



Summer Village of Poplar Bay

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Ma-Me-O Beach, Alberta T0C 1X0
Phone: (780) 586-2494 Fax: (780) 586-3567
Email: Information@svofficepl.com
Website: www.poplarbay.ca

April 28, 2020

**Re: Grass Cutting Quote for Municipal Property Contract for 2020 in
The Summer Village of Poplar Bay.**

The Summer Village of Poplar Bay is seeking an estimate for grass mowing. The Summer Village Council has requested estimates for a 1 year contract.

We are pleased to invite you to submit an estimate for grass cutting of municipal property for the summer seasons from May 1st, 2020 to September 30, 2020. Pleased find enclosed Schedule A of General Information and Details and a map of the Summer Village of Poplar Bay which indicates where grass cutting is required.

Your estimate should include an hourly rate for grass cutting and weed whipping, and an estimate price per cut. We also require proof of Workers' Compensation Board Coverage for yourself and any employee working for you and coverage of \$ 2 M liability insurance.

Please submit your quote by Friday May 22, 2020. You may submit your written estimate by mail, fax at 780 586-3567 or email to information@svofficepl.com. Awarding the contract will be made at the next Council meeting.

If you have any questions or require further information, please do not hesitate to contact the Summer Villages Office at 780 586-2494. We look forward to receiving your quotations for service in the very near future.

Thanks,

Judy McCardia,
Summer Villages Office

SCHEDULE 'A'

General Lawn Maintenance Information & Details

The purpose of this document is to provide the lawn care contractor with more detail and clarification. These details will vary slightly for each Summer Village.

Designated Days and Times for Cutting

Lawn maintenance be performed on or about every 2 to 3 weeks during growing season, and that the Contractor is to use their best judgment to determine the frequency of the lawn maintenance. The length of season will vary depending on temperature and moisture. Generally speaking (Mid-May through Mid-September). Rain may prevent this work for a specific day but it could be made up on a previous or following day. The start and stop times for cutting should be kept between 8:00 a.m. and 9:00 p.m.

Disposal of Materials

Materials such as brush and limbs that are cut down are to be removed from the Summer Village and disposed of the same day

Drought or Dry Periods

The contractor will not cut the lawns everywhere during dry periods. In areas where the grass is not growing well, do not cut it. Continue to cut the areas that are moist or shaded and continue to grow well.

Road & Pathway Ditches

The grass or vegetation is to be cut or trimmed to the property or brush lines down each street and intersection and in all drainage ditches throughout the Summer Village. Trimming in all the drainage ditches is expected throughout the entire season. Grass should also be trimmed around road signs and around the Canada Postal box sites.

Contractor Responsibilities

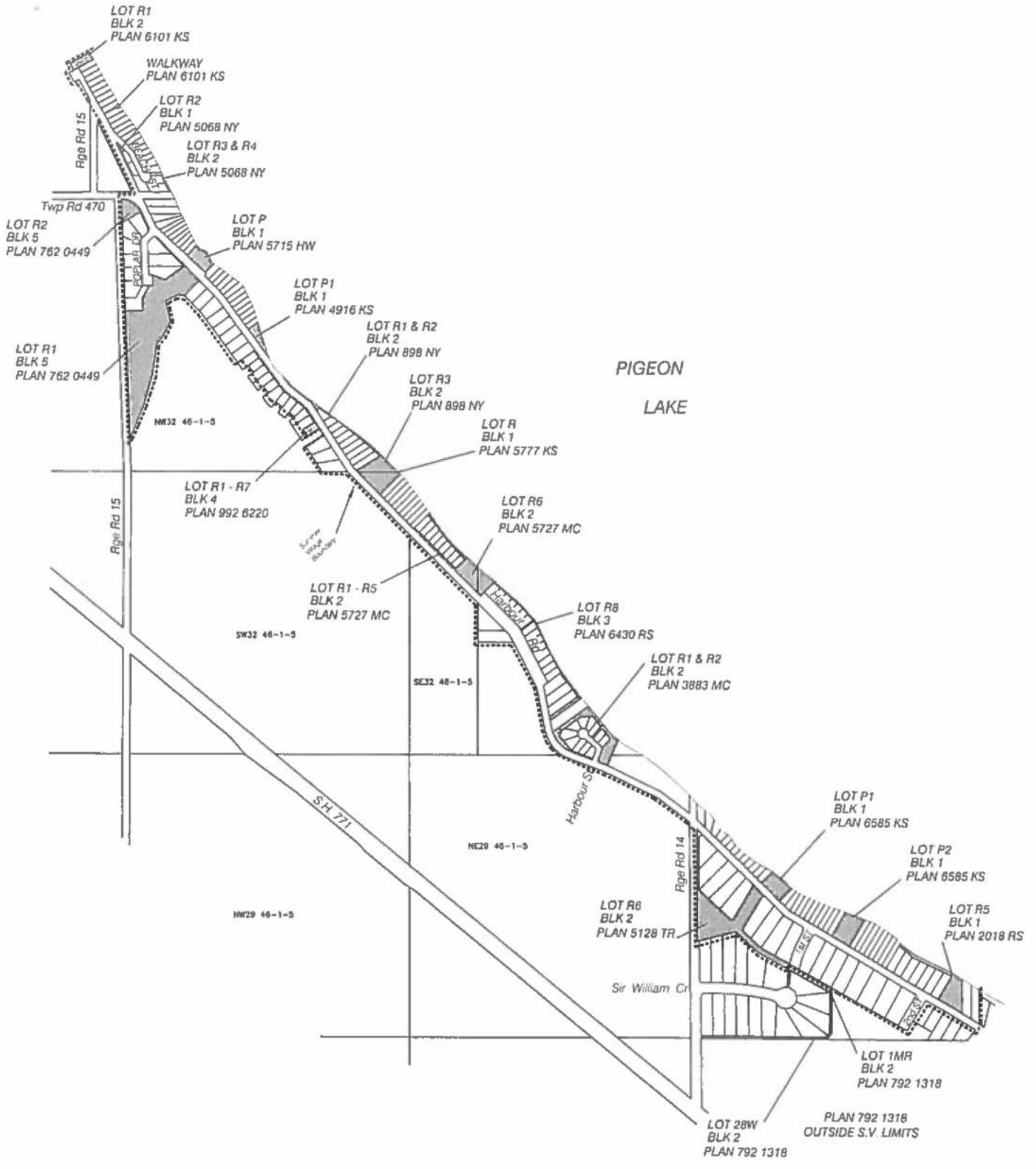
The Contractor shall be responsible for providing all equipment necessary to perform the required work, trained operators and safety aspects for prevention of injury to any and all people, and all fuel, oil, lubricants or necessary repairs. The Contractor shall have the necessary WCB coverage and liability insurance.

Additional Information and Precautions

There will be situations where additional information or permission to perform work will be required (i.e. trimming branches that fall over a pathway that originates from a private yard).

The contractor is to provide a list of these areas or concerns to the Summer Village Office where they will be addressed as soon as possible.

No direction is to be taken directly from ratepayers regarding additional work or changes. If residents have questions or concerns please ask them to direct their concern to the Village Office where they will be taken care of quickly and appropriately.



PARKS & RESERVES
in the
Summer Village of POPLAR BAY