



REQUEST FOR PROPOSALS

Roadside Shoulder & Ditch Mowing

Saddle Hills County

ISSUED:
September 8, 2025

CLOSES:
Monday, September 29, 2025, at 2:00 p.m.

REQUEST FOR PROPOSALS (“RFP”) WITH RESPECT TO:

ROADSIDE SHOULDER & DITCH MOWING PROGRAM IN SADDLE HILLS COUNTY

1.0 INTRODUCTION

The County is a medium-sized municipality that offers abundant opportunities. Home to a diverse agricultural community, Saddle Hills County also contains rich deposits of oil and natural gas.

2.0 PURPOSE

2.1 Purpose of RFP

2.1.1 **Saddle Hills County** seeks proposals from interested parties to be the Contractor for the Roadside Shoulder and Ditch Mowing Program.

Mow Country Roadside Shoulders and Ditches:

- a) A 15-foot shoulder cut on all local and field-access roads (66 foot right-of-way) in Saddle Hills County.
- b) A full right-of-way (ROW) cut on all arterial and collector roads (100 foot ROW) in Saddle Hills County.
- c) A full ROW cut on half of the County ROW’s each year.
- d) Other grass areas, as designated by the Agricultural Coordinator.

2.1.2 **Saddle Hills County (the “County”)** is the sole and legal proponent for the roadside shoulder and ditch mowing contract.

If the County receives a proposal deemed as acceptable to it, the County will select one (1) or more parties who submitted a proposal (the “Proponents”) with whom the County, in its sole and unfettered discretion, will negotiate regarding the terms of a contract (the “Contract”) to perform the Work.

2.2 Submission of RFP

Proponents shall submit their Proposal in an envelope marked “Request for Proposal for **ROADSIDE SHOULDER AND DITCH MOWING PROGRAM**” on or before **2:00 p.m.** (Mountain Standard Time), on **September 22, 2025**, to:

Saddle Hills County

Attention: Kathrin Langlois, Agricultural Coordinator

RR1, Spirit River, AB. T0H 3G0

T: (780) 864-3760

F: (780) 864-3904

Email: klanglois@saddlehills.ab.ca

Proposals submitted by e-mail will be accepted by the County, however; faxed submissions will not be accepted.

3. SADDLE HILLS COUNTY AUTHORIZED REPRESENTATIVES

3.1 The only person(s) who are, or shall be authorized to speak or act for Saddle Hills County with respect to this RFP, are those whose positions or names have been specifically designated in the above Issuing Office, or their designate.

4. TIMELINES

4.1 The sealed proposal, signed and dated by the Proponent’s authorized representative, must be received by the Issuing Office by mail, courier, hand delivery or email, no later than 14:00 (2:00 p.m.), on September 22nd, 2025, and marked “**ROADSIDE SHOULDER AND DITCH MOWING PROPOSAL. DO NOT OPEN.**”

Note: Couriers do not deliver to the County Complex and these packages are only collected on Wednesday afternoons.

4.2 All Proposals shall be date and time stamped upon receipt by the Issuing Office. In the case of a date and/or time dispute, the Issuing Office’s date and time clock will prevail.

4.3 Questions and inquiries must be submitted in writing, no later than **September 15, 2025**.

4.4 **Proposals received after the deadline date and time will not be considered and will be returned unopened.** It is the responsibility of the Proponent to ensure that the proposal documents have reached Saddle Hills County prior to closing. Please note, that there is no courier service directly to the Saddle Hills County office and couriered freight is picked up in Rycroft on Wednesday afternoons only.

5. SCOPE OF WORK

5.1 The work shall consist of:

5.1.1 A 15-foot shoulder cut on all local and field-access roads (66 foot ROW) in Saddle Hills County; approximately 1500 ditch miles.

5.1.2 A full right-of-way (ROW) cut on all arterial and collector roads (100 foot ROW) in Saddle Hills County; approximately 690 ditch miles.

