



REQUEST FOR TENDER SUMMER MAINTENANCE SERVICES

Summer Village of West Cove, Alberta

Issue Date: October 7th, 2026

Closing Date: November 9th, 2026 at 4:00 p.m.

Anticipated Award: Following Council Review at the next meeting currently scheduled for November 26th, 2026

Service Commencement: April 1st, 2027 weather permitting

Submission Method: email submission: to svwestcove@outlook.com

Contact: Wendy Wildman, Chief Administrative Officer
svwestcove@outlook.com - (780)967-0271

Bidders are strongly encouraged to tour the Summer Village prior to submitting a tender to understand the locations, travel requirements and overall scope of work.

1. Invitation to Tender

The Summer Village of West Cove invites tenders from qualified contractors to provide seasonal maintenance services beginning in 2027. West Cove is located on the south shore of Lac Ste. Anne, approximately one hour west of Edmonton.

2. Procurement Format and Award Basis

The Summer Village intends to award the contract to the lowest-priced compliant bidder that demonstrates the capacity, equipment, experience, insurance, WCB coverage and references required to perform the work. The lowest or any tender will not necessarily be accepted.

3. Contract Term

The anticipated term is April 1st, 2027 to September 30th, 2029, with one additional three-year extension at the discretion of the Summer Village, subject to satisfactory performance, mutual agreement on pricing and annual budget approval. The actual seasonal start and end dates will be determined by weather and ground conditions.

4. Site Familiarization

Bidders are responsible for familiarizing themselves with the locations, terrain, municipal green spaces, roadway ditches, parks, playgrounds, walkways, waste collection locations and other conditions that may affect pricing or performance. Questions regarding property boundaries or scope should be submitted to the CAO.

5. Scope of Work

The contractor will provide all labour, supervision, vehicles, fuel, tools and equipment required to perform the work. Materials or supplies outside routine operating costs require prior approval from Administration.

5.1 Seasonal Service Level

- Provide approximately 40 labour hours per week for a 22-week operating season, with the possibility of an additional 3.5 hours per week to ensure the public beaches are maintained over the 22-week season, weather permitting and upon request. The estimated **base total** labor hours is 880 hours with the possibility of extra hours for beach rototilling and clean up when requested.
- Schedule work to maintain a consistent and acceptable municipal appearance throughout the season, including planting flowers in the flower bed by the entrance sign.
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- Adjust weekly hours where weather or growth conditions require, provided the contractor remains within the approved seasonal total and obtains CAO approval for significant changes.
- Perform work primarily during reasonable daytime hours. Note that as per Noise Bylaw 436-16, normal work hours are between 7:00 a.m. and 10:00 p.m. Work outside normal hours may be undertaken where weather, safety or operational needs require.

5.2 Grass Cutting and Trimming

- Mow and trim municipal parks, around lagoon area (see attached diagram) 3 times per season (weather permitting), playgrounds, roadway ditches, walkways, garbage enclosures, and other municipally maintained green spaces, including around buildings, signs, benches, playground equipment, posts, culverts, and other obstacles.
- Complete the work safely and professionally, avoiding damage to trees, signs, fences, utilities, drainage features, private property and municipal infrastructure.
- Remove or disperse grass clippings where accumulation creates an unsafe or unsightly condition.
- Lagoon area – area inside of fence of the lagoon and one meter outside of fenced area as per attached diagram (3 times per season, weather permitting).

5.3 Waste and General Grounds Maintenance

- Collect and dispose of garbage from municipal receptacles and public areas weekly
- Remove small branches, brush (can be taken to burn pit adjacent to lagoon), litter and minor debris from municipal areas and disposal as part of routine service.

5.4 Playground and Public Area Inspections

- Complete a visual inspection of playground equipment and public areas during regular visits.
- Remove weeds and rototill sand at main playground at the boat launch as directed.
- Formal playground inspections are outside the scope of the contract

5.5 Public Beaches

- Rototill sand, remove weeds (these can be taken to the burn pile adjacent to the lagoon) from all public beaches in the Summer Village as directed by Administration

5.6 Trees, Brush and Vegetation

- Observe and report dead, damaged, diseased or potentially dangerous trees on municipal property.
- Remove fallen trees from roadways and ditches as requested.
- Large tree removal or specialized arborist work is outside the base scope unless separately authorized.

5.7 Minor Public Works and Handyman Tasks

- Install or maintain signs, benches, boxes, posts, fences and similar municipal fixtures when required.
- Perform minor repairs or maintenance tasks that can reasonably be completed using the contractor's available labor and equipment.
- Undertake other similar duties agreed to by the contractor and the CAO.

5.8 Reporting Requirements

- Report significant debris, illegal dumping, vandalism, unsafe conditions, damaged infrastructure, dangerous trees, structures in need of repair, and other maintenance concerns observed while performing the work.

6. Additional and Emergency Work

Work outside the base scope or seasonal labour allowance must be authorized in advance by Administration, except where immediate action is reasonably necessary to protect public safety or municipal property. The contractor must make reasonable efforts to contact Administration before undertaking the work and must notify Administration as soon as practicable afterward.

- Additional labour will be billed at the tendered regular hourly rate.
- Emergency or after-hours labour will be billed at the tendered emergency rate.
- Materials, rentals, disposal fees, and subcontractor costs require prior approval and must be supported by invoices or receipts.

