



is accepting formal tenders for 2025 – 2026 Beautification
services.

Tenders clearly marked with
“Beautification”

Will be received until **Wednesday, November 13th, 2024 at**
4:30 p.m.

*Please drop off, mail, or email tenders to one of the following
addresses:*

Riverdale Municipality
670 – 2nd Ave
Box 520 ~ Rivers MB ~ R0K 1X0
cao@riverdalemb.ca

General inquiries should be directed to:

Marci Quane, CAO
204-328-5300
Email: cao@riverdalemb.ca

Riverdale Municipality

Invitation to Submit Tender

1. Introduction

Riverdale Municipality is seeking proposals from energetic, creative individuals with a green thumb! This is a seasonal position with the successful applicant responsible for the ordering, picking up, planting, weeding, and removing annual plants from municipal planters/beds/pocket parks as directed. The successful candidate will be required to sign a 2-year contract for services. The successful candidate must provide their own vehicle and planting tools.

2. Project Overview

The selected beautification applicant will be responsible for ordering, picking up and transporting, planting, weeding, and removing annual plants from locations indicated in the contract.

3. Scope of Work

The beautification services to be provided under this contract include:

3.1. Ordering of Plants

To be done in the fall for the following year. Previous years orders will be made available for reference.

3.2. Picking up of Plants

Plants/Soil/Fertilizer are to be picked up by the successful applicant.

3.3. Planting

To be done no later than June 10 of each year (weather dependant – may be done earlier). Plants are to be planted in accordance with the reference map provided to the applicant. Currently, Riverdale Municipality has approximately 35 planters of various sizes. Planters will have established soil; however, the applicant will be responsible to ensure that each planter has optimal soil conditions to ensure the survival of the season. Once plants have been successfully planted, the applicant must communicate this to the Municipal office.

3.4. Maintenance

Bi-weekly inspections of plants must be conducted to ensure they are kept free of weeds. Removal of weeds from planters are the responsibility of the applicant. Plants must be kept in good condition, with regular maintaining (deadheading/trimming/fertilizing) to further beautify the community. Watering is the responsibility of the municipality.

Applicant is responsible for the maintenance of the Pocket Parks (2) in Rivers. This includes weeding, trimming shrubs, and ensuring the beautification of the parks for the contracted season.

3.5. Removal of Plants

To be done no later than September 15 of each year (weather dependant). Plants must be removed and disposed of properly, by applicant. Once plants have been successfully removed, the applicant must communicate this to the Municipal office.

4. Support

A map with the locations of all planters/plant beds will be given to the applicant. See *Appendix A* diagram.

Previous years orders will be made available for reference.

5. Proposal Requirements

Interested applicants are requested to submit proposals that include the following:

5.1. Remunerations Expectations

5.2. Qualifications/Experience

5.3. Employment History

5.4. 3 References

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Experience (25%)

Qualifications (25%)

Cost competitiveness (25%)

References and past performance (25%)

7. Submission Guidelines

Proposals should be submitted no later than 4:30 pm November 13, 2024 to:

CAO Marci Quane
Riverdale Municipality
670 2nd Ave
Rivers, MB
R0K 1X0
cao@riverdalemb.ca
204-328-5300

8. Timeline

Tender release date: October 25th, 2024

Proposal submission deadline: 4:30 pm November 13th, 2024

Selection of vendor: November 19th, 2024

9. Questions and Clarifications

All questions related to this tender must be submitted in writing to CAO Marci Quane no later than November 10, 2024.

Thank you for your interest in providing beautification services to Riverdale Municipality. We look forward to reviewing your proposal.