

LUD of Darlingford

Request for Proposal

Interested Individuals are invited to submit a proposal for an hourly rate to provide summer and winter groundskeeper duties at locations within the LUD of Darlingford.

Some other LUD related work and maintenance is also required and the equipment will be provided by the LUD of Darlingford.

The accepted proposal shall commence on January 1st, 2026 and run until December 31st, 2027. Opportunity to renew or reapply will be assessed at that time.

A proposal package may be requested from:

Jennifer Ching-Faux : (204) 471-3265 or the Municipality of Pembina: (204) 242-2838

The bid sheet must be completed and returned by email (tenders@pembina.ca), fax (204-242-2798), dropped off in person at the Municipal office at 360 Hwy #3 in Manitou MB or by mail to: Municipality of Pembina
Box 189
Manitou, MB R0G 1G0

Proposals will be accepted until 12:00 noon December 5th, 2025.

Lowest or any tender not necessarily accepted.

LUD of Darlingford

Request for Proposal for Groundskeeper

The LUD of Darlingford is looking for interested Individuals to submit a proposal with an hourly rate to provide summer and winter groundskeeper duties at locations within the LUD of Darlingford. The length of the contract would be from January 1, 2026 to December 31, 2027.

Applicant Requirements:

- Maintain the safety of the worker as well as members of the public.
- Maintain protection of the equipment provided.
- Must have valid and current Class 5 license.
- Must be minimum of 18 years of age.
- Have mechanical knowledge of small diesel and gasoline powered equipment.
- Dress appropriately and respect private property.
- Must be able to work independently.

General Responsibilities:

- Must maintain LUD owned equipment in a clean and reliable condition.
- Must maintain the LUD shop in a clean and orderly condition.
- Must report any hazardous materials or conditions to the LUD Committee:
 - Take action as appropriate.
- Dispense and record fuel removed from the Municipal supply.
- Repair or replace traffic signs as required, working with LUD Committee to order new signs.

Summer Responsibilities:

Spring Clean-up:

- Pick up broken branches, litter, etc. on public grounds.
- Road patching

Mow and Trim Grass at the following locations:

- Municipal Triangle (Fire Hall)
- BTRC lots, north and south of railway tracks.
- Darling's Corner
- Community Hall
- Prairie Oasis
- Memory Woods
- School/Museum including area behind building.
- Curling rink including area behind and adjacent to building.
- Playground and boulevard in front of it.
- Sewer right of way
- Sewer Lagoon, grass banks
- Darlingford highway sign
- Memorial Park
 - use only a push mower
 - grass trimmer required to trim around the chapel and garden shed

- if weather delays result in “clumping” of mowed grass clippings, clippings should be raked and removed.

Trim shrubs, hedges and trees at the following locations:

- BTRC north lot.
- School Museum property
- Along back lanes and sidewalks
- Tree branches as instructed.

Cultivate trees and Water plants in various locations as directed

Control Weeds:

- At dumpster site, outdoor rink, school grounds and other areas as discussed with the LUD Committee.

Winter Responsibilities:

Remove snow at the following locations:

- Fire Hall in front of building
- All driveway entrances immediately following the operation of the municipal grader
- Sidewalk of N. Railway between Dufferin and Stanley streets.
- Sidewalk on the east side of Dufferin between N. Railway and Mountain Streets
- All back lanes
- School/Museum clearing snow on the curve to allow for some parking.
- Curling Rink allowing vehicle access to rink
- Law Street from Dufferin to Mountain St.

****Any mileage claims must be approved by the LUD committee and will be paid at the Municipal rate. Must complete an Expense Journal with monthly invoices to the Municipality****

Awarding Criteria:

The LUD Committee will take into account any number of the following criteria in evaluating the submitted tender, not just the lowest price. These criteria will include;

- Delivery of service
- Previous workmanship on other projects
- Price
- Quality
- The capacity of the candidate to meet the requirements of the proposal.

The LUD Committee retains the right to reject any bid for any of the above criteria.

The Municipality is not required to accept any bid if the LUD decides not to proceed with the proposal.

Quote Submission and Deadline:

Attached bid sheet must be submitted not later than **12:00 noon on December 5th, 2025** at the Municipal office. Quotes will be accepted by mail, personal delivery, fax (204-242-2798) or e-mail (tenders@pembina.ca).

Request For Proposal BID SHEET

LUD of Darlingford Grounds Keeper

Return to: MUNICIPALITY OF PEMBINA
PO Box 189 360 PTH 3
Manitou, MB R0G 1G0
Phone: 204.242.2838
Email: tenders@pembina.ca

Bid sheet must be submitted with the detailed breakdown of costs no later than
12:00 noon December 5th, 2025.

BID PRICE:

Please list the cost per hour to for the above-described proposal.

Total cost per hour: \$_____

Agreement

The undersigned agrees, should this bid be accepted, to enter into an agreement with the LUD of Darlingford and the Municipality of Pembina for the faithful performance of all work necessary or incidental to the completion of the herein described proposal, in accordance with the specifications and plans provided.

Dated this _____ day of _____ 20_____

Name of Contractor

Address

Ph: _____

Email: _____