

MARGARET WARD
Superintendent/CEO

MELANIE MOUSSEAU
Secretary-Treasurer

TYLER MORAN
Assistant Superintendent



"Preparing Today's Learner for Tomorrow"

**INTERLAKE SCHOOL DIVISION
GROUNDSKEEPING TENDER 2025-2027
CLOSING: WEDNESDAY MAY 7, 2025, AT 3:00 P.M.
DROP OFF ADDRESS: 192 – 2ND AVENUE NORTH, STONEWALL**

INTERLAKE SCHOOL DIVISION INVITES TENDER BIDS TO SUPPLY THE WHOLE OR ANY PART OF THE GRASS CUTTING SERVICES AS SPECIFIED ON THE ATTACHED SHEETS, IN ACCORDANCE WITH THE GENERAL CONDITIONS AND DETAILED SPECIFICATIONS THEREOF.

FIRM: _____

ADDRESS: _____

CITY/TOWN: _____

PROVINCE: _____

POSTAL CODE: _____

SIGNING OFFICER (Signature): _____

POSITION: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

INSURANCE FIRM (LIABILITY \$\$): _____

WCB NUMBER: _____

LOCATIONS TO BE BID ON:

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____

**INTERLAKE SCHOOL DIVISION
GROUNDSKEEPING TENDER 2025 to 2027**

GENERAL CONDITIONS

SEALED PROPOSALS clearly marked “**GROUNDSKEEPING PROPOSAL 2025-2027**” WILL BE RECEIVED AT THE OFFICE OF THE UNDERSIGNED UP TO **3:00 P.M. SHARP WEDNESDAY, May 7th, 2025**, for grass cutting services around the buildings, trees and play structures, etc. as specified in the tender document.

1. **PRIOR TO COMMENCEMENT OF THE GRASS CUTTING SEASON, THE SUCCESSFUL BIDDER(S) MUST MEET WITH THE MAINTENANCE SUPERVISOR TO DETERMINE ANY PRIOR DAMAGE THAT WAS NOT CAUSED BY THE CONTRACTOR.**
2. The Contractor shall be authorized to mow and provide clean up services per the schedule provided by the Interlake School Division. Grass must be cut to a height of no more than 2 inches. Please follow the schedule outlined in the Tender. Cutting cannot be done within seven days of the previous cut, unless approved by the Maintenance Supervisor. Weather will dictate the frequency of cutting. Contractor is responsible for the removal of all bunches of thatches.

Cutting can be completed on the following weeks:

May 19, 2025	July 21, 2025
May 26, 2025	July 28, 2025
June 2, 2025	August 11, 2025
June 9, 2025	August 25, 2025
June 16, 2025	September 8, 2025
June 23, 2025	September 22, 2025
June 30, 2025	October 6, 2025**
July 7, 2025	October 13, 2025**
July 14, 2025	

***To be determined at a later date and will be approved by the Maintenance Supervisor if required.*

Grass cutting will not be permitted during regular school hours between the months of May to June and September to October of each year. During May to June and September to October, grass can be cut between 7:30 am to 9:00 am and 3:45 pm to 9:00 pm. July to August will be permitted at any time.

3. If the Contractor is not sure when to cut, please contact the Maintenance Supervisor.

GENERAL CONDITIONS (Page 2)

4. The successful bidder(s) will be responsible for completing the entire job. This includes the supply and servicing of all components required to do a proper and workmanlike job. All clippings must be raked, bagged, and properly disposed of offsite. The bid should include trimming around trees, fences, playground equipment, and other permanent fixtures within the area. Additionally, trimming of all vegetation within the playground structure area, including sand, gravel, or stone zones, is required. Bidders are expected to carefully review and familiarize themselves with all conditions and requirements associated with the work.
5. **The Contractor will be responsible for any and all damages including but not limited to fences, playground equipment, playground borders and other permanent fixtures within the area.** Any damage should be reported to the Maintenance Supervisor immediately. Extra care must be taken when weed whacking around buildings with windows.
6. Required repairs are to be completed prior to the end of October of each year. Emergency repairs are to be carried out immediately where hazards exist or are created. Any repairs not completed by October 31st will be corrected by other sources and billed to the grass cutting contractor.
7. Equipment used must be as indicated on bid form. Preference will be given to those using larger grass cutting equipment.
8. The successful bidder is to be easily accessible by telephone in case EMERGENCIES arise. (24/7).
9. Price quotes must be made on the forms supplied. Please provide pricing for a three-year contract for the period **MAY 19, 2025 THROUGH OCTOBER 31, 2027.**
10. If the awarded bidder wishes to terminate their contract with the Division, they must provide one month's written notice. The same is applicable for the Division except where safety is an issue and the scope of the job is not being followed. The Interlake School Division reserves the right to terminate the contract immediately.
11. Pricing to include any applicable taxes (GST).
12. **All proposal bids submitted must be clearly legible.**
13. **Prices quoted on the attached Equipment Sheet and Location Pricing Sheet are to be defined within a two decimal point amount. i.e. not three or more decimal points.**
14. Individual unit pricing will **not** be disclosed upon award of this proposal.
15. Bidders may quote 10 locations, but all prices must be shown in the spaces provided on the Location Pricing Sheet of the RFP, and must be shown separately unless otherwise specified.

