



REQUEST FOR PROPOSAL

Municipal Lot Mowing Services (San Clara, MB)

2026-RFP-0003

The Municipality of Roblin invites qualified contractors to submit proposals for the provision of municipal lot mowing services within San Clara.

DEADLINE TO SUBMIT PROPOSAL:

AUGUST 20, 2026 AT 12:00PM CDT

1 Invitation

1(1) The Municipality of Roblin invites qualified contractors to submit proposals for the provision of municipal lot mowing services within San Clara.

1(2) The successful Proponent shall provide all labour, supervision, equipment, fuel, maintenance, transportation, and materials necessary to complete the Work in accordance with the requirements of this Request for Proposals.

2 Contract Term

2(1) The Contract shall commence on September 1, 2026.

2(2) The initial term shall extend from September 1, 2026, until the conclusion of the 2026 mowing season, and continue for the entire 2027 mowing season.

2(3) The mowing season shall generally extend from spring green-up until the first permanent snowfall. The Municipality shall determine the commencement and conclusion of each mowing season.

2(4) The Contract shall expire automatically upon completion of the 2027 mowing season. The Municipality reserves the right to issue a new Request for Proposals, Tender, or other procurement process for subsequent mowing services and shall have no obligation to renew or extend this Contract.

3 Scope of Work

3(1) The Contractor shall mow all municipal properties identified in Schedule "A".

3(2) The Contractor shall:

- (a) Maintain all properties in accordance with the Municipality's Community Standards By-law by ensuring grass does not exceed five (5) inches in height at any time during the mowing season.
- (b) Trim around signs, fences, buildings, trees, poles, and other obstacles where required to maintain a neat appearance.
- (c) Complete all work in a safe and professional manner.
- (d) Notify the Municipality immediately of any hazardous conditions or property damage observed during the performance of the Work.

3(3) The Municipality may inspect any property at any time to verify compliance.

4 Contractor Responsibilities

4(1) The Contractor shall provide all labour, supervision, fuel, equipment, transportation, maintenance, and materials necessary to perform the Work.

4(2) The Contractor shall be solely responsible for all operating costs associated with the Work.

4(3) The Contractor shall ensure all equipment is maintained in safe operating condition.

4(4) The Contractor shall be responsible for any damage caused to municipal or private property resulting from the performance of the Work and shall repair or reimburse such damage at no cost to the Municipality.

5 Additional Properties

5(1) The Municipality reserves the right to add or remove municipal properties during the Contract term.

5(2) Where the addition or removal of properties materially changes the scope of the Work, the Contract price may be adjusted by mutual agreement.

5(3) Additional properties not identified in Schedule "A" shall be compensated using the unit rates submitted by the Proponent.

6 Insurance

6(1) Prior to commencing the Work, the successful Proponent shall provide proof of Commercial General Liability Insurance with a minimum limit of One Million Dollars (\$2,000,000.00) per occurrence.

6(2) The Contractor shall maintain any additional insurance required by law, including Workers Compensation coverage where required under applicable legislation.

6(3) The Contractor shall indemnify and save harmless the Municipality of Roblin from all claims, damages, losses, liabilities, and expenses arising from the Contractor's performance of the Work.

7 Evaluation

7(1) Proposals will be evaluated on, but not limited to, the following:

- (a) Price
- (b) Demonstrated experience performing similar work
- (c) Availability of equipment and resources
- (d) References
- (e) Ability to satisfy the requirements of this Request for Proposals

7(2) The Municipality reserves the right to request clarification or additional information from any Proponent.

8 General Conditions

8(1) The Municipality reserves the right to:

- (a) reject any or all proposals;
- (b) accept a proposal other than the lowest priced proposal;
- (c) waive minor informalities or irregularities;

- (d) cancel or amend this Request for Proposals at any time prior to award;
- (e) negotiate with the preferred Proponent where it is in the Municipality's best interest.
- (f) verify any information provided by a Proponent and to contact references or other sources to confirm experience, qualifications, or past performance.
- (g) correct obvious mathematical errors after consulting with the Proponent.

