Request for Proposal (RFP)

Grass Cutting and Landscaping Services
Allan South Rural Water Utility
30 October 2025

1. Introduction

Allan South Rural Water Utility (ASRWU) is requesting proposals from qualified contractors to provide grass cutting, trimming, and landscaping services of ASRWU owned and/or managed properties including 7 pumphouses and the Independent Order of Odd Fellows Cemetery. The objective is to maintain all designated areas in a safe, clean, and aesthetically pleasing condition throughout the growing season.

2. Scope of Work

The successful contractor will provide services that include, but are not limited to:

- **Grass Cutting**: Regular mowing of designated areas to maintain a uniform height.
- **Trimming/Edging**: Around fences, structures, wells, and access roads.
- **Litter/Debris Removal**: Prior to mowing and after services.

Services to be provided three times per year, May 2026, August 2026 and October 2026. Additional services maybe requested in writing from the Board depending on growth.

Designated Sites

The work will include seven (7) pumphouse properties and the Independent Order of Odd Fellows Cemetery as noted in the below table. Each site varies in size and layout. The contractor is responsible for visiting each site to assess conditions prior to submitting a proposal.

Table 1: Pumphouse and Cemetery Locations:

Pumphouse Number	Line	RM	Source Quarter Section	Legal Description	Latitude (°)	Longitude (°)
1	Bradwell	Blucher	SE23-34-02 W3M	Parcel C-Plan 101650452	51.93070	-106.17027
2	Bradwell	Lost River	NW10-33-02 W3M	Parcel A Plan 101881975	51.82347	-106.21358
3	Bradwell	Lost River	NW34-32-02 W3M	Parcel A-Plan 101137025	51.78916	-106.21602
4	Bradwell	Lost River	SW21-32-02 W3M	Parcel A-Plan 101881986	51.75798	-106.23957
5	Allan	Blucher	SW10-34-01 W3M	Parcel X-Plan 101715881	51.89688	-106.07290
Cemetery	Independent Order of Odd Fellows		SW10-34-01 W3M	Parcel X-Plan 101715881	51.89716	-106.07441
6	Allan	Morris	NE21-32-27 W2M	Parcel B-Plan 101881919	51.76473	-105.76349
7	Allan	Morris	SE28-31-27 W2M	Parcel A-Plan 101881964	51.67853	-105.76018

3. Term of Engagement

The initial contract term will be for the 2026 growing season: May–October 2026, with the option to renew for an additional year based on satisfactory performance and mutual agreement.

4. Contractor Requirements

- Proven experience providing groundskeeping/landscaping services of similar scope.
- Adequate staff and equipment to ensure timely and reliable service.

5. Proposal Requirements

Proposals must include:

1. **Company Profile/ Individual Name** – legal name, years in business, key contacts.
2. **Experience** – summary of similar contracts or services.
3. **Staffing & Equipment** – available workforce and equipment to deliver services.
4. **Work Plan** – proposed schedule, frequency of service, and approach to meeting contract requirements.
5. **Pricing** – detailed fee structure (per cut per pumphouse and the Cemetery) Hourly rate for additional services. Invoices to be provided to the Board following each trip for review and approval with payment net 30 days.

6. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications (30%)
- Service approach, work plan, and capacity (30%)
- Pricing/value (40%)

7. Submission Instructions

- Proposals must be submitted electronically in PDF format to: mremmen@xplornet.com
- Deadline for submission: November 30, 2025, 4:00 PM Central Standard Time
- Late submissions will not be considered.

8. Questions & Clarifications

Questions regarding this RFP may be directed to:
Murray Remmen, Maintenance Coordinator, Allan South Rural Water Utility
mremmen@xplornet.com

9. Rights Reserved

ASRWU reserves the right to:

- Reject any or all proposals
- Accept any proposal in whole or in part
- Negotiate contract terms with any proponent
- Cancel this RFP at any time