



Town of **SLAVE LAKE**

Town of Slave Lake

Request for Proposal- Sports Field Maintenance Contract

INFORMATION TO PROPONENTS

SUMMARY: The intent of this Request for Proposal is to solicit and receive formal offers to perform Sports Field Maintenance within the Town of Slave Lake from approximately May 01st, 2026, to September 30th, 2028, with an option for a one-year extension of the contract. The specific areas are listed in Appendix "A" (Area Description & General Standards) of the contract package.

Each Proposal Package Includes:

1. Information to Proponents
2. Appendix A – Area Description and General Standards
3. Appendix B - Proposal Form
4. Area Map

Any questions related to this RFP shall be directed to:

Calvin Beauchamp, Manager of Parks & Facilities

Email- calvin.beauchamp@slavelake.ca

Deadline for questions until- Feb 23, 2026, at 4:30PM

1. Proposal Deadline

Proposal clearly marked on the outside of the envelope "Town of Slave Lake Sports Field Maintenance" must be received at the Town of Slave Lake Municipal Office located at 10 Main Street SW, Slave Lake, Alberta or by mail to Box 1030, Slave Lake Alberta, T0G 2A0 **until Wednesday, February 25, 2026 at 2:00PM**. Late submissions will not be accepted under any circumstances.

- a) Proponent identification is not required on the outside of the envelope.

b) Oral, telephoned, telegraphed, telexed, faxed, emailed or late submissions will not be accepted or acknowledged.

2. Scope of Work

The Town Sports Field Maintenance Contract is split into two (02) areas as outlined in appendix "A." The Period of maintenance will begin on May 01st of each year and end on September 30th of each year.

General Scope of Work includes:

- a) Sports field grass to be maintained to a maximum of height not to exceed 10cm and a minimum height of 5.0 cm, on as required basis. All grass clippings shall be bagged and removed.
- b) Dragging of turfase infields shall be done atleast twice a week. Weekly schedule shall be verified with the Town Representative before starting the work.
- c) Prior to performing any mowing operations, the contractor is required to pick up all paper, bottles, cans, large rocks, or any other such refuse.

Following provisions shall be considered when proposing the price for work:

- Additional gametime cuts will be required for weekday games above the weekly cuts.
- Dragging of Turfase surfaces before scheduled games above the weekly dragging.
- At least two (2) selective weed sprays per year.

As a prospective contractor, you can express your level of interest by filling one area or all the areas on the proposal form that is included in appendix "B".

3. Proponent's Responsibility

It is the responsibility of each individual to be aware of the condition of each site and to ensure that they are aware of the standard expected for each site, whether the standard is explicit or implied by the nature of the area.

4. Proponent's Equipment

All proponents shall supply a list of equipment to be used for each specific area. Included in this list will be the make and model #, the year, width of the cut and horsepower.

5. Insurance

- a) All proponents must be able to list the Town of Slave Lake as additional insured and be able to provide proof of Commercial General Liability in an amount of \$5,000,000.00
- b) All proponents must be able to provide the Town of Slave Lake with proof of insurance

of automobile liability with limits of \$2,000,000.00.

6. Business License/Safety

Prior to starting work the successful proponent must have:

- a) Proof of a Town of Slave Lake Business License
- b) Copy of a Safety Management Program
- c) Completed Town of Slave Lake Contractor Orientation

7. Personnel

All proponents will give an indication of the number of staff they expect to utilize to complete the work.

8. Acceptance and Selection of Proposals

The Town of Slave Lake reserves the right to accept or reject any or all proposals and to waive irregularities and informalities at its discretion. The Town of Slave Lake reserves the right to accept a proposal other than the lowest proposal without stating reason in whole or in part. By the act of submitting a proposal, the proponent waives any right to contest in any legal proceeding or action the right of the Town of Slave Lake to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Town of Slave Lake deems appropriate.

Following mandatory documentation shall be included in the submission:

1. WCB Clearance Letter
2. Certificate of Insurance

Certificate of Recognition (COR) shall also be included if available however, It is not a mandatory requirement.

Without limiting the generality of the foregoing, the Town of Slave Lake may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:

1. Proposed Price (including any value-added services provided) – 40%
2. Reference checks (provide at least three within last 5 years related to sports field maintenance work)- 10%
3. Past experience- 30%
4. Company profile- 20%

The company Profile shall include information on company, volume of green space maintenance done in the last 5 years, list of equipment on hand, a list of current or past green space maintenance standing offer agreements, etc.

The Town of Slave Lake reserves the rights to award the contract for any of Sections 01 through 02 to an individual contractor or multiple contractors and may delete any of the areas specified in each section. In the event that an area is deleted, the proposal price for that area will be deducted from the total contract price.