5.1.3 Other grass areas, approximately 200 acres:

- a) Reservoirs.
- b) Bonanza, Savanna, and Blueberry Mountain Lagoons .
- c) Transfer Stations.
- d) Tower Sites.
- e) Saddle Hills County Complex Grounds.
- f) Half mile shoulder cut in all directions from Saddle Hills County Complex.
- g) Woking Fire Hall Grounds.
- h) Savanna Water Treatment Plant Grounds.
- i) Other areas, as designated by the Agricultural Coordinator.

5.1.4 **Rotational Full Cut Mowing of all ROW's on half the County:** A full ROW mow on all roads on half of the County, annually. Example: 2026 – all roads east of Highway 725 will receive a full ROW cut and all roads west of Highway 725 will

receive regular scheduled ROW mowing, as listed above in 5.1.1 and 5.1.2, and vice versa the following year. Please see attached map in Schedule A.

5.2 The grass shall be mowed to a height not exceeding 10 cm (4 inches) above the ground, except in the case that the topography does not permit. All decisions regarding the height should be at the discretion of the Agricultural Coordinator. This height measurement shall be taken within two business days of the grass being mowed. It is the Proponent's responsibility to familiarize themselves with actual field conditions. In the event of work deemed unacceptable by the County, the Proponent shall be required to mow all areas of concern again, until the Agricultural Coordinator or designate is satisfied that the work is acceptable.

5.3 The Proponent shall ensure that:

- all tractors are equipped with roll-over protection equipment;
- the tractors have adequate lighting;
- all tractors and mowers have and display proper hazard/slow moving vehicle signs;
- adequate PTO guards and shields are in place;
- all tractors are equipped with a minimum rated portable 6A:80-B:C fire extinguisher, ready for use.

5.4 The work shall consist of mowing all grasses, weeds, brush, and small trees in and along Saddle Hills County rights-of-way, or areas designated by the Agricultural Coordinator or designate.

5.5 The purpose of the mowing program is to control the growth of grasses, weeds, and brush on the road rights-of-way, with particular attention to the shoulders, side slopes, and ditches. This activity will:

- provide an aesthetically pleasing right-of-way;
- provide unobstructed drainage;
- reduce issues associated with plant growth;

- eliminate obstruction to sight distance;
- reduce snow drifting on roadway;
- eliminate obstruction to signs; and
- increase visibility of wildlife on the rights-of-way.

5.6 All mowing shall be performed in such a manner that it results in a stand of mowed growth, which is acceptable to the Agricultural Coordinator or designate.

5.7 The Proponent shall commence mowing after July 7 and finish before August 31 in each contract year, unless otherwise agreed upon with the Agricultural Coordinator.

5.8 The maximum size of trees that are required to be cut shall be 5 cm (two inches) in diameter, measured 10 cm (four inches) above the ground line.

6. EXTRA WORK

6.1 Extra work may be asked of the Proponent by the Agricultural Coordinator or designate, and could include work not specified in the Proposal.

7. RECORDS MANAGEMENT

7.1 The Proponent acknowledges all records, as defined in the Access to Information Act (ATIA), will be maintained in a usable, organized form in accordance with the conditions or standards established by the County.

7.2 All records related to this Proposal and created, compiled, collected, maintained or obtained by the Proponent while performing the services identified in this Proposal, are the property of the County, and are subject to the complete control of the County irrespective of custody.

7.3 The Proponent shall keep separate from all other records in its custody and control all personal information transferred to it by the County, or collected or compiled by the Proponent pursuant to this Proposal.

7.4 All records will be provided to the County, at the Proponent's expense, within thirty (30) days of the conclusion or termination of the Proposal.

- 7.5 The Proponent shall provide the County with written confirmation that it has returned all records to the County.

