



RM of Frenchman Butte No. 501

Request for Bid

For Ditch Mowing 2025-2027

Rural Municipality of Frenchman Butte No. 501

Release Date: January 29, 2025

Closing Date: February 28, 2025

Closing Time: 3:00 p.m., Local Saskatchewan Time



1.0 INTRODUCTION

The Rural Municipality of Frenchman Butte No. 501 is seeking competitive bids for mowing approximately 1000 miles of ditches (adjacent to 500 miles of road) for three years. Contractors are invited to submit bids for the provision of the required services by the terms, conditions, and bid response format as specified in this BID.

The Request for Bid (RFB) aims to identify contractors capable of meeting the requirements in a feasible, economical, and timely manner, and with whom a contract can be entered into.

By responding to this RFB, each contractor thereby acknowledges that he has reviewed the process, terms, conditions, and reserved rights contained in this RFB, and has voluntarily chosen to participate in this RFB subject to those procedures, terms, conditions, and reserved rights.

2.0 PROJECT SUMMARY

2.1 Background

The R.M. of Frenchman Butte will contract out the ditch mowing for approximately 500 miles of road within the Municipality. The remainder of the ditches will be mowed by R.M. staff and equipment. A map of the locations to be mowed is attached.

2.2 Project Duration

The term of any resulting contractual agreement will be for a period of three years, from July 1, 2025, to October 15, 2027.

3.0 SCHEDULE OF EVENTS

If it becomes necessary to revise any other part of this RFB, exclusive of the foregoing schedule of events, those revisions will be posted on sasktenders.ca.

	Date
RFB Release Date:	January 29, 2025
RFB Closing Date and Time:	February 28, 2025 3:00 p.m., Local Saskatchewan Time
Tentative Evaluation Completion:	March 3-4, 2025
Tentative Supplier Selection	March 5, 2025

4.0 BID SUBMISSIONS

Forward completed bid documents by email to:

Aaron Neilly

Infrastructure Manager, by 3:00 p.m. local Saskatchewan time, February 28, 2025



RM of Frenchman Butte No. 501

Email: rm501cet@sasktel.net

Bids received after the closing time will not be considered.

This procurement will be subject to any applicable trade agreement(s).

4.1 Conflict of Interest

Applicants are to fully disclose in writing to the R.M. of Frenchman Butte No. 501, on or before the closing date of the RFB, the circumstances of any actual or potential conflict of interest, as well as what could be perceived as a conflict of interest if the contractor were to become a contracting party under the RFB. The R.M. of Frenchman Butte No. 501 will review all disclosures made under this provision and take such steps as it, in its sole discretion, deems necessary to address any conflict, which may include requiring the contractor to take action to address and remedy the conflict of interest to the satisfaction of the R.M. of Frenchman Butte No. 501 or disqualifying the contractor from further participation.

5.0 SCOPE OF WORK

5.1 Contractor Responsibilities

- The ditches are to be mowed to a uniform grass height of approximately 4-6 inches, extending from the road to the fence line, crop, water body, or mature trees.
- Immature trees less than 2.5" (inches) in diameter are to be mowed.
- Adhere to RM-installed culvert markers to avoid damaging culvert ends. Damage to marked culverts will result in repair costs being deducted from the contractor's payment.
- Use tractors equipped with seat belts, roll-over protection, proper slow-moving vehicle signage, hazard lighting, and PTO guards/shields.
- Comply with all safety regulations and standards.

6.0 OPERATIONAL ADJUSTMENTS AND REQUIREMENTS

6.1 Inflation Adjustment Clause

In recognition of fluctuating fuel and operational costs, the RM will allow for an annual review and potential adjustment of rates. Adjustments will be based on inflation indices and fuel price trends, as determined by the RM in consultation with the contractor.

The RM will provide a fuel surcharge using a base fuel price of \$1.45/L, the monthly average of current fuel prices, and the average mowing miles per Litre. If average fuel prices drop below \$1.45/L, a discount will be applied to the invoice. Therefore, the bid submitted should represent the operating cost of fuel at \$1.50/L. The additional operating cost (for when fuel is above \$1.45/L) will be compensated by the fuel surcharge rate using the calculation seen below.



$$\left\{ \left(\frac{AFP - BFP}{BFP} \right) \div Avg L/M \right\} \times 100 = Unit Price Increase \%$$

MFP - Average Monthly Fuel Price per Litre (\$/L)

BFP - Base Fuel Price per Litre (\$1.45/L)

Avg M/L - Average Litres per Mowing Mile (4.5L/m)

Note: Fuel Surcharge percentage will be emailed to the successful bidder on the 1st business day of each month.