7. Contractor Responsibilities

- Provide trained and appropriately supervised personnel and all equipment required for the work.
- Comply with applicable occupational health and safety requirements and maintain safe work practices.
- Be responsible for payroll, taxes, WCB, insurance, licences, fuel, equipment and all other operational costs.
- Promptly report incidents, injuries, property damage, complaints or significant service interruptions and repair damage caused by the contractor's negligence.

8. Tender Submission Requirements

Each tender must include the following, using the forms in this RFT or an equivalent clearly organized format:

1. Completed Bidder Information and Declaration form (Schedule A)
2. Completed Pricing Schedule, with all prices shown in Canadian dollars and excluding GST (Schedule B)

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3. Before contract award, the successful bidder must provide proof of Commercial General Liability Insurance of not less than \$2,000,000 per occurrence, automobile liability insurance for vehicles used in the work and current WCB-Alberta coverage or exemption.

9. Submission Instructions

Closing: November 9th, 2026 at 4:00 p.m. Mountain Time

Submit by email to: svwestcove@outlook.com

Email Subject Line: SVWC Summer Maintenance Tender – (Bidder Name)

The bidder is responsible for ensuring the complete tender is received before the deadline. Late submissions will not be considered. The Summer Village may request clarification of a tender but is not obligated to permit a bidder to correct or supplement a materially incomplete submission.

10. Questions and Addenda

Questions must be submitted in writing to Wendy Wildman, Chief Administrative Officer at svwestcove@outlook.com no later than October 28th, 2026 at 4:00 p.m. Answers that may affect all bidders will be issued by addendum. Bidders are responsible for ensuring they have received and acknowledged all addenda.

11. Tender Review and Award

Tenders will be reviewed for compliance. Among compliant bids, price will be the primary consideration, together with the bidder's experience, references, equipment, staffing, availability, insurance, WCB coverage and ability to perform the work. The Summer Village may verify information and conduct reference checks before award. Council approval is required.

12. General Terms and Conditions

- The Summer Village may accept or reject any tender, waive minor irregularities, cancel the RFT, or reissue the procurement without liability.
- Tenders remain open for acceptance for 60 days after closing.
- No contract exists until Council approves the award and a written agreement is signed.
- Prices must include all costs necessary to perform the work, except GST.
- The successful bidder may not assign or materially subcontract the work without prior written approval.
- Submitted records are subject to Alberta access-to-information and privacy legislation.
- Tender preparation and submission costs are the bidder's responsibility.

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Appendix A – Tender Submission Form

Name of Bidder	
Mailing Address	
Primary Contact	
Telephone	
Email	
Years in Business	
WCB Account Number or Exemption Status	
Insurance Provider and Policy Limit	

Experience, Staffing and Equipment

Brief description of relevant experience:

Proposed Staffing and Supervision, including disclosure of subcontractors (if any):

Major equipment available for the work:

Proposed subcontractors, if any:

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References

Organization / Client	Contact Person	Telephone / Email	Work Performed

Bidder Declaration

- I have reviewed the RFT and all issued addenda and have included all costs required to perform the work
- The information in this tender is true and complete
- The bidder can meet the required insurance, WCB, safety, staffing and equipment requirements
- The tender remains open for acceptance for 60 days after closing
- The bidder has disclosed below any actual or potential conflict of interest

Conflict disclosure (write “none” if none):

Authorized Name:

Title:

Signature:

Date:

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Appendix B – Pricing Schedule

1. BASE SEASONAL MAINTENANCE PRICING

Provide pricing for the complete seasonal maintenance services described in this RFT, based on approximately **880 labor hours per week for a 22 week season.** Additional hours for beach clean up may be available (weather dependent).

Bidders may either provide a separate price for each contract year or provide a 2027 base price together with a stated annual percentage increase.

OPTION A – SEPARATE ANNUAL PRICING

Season	Base Seasonal Maintenance Price
2027	\$
2028	\$
2029	\$

OPTION B – 2027 BASE PRICE WITH ANNUAL INCREASE

2027 Base Seasonal Maintenance Price	\$
Annual Increase	%
First Year Increase Applies	2028

The annual increase will apply to the following prices (check all that apply):

_____ Base seasonal maintenance price _____ Annual Labour Rate

_____ Emergency or after-hours labour rate

_____ Materials, rentals, disposal fees, and subcontract markup

Other _____

Additional pricing information or limitations:

The base seasonal price must include all labour, supervision, vehicles, travel, fuel, tools, routine equipment, equipment maintenance, insurance, overhead profit and all other costs necessary to complete the base scope of the work unless otherwise indicated above.

ADDITIONAL AND EMERGENCY WORK RATES

Additional or emergency work is not guaranteed. Such work will only be undertaken when authorized by Administration, except where immediate action is reasonably necessary to protect public safety or municipal property.

Service	Rate
Additional labour outside of base season	

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Materials, rentals, disposal fees, and subcontractor costs must receive prior approval and be supported by invoices or receipts.

Mark up on approved materials, rentals, disposal fees or subcontractor costs if applicable _____%
Materials, rentals, disposal fees and subcontractor costs must receive prior approval and be supported by invoices or receipts. Mark up on approved materials, rentals, disposal fees or subcontractor costs, if applicable _____%.

LAGOON DIAGRAM