8. APPROVAL OF COMPLETED WORKS

- 8.1 The Proponent will be required to consult with the Agricultural Coordinator or designate for inspection and tentative approval of the work completed.
- 8.2 The Agricultural Coordinator or designate must approve a work plan in order to ensure that critical portions of the work are completed on schedule, and to reduce potential areas of conflict with other work projects.
- 8.3 The County shall be the sole judge of the work and material in respect of both quality and quantity, and the County's decision on all questions in dispute with regard thereto, or as to the meaning or intention of this Proposal and as to the meaning or interpretation of the plans, drawings, and specifications forming part of this Proposal, shall be final, and no work under this Proposal shall be deemed to have been performed, nor materials or things provided, so as to entitle the Proponent to payment thereto, unless and until the Agricultural Coordinator or designate are satisfied therewith.
- 8.4 After commencement of the mowing program, the Proponent shall provide three (3) working days notice to the Agricultural Coordinator or designate before demobilizing or otherwise removing mowing equipment from the project area.

9. TERM

- 9.1 The term of this agreement shall be for a period of THIRTY ONE (31) months, the commencement date of which shall be deemed to be June 1, 2026, with completion on December 31, 2028, with the option of a mutually agreeable contract extension of up to an additional TWENTY FOUR (24) months, between the proponent and Saddle Hills County, unless the agreement is terminated earlier by the County.

10. QUOTATION

10.1 Contact Information:

Company Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Contact Person: _____

Phone: _____ Fax: _____

Email: _____

10.2 Quotation: Mowing Rights-of-Way

2026 - \$ _____

2027 - \$ _____

2028 - \$ _____

10.3 Quotation: Rotational Full Cut Mowing of ROWs in Half of the County

2026 (east) - \$ _____

2027 (west) - \$ _____

2028 (east) - \$ _____

10.4 Quotation: Extra Work

\$ _____ per hour

10.5 Payment

Payment shall occur within THIRTY (30) days of submission of invoice. A 10% holdback shall be retained until work is completed and a statutory declaration indicating that all expenses have been paid for that calendar year of the contract is received.

10.6 Deposit

A certified cheque or letter of credit in a form acceptable to the County, equal to 10% of the total three-year contract price, is to be submitted to the County by the successful Proponent once an Agreement is signed, along with two signed copies

of the contract. This deposit will be refunded to the successful Proponent upon completion of the contract and all of its requirements.

11. COMPLETION GUARANTEE

11.1 The Proponent shall guarantee completion of proposed work. If any work shall remain incomplete after the completion date specified in this Proposal, or as adjusted by the Agricultural Coordinator or designate, the County shall have the right to hire another contractor to complete the proposed work at the Proponent's cost, including, without limitation, by applying the contractor's deposit to cover all associated costs with completion of work.

12. INSURANCE, COR, AND WCB

12.1 The Proponent shall, without limiting his obligations and at his own expense:

12.1.1 Maintain Comprehensive General Liability Insurance in the amount of not less than \$2,000,000.00 inclusive, per occurrence, against bodily injury, personal injury, and property damage, including loss of use of the property. Such insurance shall extend to include insurance against liability assumed under written Contract on the terms sufficient to cover the indemnification clause of this Agreement.

12.1.2 Where such risk exists, have the Comprehensive General Liability Insurance amended to include a Broad Form Property Damage endorsement for coverage of existing property in the Proponent's care, custody and control.

12.1.3 Maintain Automobile Liability Insurance, including owned and non-owned vehicles, in the amount of not less than \$2,000,000.00 inclusive.

12.1.4 Provide own transportation to and from site. All costs associated with said transportation shall be encompassed within the bid price.

12.1.5 The Proponent shall be responsible for providing insurance against loss or damage to his equipment. A Certified True copy from the insurance agent

indicating such insurance is required. The County in the absence of negligence is not responsible for loss or damage to the equipment.

12.1.6 Ensure that each insurance policy referred to in this Agreement shall name the County and any person designated by the County as additional insureds as their interest may appear and such policies will contain where appropriate:

- a waiver of any subrogation rights which the Contractor's insurers may have against the County;
- a severability of interests clause or a cross-liability clause; and
- a clause stating that the Contractor's insurance policy will be considered as the primary insurance and shall not call into contribution any other insurance that may be available to the County.

12.1.7 Ensure any insurance policies contain a 30-day written notification of cancellation provision which notifies the County of any cancellation.