16. No sub-contracting.
- 192 – 2nd Ave. N. (PTH 67) Stonewall, Manitoba R0C 2Z0
Telephone: (204) 467-5100 Fax: (204) 467-8334 Website: www.isd21.mb.ca

GENERAL CONDITIONS (Page 3)

17. The Contractor shall comply with all instructions and regulations imposed by the Interlake School Division and the province of Manitoba / Municipal By-Laws in the manner in which the contractor carries out their duties.
18. All properties are to be maintained as directed by the Tender and Maintenance Supervisor. Vendor(s) awarded the tender will be required to report all grounds problems, damage, and unusual conditions to the Maintenance Supervisor immediately. (Damages must be photographed.)
19. Extra work must be approved by the Maintenance Supervisor prior to being undertaken. i.e., addition mowing/blowing/weed whacking.
20. Upon award, Contractor ***must*** submit proof of liability insurance in an amount of no less than \$2 million to protect the Interlake School Division from all claims. The Contractor will need to continue to supply proof of liability insurance for each subsequent year of the awarded contract by no later than April 30th, of each year.
21. The Contractors agrees to indemnify and save harmless the Interlake School Division from all claims of every nature and kind which may be made or brought against the Interlake School Division by reason of the contractor carrying out the terms of this contract.
22. **Detailed** invoices must be submitted on the 1st and 15th of the month outlining scope of work performed including dates and locations, complete grass cutting service on each invoice.
23. The Contractor is not eligible for overtime rate when working on statutory holidays.
24. Payment towards an invoice will only be made once the service meets the contract standard. If the mowing does not meet the standard, payment will be withheld. The Maintenance Supervisor will periodically complete site inspections.
25. Lowest of any proposal is not necessarily accepted.
26. The Interlake School Division reserves the right to accept or reject any or all proposals, or to select any items it considers advisable.
27. Tender bids close at **3:00 P.M. SHARP, Wednesday, May 7th, 2025**, prevailing Winnipeg time. **"SEALED"** tender bids **MUST BE** received at the office address of the undersigned **PRIOR TO** the closing time of the due date to be eligible for consideration.

GENERAL CONDITIONS (Page 4)

28. Grass Cutting services are required at the following locations:

Balmoral School	Gov't Rd Allowance E	SW7-15-2E
Brant Argyle School	48 E PR323	
Grosse Isle School	97 E Road 72N	
École R.W. Bobby Bend	377-2nd Ave N	
Rosser School	PR221	
École Stonewall Centennial	573 2nd Ave N	
Stonewall Collegiate	297 - 5th Street West	
Stony Mountain School	139 School Road	
Teulon Collegiate	59 - 1st Street NE	
Teulon Elementary School	20 Beach Road	
Warren Collegiate	119 MacDonald Ave	
Warren Elementary	300 Hanlan Street	
Woodlands School	222 Good Street	
Interlake School Division Office	192 - 2nd Ave N	

For further information, please contact:

Anthony Cornwell, Maintenance Supervisor
Email: acornwell@isd21.mb.ca
Phone: 204-801-3540

GENERAL CONDITIONS (Page 5)

QUALIFICATIONS OF OPERATOR(S):

- a. Supplier/operator(s) must have previous experience, and must submit a minimum of three **current** references (preferably other school divisions or government institutions) along with the bid document.
- b. Operator(s) must possess a current, valid driver's license of the appropriate class and be conversant with the Highway Traffic Act.
- c. Operator(s) must be of good health and physically capable of carrying out the requirements of the job.
- d. Supplier/operator(s) **must** be able to work with a minimum of supervision.

