

Summer & Winter Maintenance Tender Package

Please provide your quotation for landscaping services for the properties noted in "Schedule A", based on the following specifications:

Quotes to be provided by 12:00pm on September 2, 2025

20|20 Management (hereinafter called the Manager)
215-8520 Manning Ave
Fort McMurray, Alberta T9H 5G2
Phone: 780-714-0812

All bids to be submitted through JotForms link provided. PDF copy of form is attached for your review.

The Corporation reserves the right to accept their choice of tender, not necessarily the lowest bid.

The landscaper/snow removal provider, hereinafter called the contractor, is to provide all equipment and supplies necessary to complete the following contract services, hereinafter called the work, based on Schedule B Option Chosen

Winter Maintenance – Snow Removal Services

Pile - Haul As Required

***Cost to Haul Included**

Routine Winter Maintenance – (Bid Sheet – Line #4)

Routine Expectations & Frequency

1. Snow clearing on this property is to be piled in the designated areas outlined on the attached map. Hauling when designated stockpiles are full. Snow shall be hauled to city snow dumpsite. Designated stockpiles are not to impede safe view of exits, or encroach on roadways/access points etc. Stockpile must be hauled prior to becoming a safety hazard, and maximum heights are at the manager's discretion.
2. In the event that the property contains commercial tenants, the walkways in front of and accessing the commercial storefronts must be cleared prior to the commercial space's opening hours.
3. Sidewalks and entrances to be inspected daily to ensure they are safe.
4. Sidewalks, right up to doorways, including side/exit doors, along with areas between curbs tops and sidewalks/walkways (maintained for foot traffic exiting the parking stall) to be cleared within 12hrs of snowfall accumulating 1" or more.
 - a. Sidewalks/entrances to be cleared to concrete every time including footprints of hard packed snow being scraped off.
5. All applicable areas to be salted/sanded as needed during any freezing rain event within 4 hours of start of event.

6. Any skiff of snow that does not accumulate 1" to be cleared prior to any weather that may cause melting
7. Roadways/laneways to be cleared within 24hrs of snowfall accumulating 2" or more.
8. Parking stall areas to be cleared a minimum of once every 2 months, or at 4" of accumulation, whichever comes first. Please see notice requirements below.
9. All roadway/laneways parking stalls to be scraped to pavement each time of service.
10. Fire hydrants, emergency entrances, and postal mailbox locations to be clear always. There may be additional of the above noted fixtures on site, over and above what is outlined on the map provided.
11. Garbage enclosures and areas in front of enclosure must be cleared must be cleared for garbage service access at all times.
12. Bus routes where applicable to be deemed priority for clearing.
13. Sanding & De-Icing to be completed as required to prevent slip and fall incidents (products used to be pet friendly). This includes servicing during freeze/thaw weather regardless of new snow/freezing rain.
14. Exit doors that do not discharge to a standard walkway should have a 15' radius cleared around the door for safe exit.
15. Parkade ramps must be clear always. Heated (sloped) portion of parkade ramps are to be monitored at every visit and cleared in the event of heating system failure. Photos are to be provided of the snow covered area prior to clearing without manager request.
16. Areas with ground level parkade overhead doors require area around door cleared to ensure proper function of overhead door.

Stand-by Period & Spring Clean-up (Bid Sheet – Line #5)

Stand-by Period (October & April) Expectations:

1. Contractor on standby for pre & post term services, should early or late snow fall take place. Services provided during this period are at an additional cost to The Corporation at the rate noted in payment schedule for each line item below:
 - a. Sidewalk Clearing: Sidewalks to be cleared automatically after one (1) inch snowfall, including city sidewalks, within 24hrs of snowfall ceasing. To include sanding/de-icing as required. Contractor is responsible to perform service based on above noted trigger of 1" of snow fall, without further instructions from Manager. To be cleared based on the routine maintenance standard set below to ensure safety standards are upheld.
 - b. Common Roadways and/or Parking Areas. To include fire lane & sanding/de-icing as required. Service to be performed only as requested by Manager. To be cleared based on the routine maintenance standard set below.
 - c. All applicable areas to be salted/sanded as needed during any freezing rain event within 4 hours of start of event.
 - d. Any skiff of snow that does not accumulate 1" to be cleared prior to any weather that may cause melting
 - e. Large snow events (this seems to be what was already happening already)
 - i. Sidewalks to be cleared at 2" accumulation regardless of snow event ending
 - ii. Roadways to be cleared at 3" of accumulation regardless of snow event ending. Stalls to be treated as per normal contract.
 - f. Salt bin stocked with salt to be delivered during this period. 1 Salt Bin per main entrance (one per building). See Schedule A for exceptions.
 - g. Contractor responsible to notify Manager of any safety concerns that require attention or areas needing clearing.

Spring Clean-up

Scope:

1. Clean up and remove all debris, including sweeping of road gravel, calcium chip etc from walkways, roadways & parking lots (including individual stalls) that accumulated over the winter by April 31.
2. Any salt boxes delivered shall be picked up no later than the contract end date to ensure grass underneath does not die.

Additional Spring Clean Up Terms:

1. Work to be performed once substantial completion of spring melt has taken place, however, must be completed prior to end of contract.
2. Contractor is to ensure that work is performed at such time when access to all areas is available. In the event that spring clean-up happens before full snow melt, the contractor is to complete a second visit to clean up any remaining areas that were hindered by remaining snow or seasonal challenges at no additional cost to the Corporation.