12.1.8 Be responsible for loss or damage to property of the County caused by the Proponent's negligence or that of his employees or agents. The Proponent shall extend his own "All Risks" property insurance to cover his legal liability for the property of others in his care, custody or control and shall note the interest of the County as applicable.

12.1.9 Maintain insurance in full force and effect for the duration of the Agreement and any extensions thereof. The insurer shall be licenced to do business in Alberta.

12.1.10 The Proponent shall comply with the Workers' Compensation Act when the Act applies and shall deliver to the County a certificate from the Workers' Compensation Board showing that the Proponent is registered and is in good standing with the Board.

12.2 The Proponent acknowledges that it is an employer as defined in the Alberta Occupational Health and Safety Act, and that it will, as a condition of this agreement, comply with the Alberta Occupational Health and Safety Act, Regulations, and Code. All Proponents employed by the County shall be required to hold a Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) if less than 10 employees are employed and shall provide a copy to the County upon request.

13. MAP

13.1 Please see attached a County map, in Schedule A, for an outline of local/field access roads (66 foot ROW) and arterial/collector roads (100 foot ROW).

14. LIMITATION OF LIABILITY

14.1 There shall be no liability to Saddle Hills County as a result of, or in connection with, the acceptance of the Proposal of any Proponent or the rejection of the Proposal of any Proponent, or the rejection of all Proposals. The foregoing limitation of liability applies in respect to all Proposals in connection with this Request for Proposal, whether compliant, non-compliant, regular or irregular. Without limiting the foregoing, as a condition of submitting a Proposal, each Proponent specifically waives as against the County any claim for loss of profit or anticipated profit, loss of opportunity, loss of reputation, and consequential or indirect losses or for judicial review or injunctive relief.

15. ACCEPTANCE OR REJECTION

15.1 Saddle Hills County reserves the right to reject any or all Proposals. Without limiting the generality of the foregoing, any Proposal which:

15.1.1 is incomplete, obscure, irregular or unrealistic;

15.1.2 has erasures or corrections;

15.1.3 omits a price on any one or more items in any Schedule; or

15.1.4 fails to complete the information required in any Schedule or tabulation.

Saddle Hills County, in its sole discretion may also reject any or all quotes if it determines it is in its best interest to do so, including without limiting the generality of the foregoing, making a determination that work will be done by Saddle Hills County.

15.2 Further, a Proposal may be rejected on the basis of the Proponent's past performance, financial capabilities, completion schedule, and compliance with Federal, Provincial and Municipal Legislation. The lowest cost proposal or any proposal need not be accepted by the County, and the award shall be made on the proposals that give the greatest value based on quality service and price. As it is the purpose of Saddle Hills County to obtain a Proposal most suitable to the interests of Saddle Hills County and what it wishes to accomplish, Saddle Hills County has the right to waive any irregularity or insufficiency or non-compliance in any Proposal submitted and to accept the Proposal which is deemed most favourable to the interest of Saddle Hills County.

16. ACCESS TO INFORMATION ACT (ATIA)

16.1 All documents submitted to the County will be subject to the protection and disclosure provision of the Access to Information Act (ATIA). ATIA allows persons a right of access to records in the County's custody or control. It also prohibits the County from disclosing the Proponent's personal or business information where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of personal privacy, as defined in Sections 19 and 20 of ATIA. Proponents are encouraged to identify what portions of their Proposals are confidential and what harm could reasonably be expected from its disclosure. However, the County cannot assure Proponents that any portion of the Proposals can be kept confidential under ATIA.

17. COST OF PREPARATION

17.1 Any cost incurred by the Proponent in the preparation of this Proposal shall be borne solely by the Proponent.

18. GIFTS & DONATIONS

18.1 The successful Proponent shall ensure that no representative of the successful Proponent shall extend entertainment, gifts, gratuities, discounts or special services, regardless of value, to any employee of Saddle Hills County. The successful Proponent shall report to the Agricultural Coordinator any attempt by Saddle Hills County employees to obtain such favours.

