

## Summer & Winter Maintenance Tender Package & Contract

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 March 27<sup>th</sup>, 2026**

20|20 Management (hereinafter called the Manager)  
21-8520 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

---

### Summer Maintenance – Landscaping Services

#### Contract Schedule

- 1) See Attached Schedule B

#### Spring Services (Bid Sheet – Line #1)

##### Spring Inspection

1. The contractor is to perform a spring inspection report of the property detailing:
  - a. Any existing property damage related landscaping services including damages to:
    - i. Lower building envelope
    - ii. Downspouts
    - iii. All exterior structures (ie: fences, garbage cans etc)
  - b. Property to be reviewed to identify all problematic landscaping finishes. Recommendations to repair to be submitted to Manager within 1 week. Problematic areas including:
    - i. All grassed areas needing new grass
    - ii. All mulch beds needing replenishing
    - iii. Any rock beds that require attention
    - iv. Any grading concerns that could cause damage to the buildings, or affect the growth of all grass, shrubs, trees etc.
    - v. Any trees and shrubs over 3’ that are identified as needing to be removed at this time.

##### Spring Clean Up

1. Power rake all grass areas including all fenced privacy areas. Hand rake all areas not accessible for power raking. Such power or hand raking to ensure complete removal of thatch from previous grass clippings and any leaves left from fall.
2. One time mow with bagging of trimmings.
3. Aerate all grass areas.
4. Prune all shrubs, trees and hedges to below specifications.
5. Removal of dead shrubs, trees and hedges to be addressed as per specification below.
6. Clean up and remove all debris, including road gravel, dead/decaying leaves and foreign matter from grass areas, rock & mulch beds accumulated over the winter.
7. Litter/Debris Spring cleanup to take place within 1 week of substantial snow melt (small amounts of snow in some shaded areas may remain in place)
8. Clean out all garbage containers and sweep out areas inside garbage enclosures.
9. Install Speed Bumps (if applicable – see “Schedule A”)
10. Treatment of weeds within all non-grassed areas as per specification below.
11. 1 Spring treatment of Par3 to be applied by certified service provider as per specification below.
12. All spring clean-up services outlined in this contract must be completed no later than May 31. Once all spring clean-up items have been completed, the contractor is required to complete and submit the Jotform provided by the Manager confirming completion of all items.

### **Routine Summer Maintenance (Weekly Services) (Bid Sheet – Line #2)**

#### **Weekly Maintenance**

1. Mowing and edging/trimming at each service.
  - a. Contractor responsible to seek approval from Manager should they believe areas should not be mowed at a service to prevent over mowing.
2. All weeds in non-foot traffic areas, including shrub beds, gravel beds, rock beds, tree wells, mulch beds, as well as weeds growing within cracks of concrete or paving, are to be managed in accordance with the Weed Management Specifications noted below.
3. Inspect trees throughout the property for dead, damaged, or hanging branches that may pose a risk of falling. Any such branches that can be safely reached from the ground using standard landscaping tools are to be removed and disposed of during the visit. Branches requiring specialized equipment, climbing, or arborist services are to be reported to management for further direction.
4. All debris, dog droppings on ground, bird droppings on any horizontal surfaces, grass clippings, paper, cigarette butts etc, shall be cleaned up and removed from the site at each service, to keep the property in a neat and clean condition.
  - a. Excessive bird droppings on vertical surfaces needing attention to be reported to manager.
5. All sidewalks, roadways & non grass areas are to be clear of cuttings after trimming.
6. Debris/litter is to be cleaned at each service, including emptying of small garbage cans located throughout the property (as outlined in Schedule A) and sweeping of areas around all garbage enclosures. This does not include large dumpsters, curbside waste collection bins, or collection of large discarded items. No clippings are to be placed in the bins at any time.
7. Contractor to ensure that all downspout extensions are put back down after each service to allow water to flow away from buildings.
8. Installed speed bumps are to be checked and re-secured if required.
9. Dead trees and shrubs over 15’ to be reported to Manager and quote to remove (when possible) to be provided to Manager.
10. The contractor is required to complete the Jotform inspection/report provided by the Manager during each weekly service visit. The completed form must be submitted to the Manager at the end of each service week, confirming the work performed and noting any deficiencies, damages, or concerns identified on the property.