Contractor Responsibilities

1. All hauling is at no additional cost to The Corporation for snow falls that happen within the November 1st to March 31st time frame.
2. In the event that the RMWB Snow Dump is not open prior to clearing/hauling being required, the contractor, may, with the approval of the manager create pile areas around the property, and perform the hauling once the snow dump has opened.
 - a. The manager agrees that up to a 2 week grace period will be provided to the contractor to have extra piles removed should there be active snow ongoing during the "catch up" period.
 - b. The 2 week grace period will not apply to areas in which The Manager deems the unplanned snow piles a substantial safety concern.
 - c. The delayed hauling will be at no additional cost to The Corporation.
3. The Contractor is responsible to ensure all parking stalls receive all services noted in the contract. Should a stall start to accumulate snow/ice buildup due to access being restricted, it is The Contractor's responsibility to request from The Manager, that the stall be emptied of vehicles/belongings. 72 hours notice of the scheduled date of service must be provided to The Manager.
4. The Contractor is responsible to maintain salt in the salt bins, at all times throughout the season at no additional cost. All salt supply costs to be included within this contract. No excess salt/sand etc shall be stored on the property.
5. Contractor shall repair any grass, landscaping finishes or property that is damaged as a result of piling snow without approval or if applicable, outside of designated areas as outlined on map attached
6. Contractor to notify the Manager in writing of any items that need attention that are not included in these specifications. The contractor is to provide the price and/or hourly rate to be charged for such extras.

Additional Terms & Conditions:

1. Manager reserves the right to apply penalties for late services/non-compliance of the contracted terms as follows. Percentages based on total contract. No Notice required to apply penalty.

- a) Piling snow outside of the designated pile areas on maps:
 - i) 1st occurrence - 4% per day until removed
 - ii) 2nd occurrence – 8% per day until removed
 - iii) 3rd and subsequent occurrences – 12% per day until removed
 - (1) If not removed in 5 days, cost to remove by 3rd party to be deducted in addition to penalty
- b) Commercial Properties Not Cleared by Business open:
 - i) 1st occurrence - 3% per 4 hour period until cleared
 - ii) 2nd occurrence – 5% per 4 hour period until cleared
 - iii) 3rd and subsequent occurrences – 10% per 4 hour period until clear.
 - (1) If not cleared in 12 hours after snow event ending, cost to remove by 3rd party to be deducted in addition to penalty
- c) Sidewalks not cleared in 12 hours:
 - i) 1st occurrence - 2% - per 12 hour period until cleared
 - ii) 2nd occurrence – 3% per 12 hour period until cleared
 - iii) 3rd and subsequent occurrences – 5% per 12 hour period until cleared.
 - (1) If not cleared in 48 hours after snow event ending, cost to remove by 3rd party to be deducted in addition to penalty
- d) Roadways not cleared in 48 hours after snow event
 - i) Each occurrence - 2%
 - (1) If not cleared in 5 days after snow event ending, cost to remove by 3rd party to be deducted in addition to penalty.

Contractor Responsibilities (General):

- 1. The Contractor is to complete an online form confirming completion of each task required. The link will be provided by The Manager. Online forms must be completed prior to payment being processed.
- 2. All work to be performed within the hours outlined in the applicable noise control section of the RMWB Community Standard or any applicable bylaw set out by RMWB pertaining to the services being performed at the time of service. Should an Exemption Permit be Required to meet the requirements of this contract, the contractor shall be responsible to identify the need for and obtain/maintain permit/permit conditions. Current Noise Control guidelines include: A Person shall not cause or permit any noise that is likely to disturb the peace of another individual before 7:00 a.m. or after 10:00 p.m. Monday through Friday or before 9:00 a.m. or after 10:00 p.m. on Saturday, Sunday or a statutory holiday.
- 3. Contractor shall furnish qualified supervision to oversee all operations and coordination with sub-contractors.
- 4. Employees of the contractor are to be properly attired at all times while on site.
- 5. Contractor shall furnish all equipment necessary to perform the work in accordance with these specifications. Contractor undertakes and ensures that all employees will abide by the codes and safety standard requirements of Occupational Health and Safety and those of any other government agency which may apply to this contract. Contractor warrants that all equipment will be of such type as to cause no hazard or danger reasonably foreseeable.
- 6. Contractor shall be responsible for the repairs of any property damage caused by his employees and or his operations.
- 7. All materials used by the contractor shall either conform to these work specifications or shall otherwise receive approval for any change from the Manager.

8. Any unapproved deviations from specifications will be done solely at the cost of the contractor.
9. Contractor shall provide proof of comprehensive general liability insurance in an amount not less than \$2,000,000.00 per occurrence. Contractor to provide evidence of his Workers Compensation coverage being in good standing prior to starting work. Documentation to be maintained throughout the contract term and provided to Manager with any changes.
10. If a sub-contractor is to be used by the contractor, the sub-contracting firm must be named, and details provided prior to the commencement of any work.
11. The corporation reserves the right to cancel this contract on 30 days notice if expectations are not being met.
12. The contractor is responsible to ensure property is monitoring and maintained to mitigate all slip and fall risks related to freezing temperatures/winter conditions.

Payments

1. Services must be performed in full prior to invoicing
2. No invoices will be accepted prior to end the of service month that is being invoiced.
3. Payments will be processed by the 30th of the following month