**INTERLAKE SCHOOL DIVISION
GROUNDSKEEPING TENDER 2025-2027
EQUIPMENT SHEET**

Please complete the below chart regarding your company equipment.

Equipment	Size & HP	No. of Pieces of Equipment
Zero Turn / Riding Mower		
Mows		
Trimmers		
Blowers		
Auxiliary equipment		

Auxiliary equipment (e.g. Hedge trimmers, chainsaw, etc.)

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

Enclosed are maps for each school to be quoted on individually, if you are providing pricing for multiple schools, please complete the accurate **Location Pricing Sheets**.

FIRM NAME: _____

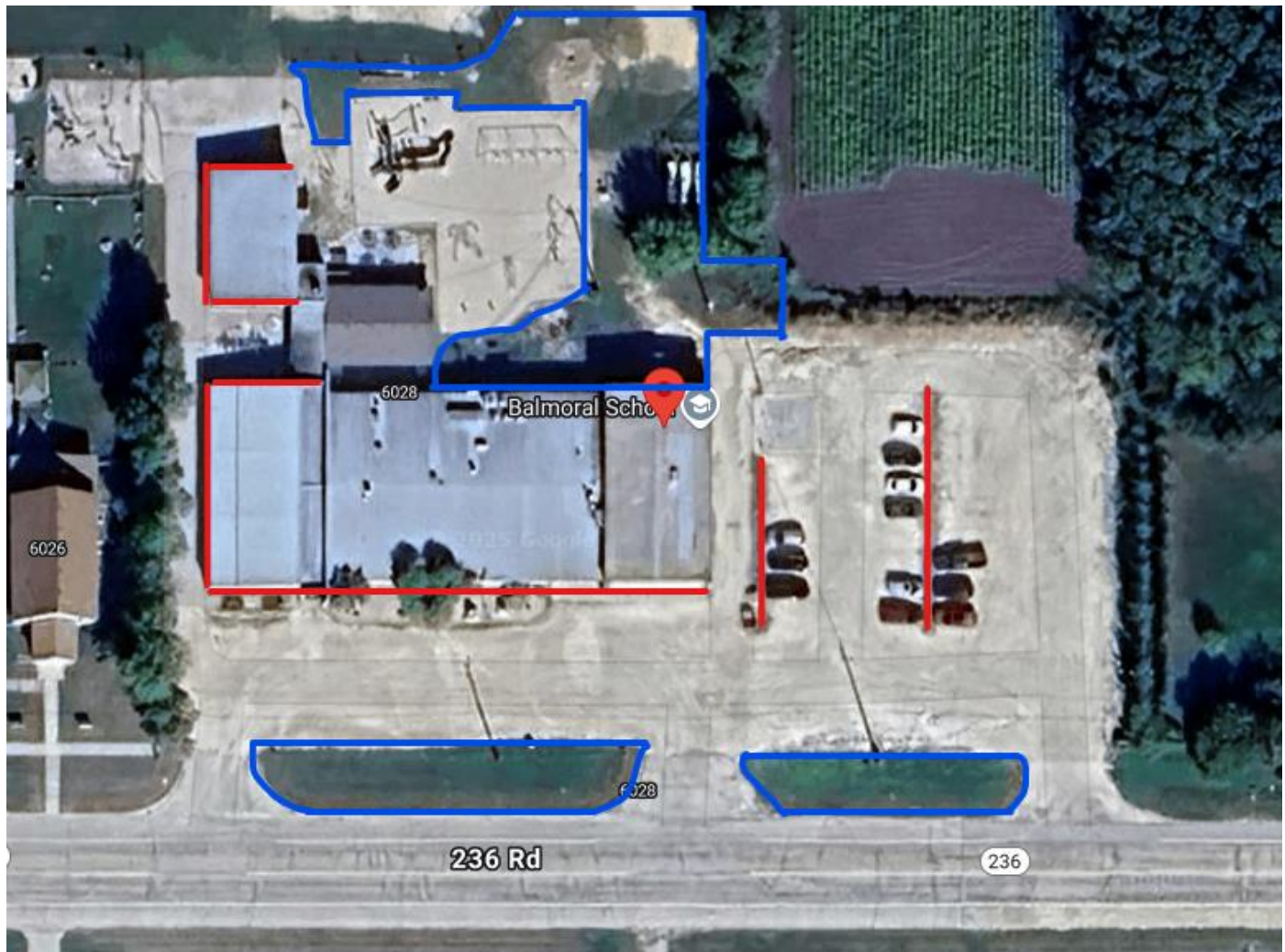
SIGNATURE: _____

**INTERLAKE SCHOOL DIVISION
 GROUNDSKEEPING TENDER 2025-2027
 LOCATION PRICING SHEET**

Balmoral School

Red – Weed Whacking

Blue – Grass Cutting



Year	Cost per Service as per Tender Documents	GST	Total
2025	\$	\$	\$
2026	\$	\$	\$
2027	\$	\$	\$

**INTERLAKE SCHOOL DIVISION
GROUNDSKEEPING TENDER 2025-2027
LOCATION PRICING SHEET**

Brant Argyle School
Red – Weed Whacking
Blue – Grass Cutting



Year	Cost per Service as per Tender Documents	GST	Total
2025	\$	\$	\$
2026	\$	\$	\$
2027	\$	\$	\$

**INTERLAKE SCHOOL DIVISION
 GROUNDSKEEPING TENDER 2025-2027
 LOCATION PRICING SHEET**

Grosse Isle School – add ditch
Red – Weed Whacking
Blue – Grass Cutting



Year	Cost per Service as per Tender Documents	GST	Total
2025	\$	\$	\$
2026	\$	\$	\$
2027	\$	\$	\$

**INTERLAKE SCHOOL DIVISION
 GROUNDSKEEPING TENDER 2025-2027
 LOCATION PRICING SHEET**

École R.W. Bobby Bend School
Red – Weed Whacking
Blue – Grass Cutting



Year	Cost per Service as per Tender Documents	GST	Total
2025	\$	\$	\$
2026	\$	\$	\$
2027	\$	\$	\$