19. EVALUATION

19.1 After the RFP Closing Time, the County will review and evaluate all the Proposals received based upon the information supplied by the Proponents, in accordance with the submission requirements of this RFP.

19.2 In evaluating the Proposals received, the County will consider all of the criteria listed below, in Section 19.3, and the County will have the sole and unfettered discretion to award up to the maximum number of points for each criteria, as listed below. By submitting a Proposal, the Proponent acknowledges and agrees that the County has, and is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.

19.3 By submitting a Proposal, each Proponent acknowledges and agrees that it waives any right to contest in any legal proceedings the decision of the County to award points in respect of the criteria noted below (the "Evaluation Criteria").

Proposals will be evaluated based on the following criteria:

| Evaluation Criteria | Weight | Score |
|---|---------------------|--------------|
| Company/Project Team 1. Municipal Roadside Ditch Mowing Experience 2. Operators Previous Experience 3. References for similar project | 35% | |

| | | |
|--|-------------|--|
| Methodology/Timelines /Proposal Thoroughness 1. Project Understanding (Scope) 2. Quality of Equipment (dual – wheeled tractors, industrial mowers) 3. Quantity of Equipment (number of operation units – tractor/mower combinations – minimum 3 units) | 25% | |
| Proposal Cost (Fees and Disbursements) 1. Competitiveness of fees and disbursements 2. Completeness of proposed fees | 40% | |
| TOTAL | 100% | |

The County may select a Proponent with the highest, or not necessarily the highest, points with whom to negotiate the contract. Points will be assigned for each criteria based on the information provided in the proponent's submission. Scoring will be consistently applied by the County's evaluation team, through the use of the specified scoring system noted below.

| Score | Description |
|-------|---|
| 0-2 | UNACCEPTABLE: does not satisfy the requirements of the criterion in any way |
| 3 | VERY POOR: address some requirements but only minimally |
| 4 | POOR: addresses most of the requirements of the criterion but is lacking in critical areas |
| 5 | MARGINAL: barely meets most of the requirements of the criterion to a minimum acceptable level |
| 6 | SATISFACTORY: average capabilities and performance, and meets most of the requirements of the criterion |

| | |
|------|--|
| 7 | ABOVE AVERAGE: fully meets all of the requirements of the criterion |
| 8 | SUPERIOR: exceeds the requirements of the criterion |
| 9-10 | EXCEPTIONAL: feature is clearly exceptional to the requirements of the criterion |