6.2 Culvert Protection Initiative

The RM has been actively installing culvert markers to protect infrastructure and reduce damage to culvert ends. Contractors are expected to exercise caution when operating near these markers. Any damage caused to marked culverts will result in repair costs being deducted from the contractor's payment, with the costs determined based on the material and labor required for repairs. For example, replacing a damaged culvert end could range from \$500 to \$1,500 depending on the extent of the damage.

7.0 BID SUBMISSION FORMAT

Please complete the following pages for evaluation and comparison.

To ensure a bid is considered, all the information requested on the *Mowing Bid Submission Form* and *Table 1- Bid Sheet*, must be completed.

8.0 EVALUATION

Each bid will be reviewed to ensure that it is complete and that it complies with the instructions, requirements, and terms and conditions of this RFB. Bids not considered compliant will be rejected at this stage and no further efforts will be made by the evaluation team.

8.1 Price (50% of evaluation)

Each bid will be evaluated to rate how the contractor's price compares with other bids submitted.

8.2 Contractor Experience (25% of evaluation)

The level of contractor experience will be evaluated. The R.M. of Frenchman Butte No. 501 reserves the right to contact any of the contractor's customers who the Municipality believes may be able to verify information provided about the contractor that would be pertinent to this RFB.



8.3 Contractor Reference Checks (25% of evaluation)

References will be called to determine the Contractor's workmanship, safety record, and timeliness of work. The R.M. of Frenchman Butte No. 501 reserves the right to conduct reference checks at any time during the RFB process.

9.0 TERMS AND CONDITIONS

- The R.M. of Frenchman Butte No. 501 will not be responsible for any costs incurred by a supplier in preparing and submitting bids.
- In submitting a bid, the contractor agrees that the decision of the Council will be final.
- Submission of a response shall not obligate, nor should it be construed as obligating the R.M. of Frenchman Butte No. 501 to accept any such response or to proceed further with the project. The R.M. of Frenchman Butte No. 501 may, in its sole discretion, elect not to proceed with the project, and may elect not to accept any or all responses for any reason.
- Contractors may amend or withdraw their submissions before the closing date and time specified in the RFB by way of written or faxed notice to the R.M. of Frenchman Butte No. 501. After the closing date and time, responses may be irrevocable at the discretion of the R.M. of Frenchman Butte No. 501.
- Responses submitted shall be final and may not be altered by subsequent offerings or discussions.
- A tender opening will take place on February 28th, 2025 shortly after 3:00 p.m.. All responses and accompanying documentation received under this competition will become the property of the R.M. of Frenchman Butte No. 501 and will not be returned.
- The R.M. of Frenchman Butte No. 501 reserves the right to cancel and/or re-issue this RFB at any time for any reason without penalty.
- Prices quoted are to be held firm for a minimum of 120 days following the RFB closing date and shall remain in effect through the duration of the agreement.
- The successful contractor may, for marketing, disclose the R.M of Frenchman Butte No. 501's name and a general description of the services provided to the R.M. of Frenchman Butte No. 501 under the agreement but shall not indicate in any way that the R.M. of Frenchman Butte No. 501 endorses the contractor's services.
- The R.M. of Frenchman Butte No. 501 will pay the contractor based on the number of passes required within each mile of ditch.
- Mowing can begin after July 1 each year and must be completed by October 15 each year, or such date as the Municipality may for any reason determine.
- The per-mile prices include wash-out areas, areas with sloughs, and treed areas (trees over 2.5" (inches) in diameter).
- The R.M. will endeavor to remove rocks from the ditches but will not be held responsible for any rock damage caused to equipment.



MOWING BID SUBMISSION FORM

Legal company name: _____

Business Name Registration Number: _____

Workers Compensation Number: _____

Occupational Health & Safety Committee Number (if applicable) _____

Company Address: _____

Contact name: _____

Phone number: _____

E-mail address: _____

Contractor Experience (25% of evaluation)

Provide a brief introduction of your company experience, including:

- length of time in business
- type of equipment and numbers of each to be used
- a detailed outline of your company's specific experience in mowing ditches
- any sub-contracting or partnership arrangements. Outline the nature of the proposed involvement and the nature of the relationship.



3.	

TABLE 1 - BID SHEET

COMPANY NAME: _____

EMAIL ADDRESS: _____

50% of evaluation based on bid

DESCRIPTION	COST
All-inclusive cost per 15-foot mower width: (includes equipment, labour, fuel, travel to and from the mowing area, meals, accommodation, office expenses, equipment repairs, etc.)	
1 mower width cut, on one side of the road	\$ _____/mile
2 mower width cuts, on one side of the road	\$ _____/mile
3 mower width cuts, on one side of the road	\$ _____/mile
4 mower width cuts, on one side of the road	\$ _____/mile



Acceptance of Terms and Conditions

Should this offer be accepted, the contractor's representative shall be:

_____ Telephone number _____

Email address _____

Should this bid be accepted by the Municipality, the contractor will enter into a *Custom Mowing Agreement* with the Municipality within three weeks of the contract award date.