**INTERLAKE SCHOOL DIVISION
GROUNDSKEEPING TENDER 2025-2027
LOCATION PRICING SHEET**

Rosser School

Red – Weed Whacking

Blue – Grass Cutting



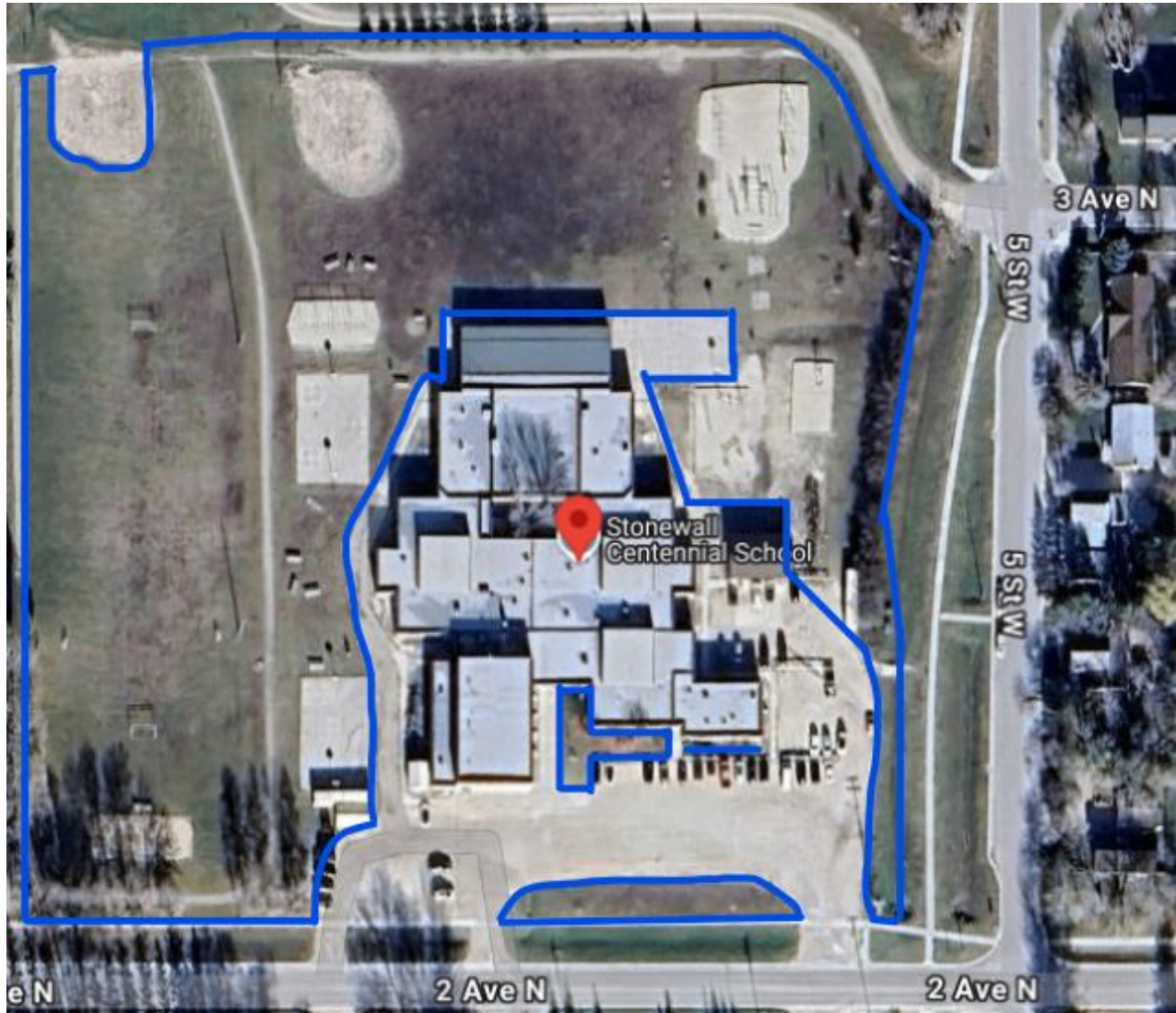
Year	Cost per Service as per Tender Documents	GST	Total
2025	\$	\$	\$
2026	\$	\$	\$
2027	\$	\$	\$

