



# TENDER FOR LANDSCAPING SERVICES

## Town of Carman & Rural Municipality of Dufferin

**Closing Date and Time:** Friday, March 13<sup>th</sup>, 2026 @ 12:00 pm

**Submission Location:** Carman Dufferin Recreation (on behalf of the Town of Carman and the Rural Municipality of Dufferin)

Box 160 Carman, MB R0G 0J0, 12-2<sup>nd</sup> Avenue SW

**Contact:** Susan Stein, CAO Town of Carman [cao@townofcarman.com](mailto:cao@townofcarman.com) or Sharla Murray, CAO RM of Dufferin [cao@rmofdufferin.com](mailto:cao@rmofdufferin.com)

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## 1. Introduction

**The Town of Carman and the Rural Municipality of Dufferin (collectively referred to as the “Municipalities”)** are inviting submissions from qualified contractors for the provision of landscaping services at various **jointly owned and/or managed municipal** properties for the 2026 season (with an option to extend, if desired).

The successful contractor will be responsible for ensuring all designated areas are maintained to a high standard, reflecting **the Municipalities’** commitment to clean, attractive, and well-kept public spaces.

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## 2. Scope of Work

The contractor shall provide landscaping services at the properties listed in Schedule A, which may include properties owned or jointly managed by the Municipalities.

Services may include, but are not limited to, the following:

### 2.1 Grass Cutting & Trimming

- Regular mowing of designated municipal areas
- Trimming around buildings, signs, fences, trees, and obstacles
- Removal of visible litter prior to mowing
- Grass mowing is generally required once per week; however, additional mowing may be necessary depending on weather conditions and grass growth.



- All mowing must be completed Monday to Friday between the hours of 7:00 a.m. and 4:00 p.m. Mowing will not be permitted during scheduled tournaments or games, which may include some Fridays. Municipalities will provide advance notice of any scheduling restrictions where possible.
- Grass shall be maintained at a consistent municipal standard throughout the season and shall not exceed an acceptable height prior to mowing.

## 2.2 General Grounds Maintenance

- Maintaining mowing/trimming of required areas
- Clean-up of clippings and debris

A detailed map/list of locations will be provided in **Schedule A**.

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## 3. Contractor Requirements

- Must supply all equipment, tools, and materials necessary to complete the work.
  - Must provide proof of liability insurance (minimum: \$2,000,000), naming the Town of Carman and the Rural Municipality of Dufferin as additional insured.
  - Must hold valid WCB coverage.
  - Must adhere to all safety, environmental, and operational requirements.
  - The contractor shall indemnify and save harmless the Town of Carman and the Rural Municipality of Dufferin from and against any and all claims, demands, losses, damages, costs, or expenses arising out of or in connection with the performance of this contract.
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## 4. Term of Contract

The contract will run from **May 1 to September 31, 2026**, with the option to renew for up to two additional seasons upon mutual agreement of both Municipalities. Renewal shall be subject to satisfactory performance and budget approval.

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## 5. Bid Submission Requirements

Bidders must submit:

1. **Completed Bid Form** (Schedule B).
2. **Proof of Insurance.**



3. **WCB Clearance Letter.**
4. **List of Equipment** to be used for municipal landscaping.
5. **References** for similar work performed in the last five years.

Bids must clearly indicate unit pricing as requested.

**Tenders must be clearly marked:**

“Landscaping Tender – Carman Dufferin Recreation Properties.”

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## 6. Evaluation Criteria

Submissions will be evaluated based on:

- Cost per location
- Contractor experience and qualifications
- Availability and suitability of equipment
- References and past performance
- Ability to meet required timelines and service standards

The lowest bid or any bid may not necessarily be accepted.

The Municipalities reserve the right to award the contract in **whole or in part**.

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## 7. General Conditions

- The Municipalities reserve the right to reject any or all tenders and to waive informalities at their discretion.
- Late submissions will not be accepted.
- Work must be completed to the satisfaction of the Municipalities or their designated representatives.
- Any changes to scope or fees must be pre-approved in writing.
- Invoices shall be submitted monthly and will be payable within thirty (30) days of approval.
- Either Municipality may terminate the agreement upon thirty (30) days written notice in the event of unsatisfactory performance.



## 8. Bid Form (Schedule B)

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

Carman Dufferin Baseball Diamonds Rural \$ \_\_\_\_\_

Carman Dufferin Soccer Pitches \$ \_\_\_\_\_

Carman Dufferin Baseball Diamonds Urban \$ \_\_\_\_\_

Memorial Hall \$ \_\_\_\_\_

Sunnyside Pitches \$ \_\_\_\_\_

Total Seasonal Price (May–September): \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Schedule A:

Carman Dufferin Baseball Diamonds Rural, Roll 6510, 34101 Road 25W, Lots A&B Plan 64329 -31 acres





Schedule A:

Carman Dufferin Soccer Pitches, Roll 6525 34101 Road 25W, Lots AA-K Plan 55000 – 6.16 acres





Schedule A:

Carman Dufferin Baseball Diamonds Urban, Roll 6200, SE 25-6-5 WPM, Lot size 11.7 acres





Schedule A:

Memorial Hall, Roll 19100, Lot 12/21 & Lane 2-24, 12-2<sup>nd</sup> Avenue SW Approx Lot size 257\*152.