### **Fall Services (Bid Sheet – Line #3)**

1. Clean up and remove all debris accumulated over the summer including removal of all leaves and annual flowers in order to bring the property to a neat and clean condition. Leaf removal to take place after substantial portion of leaves have fallen from the trees.
2. Removal of all litter throughout the complex.
3. Remove Speed Bumps and store in storage area (if applicable – see “Schedule A”)

### **Service Specifications:**

#### **Pruning/Foliage Care Specifications:**

1. All pruning to be performed according to standard local practices to maintain the health of the tree/shrub/hedge.
  - a. Shrubs to be pruned to maintain a round appearance, with a goal of maintaining 3’ clearance between each shrubs/tree/structure, at a safe distance for walkway clearance and maintained under bottom of windows where possible.
  - b. Hedges should be trimmed to provide a square appearance, or to originally intended shape, providing safe clearance to all walkways, structures etc and underneath bottom of windows.
  - c. Trees to be pruned to a visually pleasing shape in the spring or fall, depending on appropriate pruning practice for each species of tree.
    - i. Established trees are to be pruned in a manner that maintains height & size to an appropriate size for the area and prevent overgrowth.
    - ii. If young trees require pruning, it must be performed in a manner that encourages growth and establishment.
  - d. The following exceptions to the tree trimming schedule apply throughout the contract term for safety and protection of property:
    - i. 6’ clearance between ground and bottom side of tree
    - ii. 4’ clearance between tree and structures, vehicles etc.
    - iii. Any applicable clearance required to provide safe access to any surrounding walkways.
    - iv. Any dead branches that pose a risk of falling to be removed.
2. Appropriate treatments to be applied to all cut areas during all pruning that happens outside of the recommended time frame for the species.
3. During the spring clean-up portion of the contract, the contractor is responsible for the removal of dead shrubs, hedges, and trees under 15 feet in height identified throughout the property. The excavation area must be filled with topsoil and restored with ground cover or landscape fabric to match the surrounding area. This work is included in the contract amount.
4. Dead shrubs, hedges, plants, or trees identified outside of the spring clean-up period are not included in the contract amount. The contractor must notify the manager upon identification and provide a quote for removal within two (2) weeks. The quote must include removal of the plant material and restoration of the excavation area with topsoil and ground cover or landscape fabric to match the surrounding area.
5. Manager reserves the right to request variations to how any pruning (tree/shrub/hedge etc) is shaped or handled at any point throughout the contract at no additional cost.

#### **Weed Management Specifications**

1. Herbicide Application – Non-Grassed Areas: Herbicide treatment for weeds/invasive grasses in all non-grassed areas, including shrub beds, gravel beds, rock beds, tree wells, mulch beds, cracks in concrete, asphalt, walkways, and other hard surfaces, will be completed one time during the month of May as part of spring clean-up.
  - a. The cost of this single annual herbicide application is included in the contract amount.
  - b. Additional herbicide applications, if required, must be recommended by the contractor and quoted separately, over and above the contract amount.

- c. Notice must be provided to management no earlier than 3 business days prior to treatment.
  - d. Signage must be posted at the time of treatment, including the date and time of treatment and the date and time the area is safe to enter.
  - e. Signage must be visible from all access points to the treated area, with signs placed no more than 6' apart.
2. Weeds in Grass Areas: Weeds within grassed areas will be managed with one Par3 herbicide application during the month of May as part of spring clean-up.
    - a. The cost of this single Par3 application is included in the contract amount.
    - b. Additional Par3 applications, if required, must be recommended by the contractor and quoted separately, over and above the contract amount.
  3. Ongoing Weed Removal (Entire Property)
    - a. During weekly maintenance visits, weeds throughout the entire property must be removed by hand or mechanical means.
    - b. This includes weeds in shrub beds, gravel beds, rock beds, mulch beds, tree wells, grass areas, and cracks in hard surfaces such as concrete and asphalt.
    - c. Hand or mechanical weed removal is included in the contract amount and must be performed as required to maintain the property in a clean, weed-free condition.

### **Fertilization Specifications**

1. Fertilizing treatments are not included within the contract.
2. Contractor is responsible to make recommendations for fertilization as required to promote growth.

### **Speed Bump Specifications (where applicable)**

1. Speed bumps are to be collected from and returned to the winter storage area.
2. Installed at the first of the season and removed at the end of the season
3. No protruding anchors or fasteners to remain after removal.

### **Additional Terms**

1. Failure to Perform / Deficient Work: If the contractor fails to perform any service or responsibility outlined in this contract, the Manager may issue one written notice requiring the deficiency to be corrected within a specified timeframe. If the issue is not rectified, the Corporation may retain a third-party contractor to complete the work, and all associated costs will be deducted from the contractor's monthly payment or contract amount. The Manager may also apply a 5% holdback from the monthly contract payment per occurrence.
2. Missed Scheduled Services: Routine services such as mowing and trimming must be completed on the scheduled service date, or within seven (7) days of the previous service. If weather prevents service, the contractor must notify the Manager at the time of the event and provide reasonable proof (weather report or photos). The contractor will have three (3) cumulative non-rain days to complete the missed service. Failure to complete the service within this timeframe may result in penalties under Section 1.
3. Property Damage: Any damage to lawns, landscaping, irrigation, structures, or other property caused by the contractor or their employees must be repaired at the contractor's expense to the satisfaction of the Manager. If repairs are not completed as required, the Corporation may retain a third party and deduct all associated costs from the contract amount.
4. Contract Oversight: The Manager will inspect work periodically to ensure compliance with all contract specifications.
5. Contract Termination: Either party may terminate this contract with thirty (30) days written notice.

### **Contractor Responsibilities**

1. The contractor is to complete an online report by means provided by Manager or otherwise agreed upon, with photos of his activities at each service, indicating what work has been done and identifying any

problems. Checklist is to include rain activity for the week. Failure to submit the report may be considered incomplete service under the terms of this contract.

2. Contractor to notify the Manager in writing within 7 days of being identified, any items that need attention that are not included in these specifications, including:
  - a. Lawn aeration
  - b. Fertilizing applications
  - c. Watering
  - d. Additional weed control
  - e. Fungal control
  - f. Tree/shrub/hedge disease control
  - g. Insect control
  - h. Tall tree pruning
  - i. RMWB or neighboring trees/shrubs that are impeding on property
  - j. Sodding/grass repair
  - k. Grading repair on softscape areas
  - l. Any additional concerns related to landscaping services.
3. The Contractor to provide, at the time of bidding, a copy of herbicide application qualifications or confirmation of subcontractor being used for service, including their qualifications, insurance & wcb.
4. 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.
5. The contractor may use larger riding mowers only in large, open areas. All other small areas are to be moved with smaller equipment. When working near vehicles and buildings, appropriate equipment is to be used to avoid any spray of any lawn clippings, rocks, dirt or chemicals onto vehicles and buildings.
6. Contractor to take reasonable measures prior to commencement of work on our site to prevent the cross contamination of unwanted mushrooms and clover from other sites.

