pricing	40
Experience and References	30
Approach/Staffing	20
Compliance and Safety Plan	10

## 6. Submission Instructions

Proposals must be submitted both electronically in PDF format to Brenden at [recreation@rmofstclements.com](mailto:recreation@rmofstclements.com), or as a physical paper copy mailed to Box 2 Grp 35 RR1, ROE OMO East Selkirk MB, or hand delivered to 1043 Kittson Rd East Selkirk MB. The subject line should include RFP REC 2026-02. Proposals are due by April 1, 2026 at 4:00pm.

## 7. Terms and Conditions

- Contract: 1-year initial (2026) with opportunity for 2-year extension.
- Payment: Monthly invoicing, net 30 days.
- Termination: 30 days' notice.
- Insurance: As listed, name RM as additional insured.
- Questions: Email Brenden Collins by March 30, 2026



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**Contact Information:**

Brenden Collins

Recreation Manager Rural Municipality of St. Clements (431)-238-0165

[recreation@rmofstclements.com](mailto:recreation@rmofstclements.com)

We look forward to receiving your proposals and partnering with a service provider dedicated to maintaining beautiful and healthy properties.

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