**INTERLAKE SCHOOL DIVISION
GROUNDSKEEPING TENDER 2025-2027
LOCATION PRICING SHEET**

École Stonewall Centennial School

Red – Weed Whacking

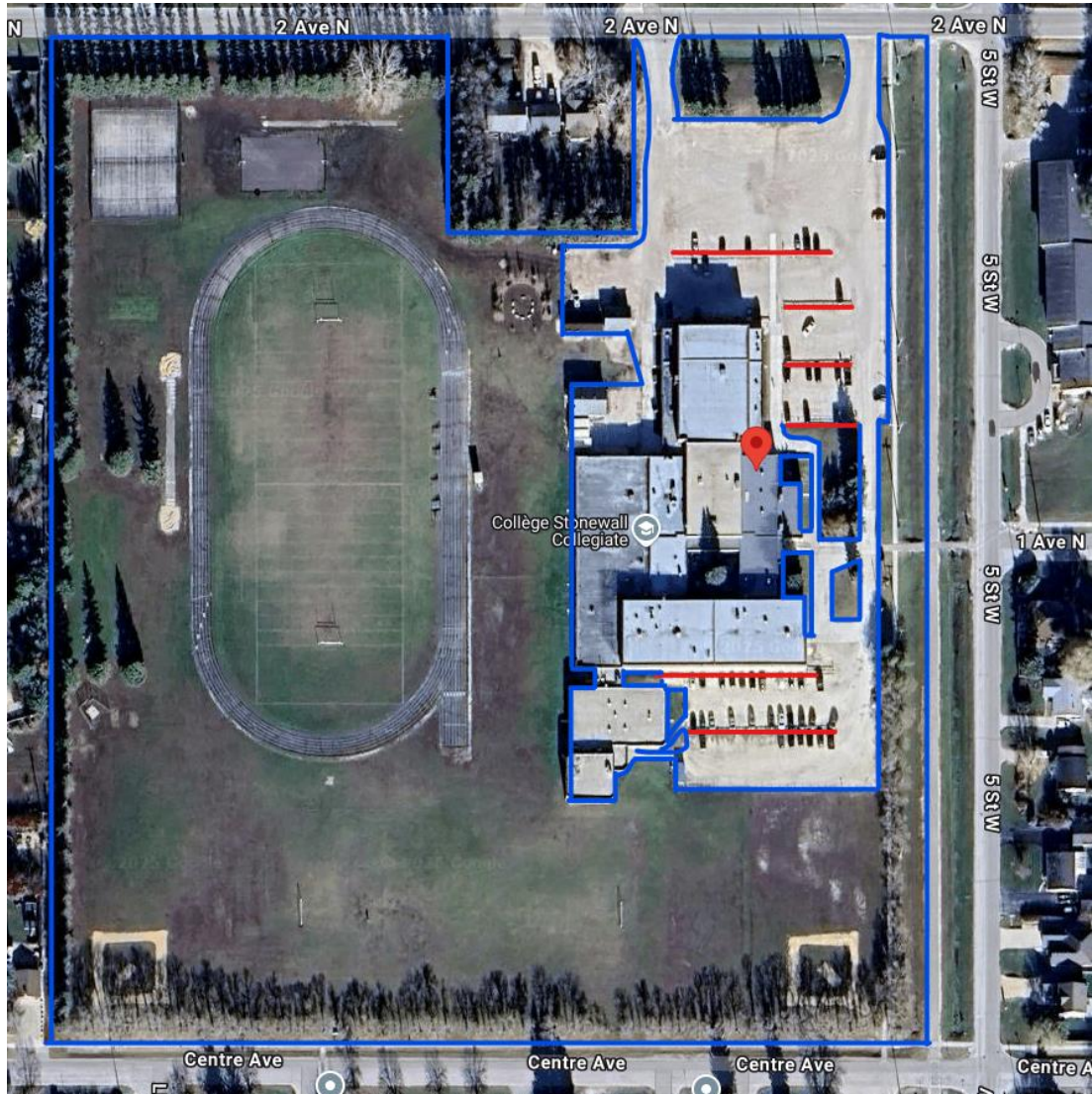
Blue – Grass Cutting



Year	Cost per Service as per Tender Documents	GST	Total
2025	\$	\$	\$
2026	\$	\$	\$
2027	\$	\$	\$

**INTERLAKE SCHOOL DIVISION
 GROUNDSKEEPING TENDER 2025-2027
 LOCATION PRICING SHEET**

Collège Stonewall Collegiate
Red – Weed Whacking
Blue – Grass Cutting



Year	Cost per Service as per Tender Documents	GST	Total
2025	\$	\$	\$
2026	\$	\$	\$
2027	\$	\$	\$

**INTERLAKE SCHOOL DIVISION
GROUNDSKEEPING TENDER 2025-2027
LOCATION PRICING SHEET**

Stony Mountain School
Red – Weed Whacking
Blue – Grass Cutting



Year	Cost per Service as per Tender Documents	GST	Total
2025	\$	\$	\$
2026	\$	\$	\$
2027	\$	\$	\$