Name (*Please Print*) of Authorized Company Official

Signature of Authorized Company Official

Telephone Number



CUSTOM MOWING AGREEMENT

This agreement, made in duplicate this _____ day of _____, 20_____

BETWEEN: _____

(hereinafter called the "Contractor")

-And-

The Rural Municipality of Frenchman Butte No. 501
Box 180
Paradise Hill, SK
S0M 2G0
(hereinafter called the "Municipality")

WITNESSETH THAT:

The Contractor and the Municipality undertake and agree that:

1. The Contractor shall mow the grass on both sides of the right of way of approximately 500 miles of municipal road, as designated by the Municipality for the years 2025, 2026, and 2027.
2. The Contractor shall furnish all equipment, labour, fuel, and machinery repairs as needed.
3. The ditches are to be mowed to a uniform grass height of approximately 4-6 inches, extending from the road to the fence line, crop, water body, or mature trees.
4. Immature trees less than 2.5" (inches) in diameter are to be mowed.
5. The R.M. of Frenchman Butte No. 501 will pay the contractor based on the number of passes required within each mile of ditch.
6. The R.M. will endeavor to remove rocks from the ditches, but will not be held responsible for any rock damages caused to equipment.
7. Mowing can begin after July 1 each year and must be completed by October 15 each year, or such date as the Municipality may for any reason determine.



RM of Frenchman Butte No. 501

8. The per-mile prices include wash-out areas, areas with sloughs, and treed areas (trees over 2.5" (inches) in diameter).
9. All tractors must be equipped with seat belts and roll-over protection.
10. All equipment must display proper slow-moving vehicle signs, and appropriate hazard lighting and warning beacons.
11. PTO guards and shields must be in place at all times
12. A map of the roads to be mowed will be provided by the Municipality.
13. Payment shall be made at the following rates, with all cuts to be a 15 (fifteen) foot width:

- 1 mower width cut, on one side of the road \$ _____/mile**
- 2 mower width cuts, on one side of the road \$ _____/mile**
- 3 mower width cuts, on one side of the road \$ _____/mile**
- 4 mower width cuts, on one side of the road \$ _____/mile**

14. Adhere to RM-installed culvert markers to avoid damaging culvert ends. Damage to marked culverts will result in repair costs being deducted from the contractor's payment.
15. The contractor shall not assign or otherwise transfer its rights, duties, and/or obligations under the agreement, except with the prior written consent of the Municipality, whose consent shall not be unreasonably withheld; any assignment or transfer without such consent shall be void and of no effect.
16. Payments will be made within 30 days of receipt of the invoice.
17. The successful contractor shall obtain, before commencing the services, and maintain in force during the term of the Agreement comprehensive general liability insurance covering bodily injury, including death, property damage, and non-owned automobile in an amount of not less than two million (\$2,000,000) per occurrence. A copy of the liability insurance must be provided to the Municipality before work begins.
18. The contractor may take out such additional insurance as he may consider necessary and desirable.
19. The successful contractor may be required to register with the Saskatchewan Workers' Compensation Board (WCB). For out-of-province contractors, the type of coverage is dependent on the work performed and the length of time in the Province of Saskatchewan. If WCB coverage is required, the contractor must maintain WCB coverage for the term of the agreement. If this status is changed at any point throughout the term of the agreement, the contractor must notify the Municipality of this change within 5 business days. Failure to notify within 5 business days may result in the Municipality withholding payment. For further information, please contact the Saskatchewan Workers Compensation Board.
20. Any contractor who has not maintained a permanent place of business in Saskatchewan for the twelve months immediately preceding the date of the signing of the contract shall



RM of Frenchman Butte No. 501

make arrangements satisfactory to the Provincial Treasurer to ensure compliance with The Education and Health Tax Act. No final payment will be made until the Rural Municipality has certificates from the Provincial Treasurer that the contractor has paid the Education and Health Tax.

This agreement shall ensure to the benefit of and be binding upon the parties hereto, and their successors, executors, administrators, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date which is indicated first herein.

Signed, Sealed, and Delivered

In the presence of

(Print Name)

Witness (Print Name)

(Signature)

Witness (Signature)

(Company name)

(SEAL)

(SEAL)

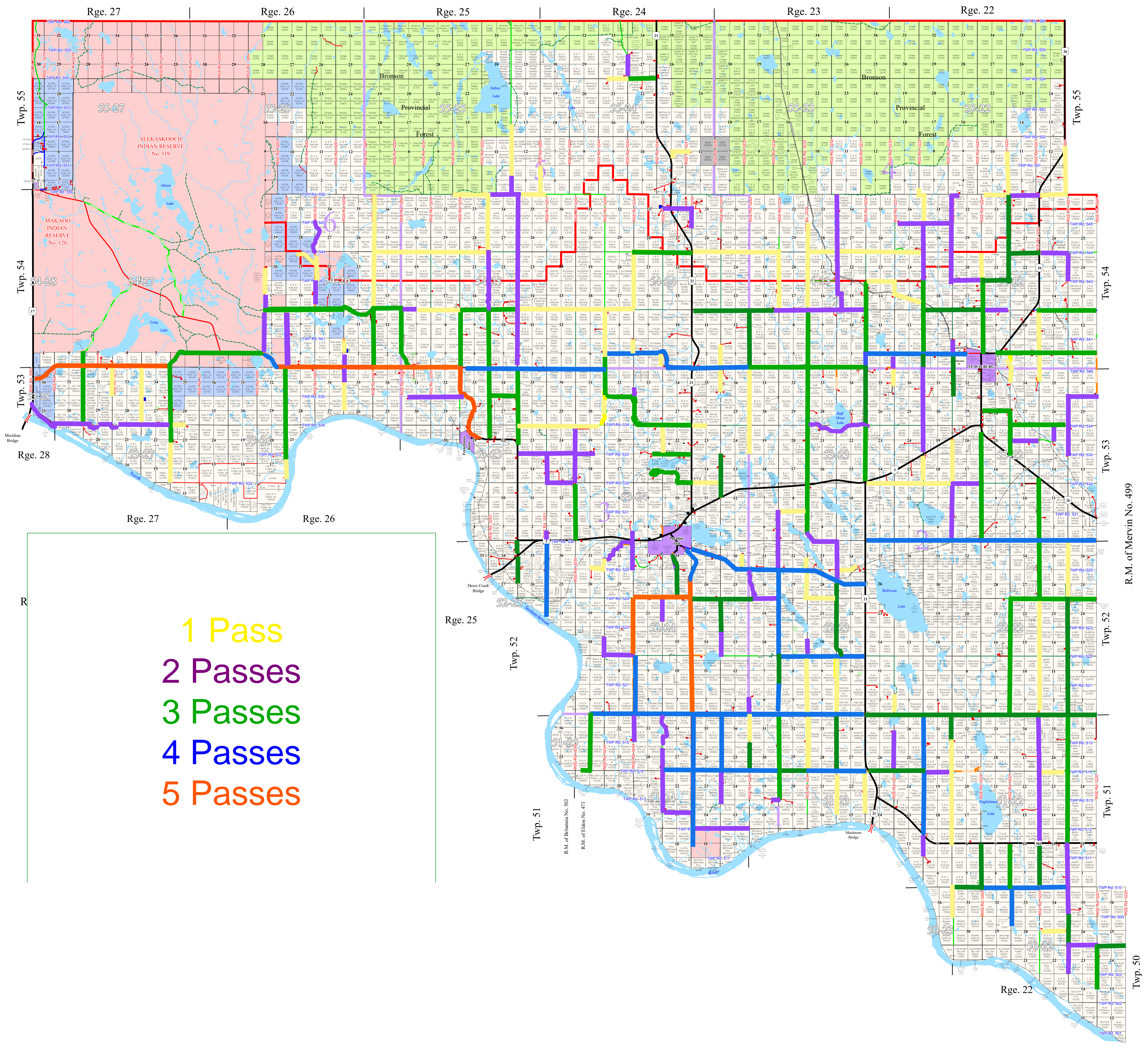
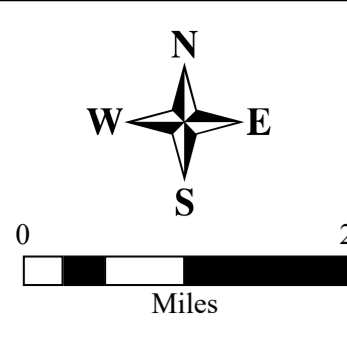
Tom S. Hougham, Reeve
R.M. of Frenchman Butte No. 501

Allison Roschker, Chief Administrative Officer
R.M. of Frenchman Butte No. 501

RURAL MUNICIPALITY OF FRENCHMAN BUTTE NO. 501

WEST OF 3rd MERIDIAN

R.M. of Loon Lake No. 561



- 1 Pass
- 2 Passes
- 3 Passes
- 4 Passes
- 5 Passes

R.M. of Mervin No. 499

Twp. 50