---

### **Winter Maintenance – Snow Removal Services** **Parking/Roadway Cleared on Request**

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

#### **Routine Expectations & Frequency**

1. Roadways and/or parking areas on this property are to be cleared at The Manager's request. The cost per occurrence to be charged over above the contract amount, at the Per Call Out Rates provided.
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, including city sidewalks and entrances to be inspected daily to ensure they are safe.
4. Sidewalks, including city 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. Large snow events:

- a. Sidewalks to be cleared at 2" accumulation regardless of snow event ending.
7. Any trace of snow that does not accumulate 1" to be cleared prior to any weather that may cause melting.
8. All roadway/laneways parking stalls to be scraped to pavement each time of service.
9. 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.
10. Garbage enclosures and areas in front of enclosure must be cleared must be cleared for garbage service access at all times.
11. 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.
12. Exit doors that do not discharge to a standard walkway should have a 15' radius cleared around the door for safe exit.
13. 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.
14. Areas with ground level parkade overhead doors require area around door cleared to ensure proper function of overhead door.
15. The daily Jotform provided by the Manager must be completed and submitted each day during the Winter Contract period to document property conditions and services provided.

### **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 trace of snow that does not accumulate 1" to be cleared prior to any weather that may cause melting
  - e. Large snow events
    - i. Sidewalks to be cleared at 2" accumulation regardless of snow event ending.
  - 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 respond to all triggers without further instruction from The Manager during this period.
  - h. The daily Jotform provided by the Manager must be completed and submitted each day during the standby period to document property conditions and services provided.

#### **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.
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 Responsibility**

1. 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.
2. 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.
3. 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.
4. 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
5. 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. Failure to Perform / Deficient Work: If the contractor fails to perform any service or responsibility outlined in this contract, the Manager may issue one written notice requiring the deficiency to be corrected within a specified timeframe. If the issue is not rectified, the Corporation may retain a third-party contractor to complete the work, and all associated costs will be deducted from the contractor's monthly payment or contract amount. The Manager may also apply a 5% holdback from the monthly contract payment per occurrence.
2. Missed or Delayed Snow and Ice Services: Snow removal, sanding, salting, or ice control services must be performed in accordance with the response times and service triggers outlined in this contract. If the contractor fails to attend the property within the required timeframe, the Manager may engage a third party to complete the work, with all associated costs deducted from the contractor's payments and penalties applied under Section 1.
3. Property Damage: Any damage to landscaping, curbs, asphalt, concrete, structures, irrigation, or other property caused by the contractor or their employees during winter services must be repaired at the contractor's expense to the satisfaction of the Manager. If repairs are not completed as required, the Corporation may retain a third party and deduct all associated costs from the contract amount.
4. Contract Oversight: The Manager will inspect work periodically to ensure compliance with all contract specifications.
5. Contract Termination: Either party may terminate this contract with thirty (30) days written notice.

---

**General Contractor Responsibilities:**

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. In the event of a 1 year contract being awarded, 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 30<sup>th</sup> of the following month

## Contract Options:

Annual Contract: May 1<sup>st</sup>, 2026 to April 30<sup>th</sup>, 2027

Summer Contract: May 1<sup>st</sup>, 2026 to September 30<sup>th</sup>, 2026. (Winter Maintenance Services starting on Page 5 not applicable)

Between:

\_\_\_\_\_  
 (The Corporation)  
 c/o  
 20|20 Management  
 21 – 8520 Manning Avenue, Fort McMurray, AB  
 780-714-0812

&

\_\_\_\_\_  
 (The Contractor)  
 Address: \_\_\_\_\_  
 Phone Number \_\_\_\_\_

Services to be provided, as outlined in the scope & specifications outlined above, at the following property location:

\_\_\_\_\_

**Corporation:**

Date of Signing \_\_\_\_\_

Condo Manager Name \_\_\_\_\_

Condo Manager Signature \_\_\_\_\_

**Contractor:**

Date of Signing \_\_\_\_\_

Contractor Name \_\_\_\_\_

Contractor Signature \_\_\_\_\_

<b>Summer Contract Total:</b>	
Monthly Invoice Amount: (May to October):	
<b>Winter Contract Total:</b>	
Monthly Invoice Amount: (November to April):	
<b>Total Contract Amount:</b>	