**INTERLAKE SCHOOL DIVISION
GROUNDSKEEPING TENDER 2025-2027
LOCATION PRICING SHEET**

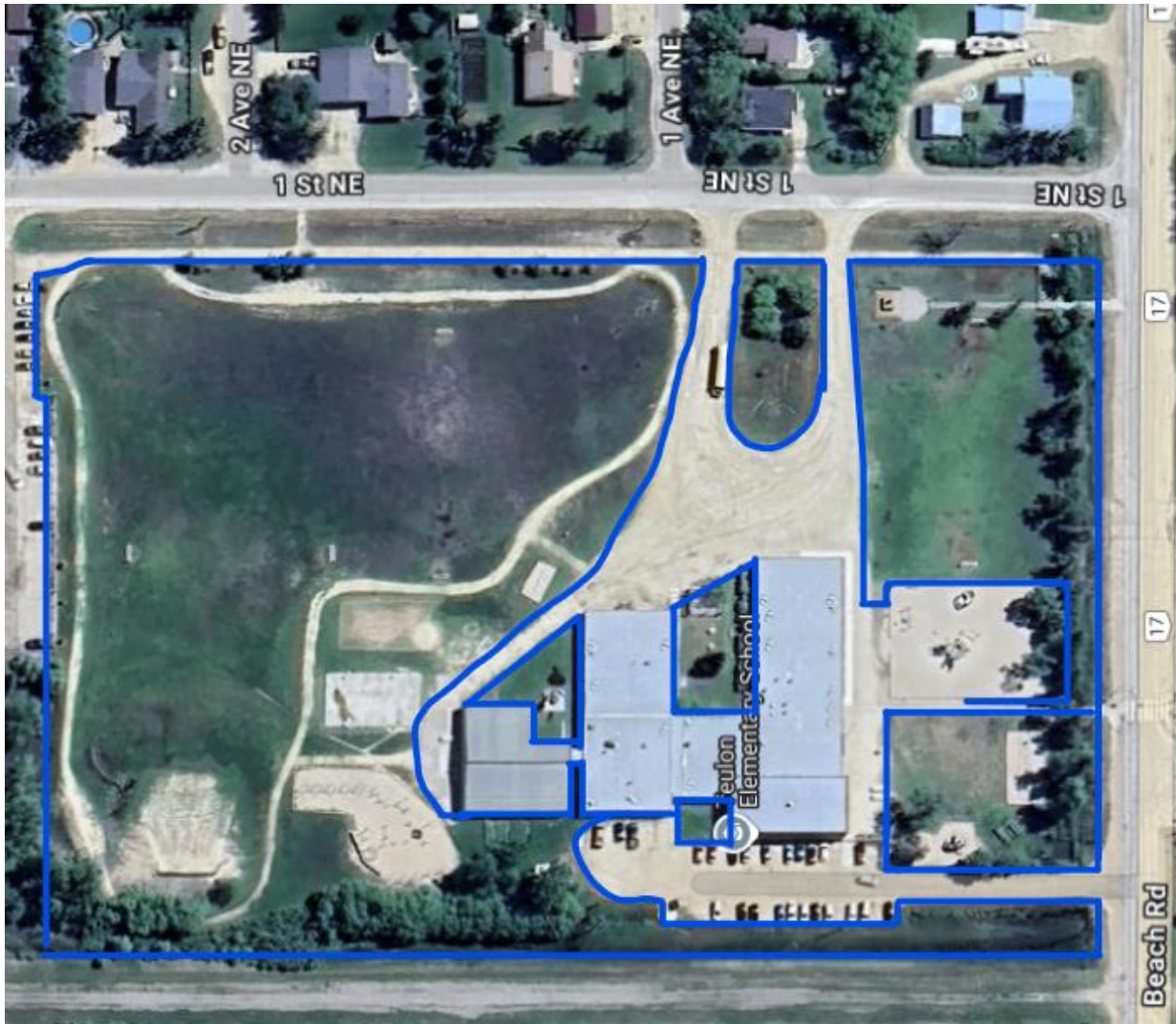
Teulon Collegiate
Red – Weed Whacking
Blue – Grass Cutting



Year	Cost per Service as per Tender Documents	GST	Total
2025	\$	\$	\$
2026	\$	\$	\$
2027	\$	\$	\$

**INTERLAKE SCHOOL DIVISION
 GROUNDSKEEPING TENDER 2025-2027
 LOCATION PRICING SHEET**

Teulon Elementary School
Red – Weed Whacking
Blue – Grass Cutting



Year	Cost per Service as per Tender Documents	GST	Total
2025	\$	\$	\$
2026	\$	\$	\$
2027	\$	\$	\$

**INTERLAKE SCHOOL DIVISION
 GROUNDSKEEPING TENDER 2025-2027
 LOCATION PRICING SHEET**

Warren Collegiate
Red – Weed Whacking
Blue – Grass Cutting



Year	Cost per Service as per Tender Documents	GST	Total
2025	\$	\$	\$
2026	\$	\$	\$
2027	\$	\$	\$