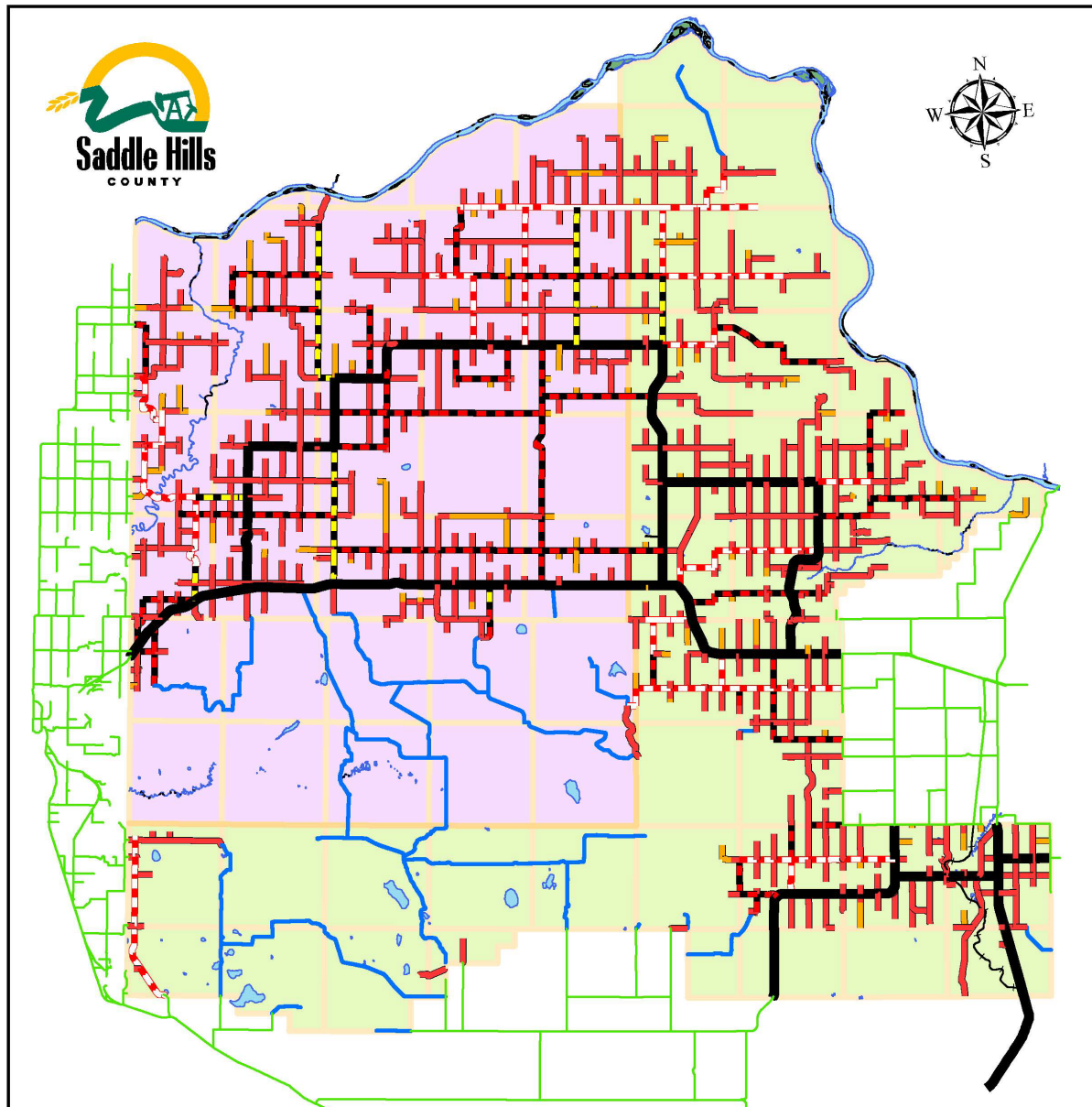
19.4 The County also reserves the right to accept conditions to be offered by and/or negotiated with the successful Proponent which are not specifically contained in this RFP. Such options and/or alternatives shall be included in the Proposal review process as part of the evaluation.

19.5 At all times, the County reserves the right to seek written clarification regarding a Proposal from a Proponent. Such clarification shall be deemed an amendment to such Proponent's Proposal.

20. DOCUMENTS

20.1 All documents submitted by a Proponent shall become the property of the County upon being presented, submitted or forwarded to the County. Should any documents be submitted electronically, notwithstanding the prohibition on same contained elsewhere in this RFP, then their content and the media they are contained in shall also become the property of the County upon their being presented, submitted or forwarded to the County.

SCHEDULE A



2021 Mowing

| West | East |
|---|---|
| Municipal Farm Field - 76.75 km (47.69 m) | Hamlet - 3.04 km (1.90 m) |
| Municipal Local Gravel - 547.10 km (339.95 m) | Municipal Farm Field - 50.47 km (31.36 m) |
| Municipal Collector Gravel - 195.21 km (121.29 m) | Municipal Local Gravel - 581.92 km (361.59 m) |
| Municipal Arterial Gravel - 71.62 km (44.50 m) | Municipal Collector Gravel - 97.79 km (60.76 m) |
| Municipal Arterial Paved - 52.74 km (32.77 m) | Municipal Arterial Gravel - 128.91 km (80.10 m) |
| Total - 943.42 km (586.21 m) | Municipal Arterial Paved - 6.48 km (4.02 m) |
| | Total - 868.61 km (539.73 m) |