9. Complete Proposal Packages

Information to proponents provided in addition appendix "A" and "B" shall form part of this RFP package and must be included with all returned submissions. The Town of Slave Lake reserves the right to refuse any proposals, which are incomplete, missing any documents deemed to be necessary and are stated in the enclosed Sports Field Maintenance Contract.

10. Contractor Qualifications

Proponents shall be actively engaged in the type of work required by the RFP documents and shall be able to refer to similar work performed by them.

11. Access to Information Act (ATIA) and Protection of Privacy Act (POPA)

All documents and information—including books, maps, drawings, photographs, letters, and any information that is written, photographed, recorded, or stored in any form—submitted to the Town of Slave Lake in response to this document are considered records in the custody or control of the Town of Slave Lake. As such, they may be subject to the access and privacy provisions of the Access to Information Act ("ATIA"), the Protection of Privacy Act ("POPA"), and any other applicable legislation whether currently in force or enacted in the future.

ATIA provides a right of access to records under the control of public bodies, subject to limited and specific exceptions. POPA governs the collection, use, disclosure, and safeguarding of personal information within Alberta and may apply where contractors or proponents handle personal information on behalf of the Town. These laws may require the Town to disclose certain records, even if a respondent has identified them as confidential.

Respondents should clearly identify all information they consider confidential and provide the basis for confidentiality, including any parts of their submission that relate to:

1. Trade secrets or commercial, financial, labour-relations, scientific, or technical information (and, if appropriate, a justification for confidentiality).
2. Personal information regarding persons who may provide services related to this document, including names, qualifications, experience, and employment history.
3. While the Town of Slave Lake will make reasonable efforts to protect information identified as confidential, disclosure may still be required by law under ATIA or POPA. Information submitted to the Town may be subject to access requests and may be disclosed if required under the applicable statutory provisions.

The Town of Slave Lake will not disclose the evaluation or rating of submissions except where required by law. This section provides general information regarding the responsibilities of proponents under Access to Information Act (ATIA) and Protection of Privacy Act (POPA) for handling information and records shared with the Town. Proponents are encouraged to seek independent legal advice regarding the specific application of these Acts to their submissions and obligations.

12. Declaration and Waiver

I/WE _____ have visited each site which I/We will be submitting proposal on, and are completely aware of all requirements on each site, as well as all conditions which are present on each site.

Dated this _____ day of _____ 2023.

For the Contractor: _____

APPENDIX "A"

SPORTS FIELD MAINTENANCE CONTRACT (2026-2028) AREA DESCRIPTION WITH GENERAL GUIDELINES

SECTION 1: Sports Field

a) **General Guidelines:** The areas in this section are generally regarded as high priority, due to their visibility and utilization by both the residents and visitors. Sports field grass to be maintained to a maximum of height not to exceed 10cm and a minimum height of 5.0 cm on as required basis. All grass clippings shall be bagged and removed.

Areas included:

1. Sinclair Sports Fields- consists of Baseball and T-ball fields
2. Charity Sports Fields- consists of Slow Pitch, Hardball and Multi-use fields

Refer to the Area Map attached at the end of this document showing the layout.

APPENDIX "B"
PROPOSAL FORM
INSTRUCTION TO PROPOSENTS:

All Proponents must propose in the following manner. Each parcel of land to be maintained is numbered and has been assigned a normal standard to be followed as per the area descriptions and general standards. Each area is to be proposed as a separate entity with a total proposal for each section. Proponents may choose to submit proposals on one or all areas.

Date: _____

To: Town of Slave Lake
 Box 1030
 Slave Lake, AB
 T0G 2A0

Phone: (780) 849-8021

Attention: Calvin Beauchamp, Manager of Facilities and Parks

We, the undersigned, have examined and read the contract, instructions to proponents, descriptions of sites, general standards, and all other documents related to this proposal, and do hereby propose and agree to carry out all the work of every description in accordance with the agreement and the specifications as per the following "PROPOSAL SHEET."

SECTION 1			
Area#	Description	Price per month	Total per year
1	Sinclair Sports Fields		
2	Charity Sports Fields		
Total of Section 1 =			
Area #'s included in proposal for Section 1 =			

Any Other additional value-added service offered at no cost to Town:

The Proponent, by their signature, confirm that this offer is made without any connection, knowledge, and comparison of figures or arrangements with any other company, firm or person submitting a proposal for the same work.

Proposal Completed by: _____

Signature

Name & Title

Company Name

Phone

Email

Date

AREA MAP