8(2) Submission of a proposal does not create any contractual obligation on the Municipality.

8(3) The successful Proponent may be required to enter into a written agreement satisfactory to the Municipality.

8(4) The Municipality may interview one or more Proponents or request presentations as part of the evaluation process.

8(5) The Municipality reserves the right to reject any Proposal that is incomplete or fails to substantially comply with the requirements of this Request for Proposals.

8(6) The Proponent shall disclose any actual or potential conflict of interest that may exist with respect to this procurement or any resulting Contract. Failure to disclose a conflict of interest may result in disqualification of the Proposal.

9 Submission Requirements

9(1) Proponents shall submit the following:

- (a) Completed Schedule "B" - Proposal Form
- (b) Proof of Commercial General Liability Insurance, or confirmation that such coverage will be provided upon award of the Contract.
- (c) Proof of Workers Compensation coverage or confirmation that coverage is not required under applicable legislation.

9(2) Only proposals submitted on the prescribed Schedule "B" form will be considered.

9(3) Prices submitted shall remain firm for the duration of the Contract unless otherwise expressly provided in this Request for Proposals.

10 Submission

10(1) Proposals must be submitted in a sealed envelope clearly marked "2026-RFP-0003 Submission" or by email with the subject line "2026-RFP-0003 Submission".

10(2) Proposals must be received no later than 12:00 p.m. CDT on Thursday, August 20, 2026. Late proposals will not be accepted.

10(3) Proposals shall be submitted to:

Dione Cherneski, CMMA
Chief Administrative Officer
Municipality of Roblin
125 – 1st Avenue NW
PO Box 998
Roblin, MB R0L 1P0

Email: cao@roblin.ca

10(4) Questions regarding this Request for Proposals shall be submitted in writing to the Chief Administrative Officer. Any clarification or addendum issued by the Municipality shall form part of this Request for Proposals.

SCHEDULE "A"
PROPOSAL FORM
2026-RFP-0003

Roll Number	Address	Approximate Size
0229100.000	169052 PR 367	8,360.88 m2
0229000.000	2 Rose Street	1,393.48 m2
0229200.000	Lot 3/5, Block 1, Plan 2542	4,459.22 m2
0219400.000	2 Legion Drive	285.82 m2
0219100.000	44 Legion Drive	557.40 m2
0220100.000	1 Church Ave	800.05 m2
0220200.000	3 Church Ave	808.06 m2
0221600.000	1 Mailhot Ave	2,525.66 m2
0221300.000	1 Church Ave	733.87 m2
0220800.000	16 Church Ave	833.17 m2
0222800.000	79 San Clara RD	489.71 m2
0222700.000	4 Mailhot AVE	734.59 m2
0222900.000	1 Legion DR	244.00 m2
0222600.000	8 Mailhot AVE	735.48 m2
0222200.000	14 Mailhot AVE	732.90 m2
0222100.000	18 Mailhot AVE	751.09 m2
0223300.000*	21 Mailhot AVE*	3,174.67 m2
		TOTAL 27,620.05 m2 / 6.82 ACRES

*** only a portion of the property**

A MAP OF ALL PROPERTIES IS AVAILABLE UPON REQUEST.

SCHEDULE "B"
PROPOSAL FORM
2026-RFP-0003

PROPONENT INFORMATION

BUSINESS NAME _____

CONTACT NAME _____

CONTACT NUMBER _____

PRICING

The Proponent agrees to perform all Work described in this Request for Proposals for the following prices.

One complete mowing cycle of all properties listed in Schedule "A" \$ _____

UNIT RATES

These rates shall apply where additional properties are added under Section 5.

Additional lot mowing (per standard residential lot) \$ _____

Additional trimming only \$ _____

Hourly rate for miscellaneous work \$ _____

EXPERIENCE

Brief description of similar work:

SCHEDULE "B"
PROPOSAL FORM
2026-RFP-0003

EQUIPMENT

List the equipment proposed for this Contract.

REFERENCES

Provide three references for similar work.

1

2

3

SIGNATURE

I certify that I am authorized to submit this Proposal on behalf of the Proponent.

Name:

Date:

Signature:
