



The Summer Village of Crystal Springs

Box 100, 605 – 2nd Avenue, Ma-Me-O Beach, AB. T0C 2VO

The Summer Village of Crystal Springs wishes to have a Contractor provide Parks and Beach Maintenance Services as detailed below.

Interested persons should submit a Letter of Interest providing a quote on rates, details of skills, experience, suitability and necessary equipment for the work outlined by 12:00 PM April 23, 2021.

Letters of Interest shall be submitted to:

Attention: Jeff Riege, CFO/ACAO

Email: information@svofficepl.com

Grass Cutting

- The Contractor shall provide, service, and maintain their own equipment to complete the mowing of identified municipal areas.
- On a weekly basis (7 to 10 days weather dependent) from mid-May through mid-September, the Contractor shall mow municipal grass areas as identified.
- This work is estimated at 225 hours for the period of mid-May to mid-September.

Parks Cleaning and Maintenance

- On a weekly basis, the Contractor shall remove litter and garbage from identified trails and Day Parks in the Summer Village of Crystal Springs.
- On a weekly basis, maintain plants and flowers, trimming, Day Park / Pavilion cleaning and bookings.
- This work is estimated at 105 hours for the period of mid-May to mid-September.

Garbage Container Return

- The Contractor will return individual garbage bins from the street onto the owner's property as per the following the schedule:

Frequency	Month	Estimated Monthly Hours
Biweekly	January	4
Biweekly	February	4
Biweekly	March	5
Biweekly	April	4
Weekly	May	8
Weekly	June	10
Weekly	July	8
Weekly	August	10
Weekly	September	8
Weekly	October	8
Biweekly	November	4
Biweekly	December	4
Estimated Annual Hours		77

- A Map of the Summer Village of Crystal Springs will be provided.

Road Signage and Miscellaneous

- The Contractor shall change sign Road Ban signs as directed.
- Signage shall be provided by the Summer Village.
- Contractor shall install and remove buoy's upon request of Summer Village

HOURS OF WORK:

The position will commence on or about May 3, 2021. The hours of work will vary based on the scope of work identified above.

1. The scope of work has been based on historical information and is weather dependent. Each task will require a minimum of weekly/monthly maintenance and attention.
2. The Contractor shall submit an invoice on a regularly basis (monthly) in the format the Summer Village requires.
3. Payment from the Summer Village to the Contractor will be made within 30 days of receiving the Contractor's invoice.
4. The Contractor shall be remunerated monthly based on the following schedule:

Grass Cutting	Mid-May to Mid-September	7 – 10 day cycle
Parks Cleaning and Maintenance	Mid-May to Mid-September	Weekly
Garbage Container Return	May 3, 2021 to April 30, 2022	Weekly / Biweekly
Road Signs	May 3, 2021 to April 30, 2022	Semi Annually
Miscellaneous	May 3, 2021 to April 30, 2022	As required

RATE OF PAYMENT:

Task	Estimated Hours	Proposed Hourly Rate	Over the Term of the Agreement, shall not Exceed
Grass Cutting	50 hours per month (4.5 months)	\$	\$ 10,000.00
Parks Cleaning and Maintenance, watering flowers	20 – 22 hours per month (4.5 months)	\$	\$ 3,000.00
Garbage Container Return	4 -10 hours per month (12 months)	\$	\$ 2,000.00
Road Signs, Buoy Install and Removal, and Miscellaneous Maintenance	20 hours (per year)	\$	\$ 500.00

The selected respondent will be requested to enter into a contract for the provision of the Deliverables on the terms and conditions indicated above. It is the Summer Village's intention to enter into a contract with only one (1) legal entity.

Thank you in advance for your interest in Summer Village of Crystal Springs. The right to reject any or all quotes is reserved by the Summer Village of Crystal Springs. A quote may not necessarily be accepted based solely on the lowest price. It is also possible that more than one supplier/contractor may be selected. All vendors will be contacted whether your quote is selected or not.