**INTERLAKE SCHOOL DIVISION
 GROUNDSKEEPING TENDER 2025-2027
 LOCATION PRICING SHEET**

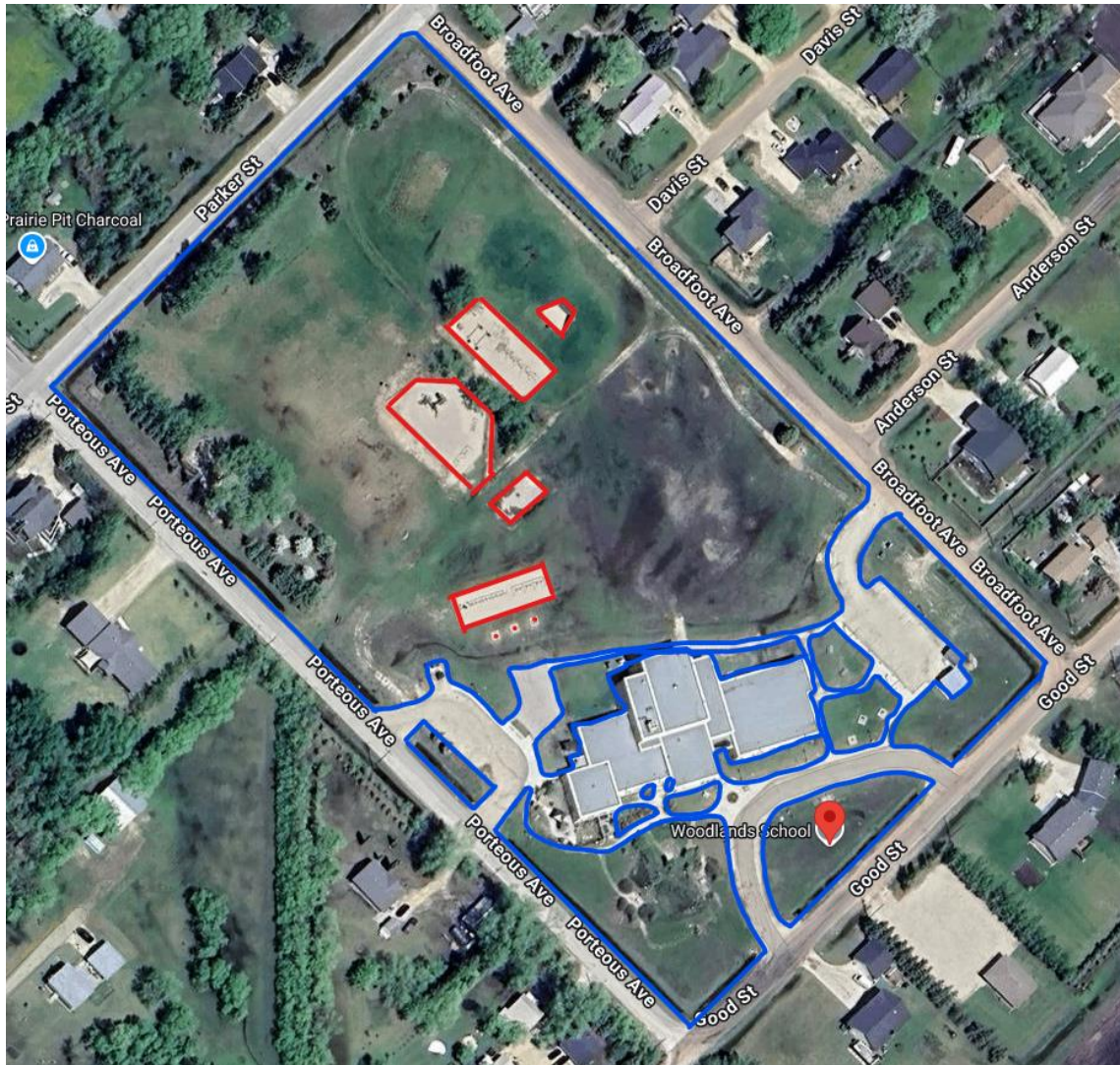
Warren Elementary School
Red – Weed Whacking
Blue – Grass Cutting



Year	Cost per Service as per Tender Documents	GST	Total
2025	\$	\$	\$
2026	\$	\$	\$
2027	\$	\$	\$

**INTERLAKE SCHOOL DIVISION
 GROUNDSKEEPING TENDER 2025-2027
 LOCATION PRICING SHEET**

Woodlands School
Red – Weed Whacking
Blue – Grass Cutting



Year	Cost per Service as per Tender Documents	GST	Total
2025	\$	\$	\$
2026	\$	\$	\$
2027	\$	\$	\$

**INTERLAKE SCHOOL DIVISION
GROUNDSKEEPING TENDER 2025-2027
LOCATION PRICING SHEET**

Interlake School Division Office
Red – Weed Whacking
Blue – Grass Cutting



Year	Cost per Service as per Tender Documents	GST	Total
2025	\$	\$	\$
2026	\$	\$	\$
2027	\$	\$	\$