



Request for Proposals

City of Salmon Arm Lawn Bowling Greens Maintenance Contract 2026 - 2028

City of Salmon Arm Request for Proposals Number: N/A
Issue date: February 19, 2026

CLOSING DATE & TIME

Proposal must be received before: **Thursday, March 12, 2026, at 2:00pm**

CITY CONTACT

All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, in writing, to the following person. Enquiries will be recorded, and as needed, responses will be distributed at the City's discretion to those who have submitted a Receipt Confirmation Form. Information obtained from any other source is not official and should not be relied upon.

Jon Hay, Parks Supervisor
100 - 30 Street SE, Salmon Arm, B.C.
Phone: 250-803-4084; e-mail: jhay@salmonarm.ca

DELIVERY OF PROPOSALS

Please submit one (1) digital copy of the proposal.

Digital copy will be accepted by email to jhay@salmonarm.ca
Emails shall be titled "RFP - Salmon Arm Lawn Bowling Greens Maintenance"

PROPOSERS' MEETING

A Mandatory Proposers meeting will NOT be held. If proposers would like to arrange a time to view the site, please contact Jon Hay @ jhay@salmonarm.ca to arrange a mutually agreed upon time.

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A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- a) "City" means the City of Salmon Arm;
- b) "Contract" means the written agreement that may result from this Request for Proposals and shall be executed by the City and the Contractor;
- c) "Contractor" means the successful Proponent to this Request for Proposals who enters into a written Contract with the City;
- d) "must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- e) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- f) "Province" means His Majesty the King in Right of the Province of British Columbia;
- g) "Request for Proposals" or "RFP" means the process described in this document; and
- h) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the City. Provisions in proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

3. Additional Information Regarding the Request for Proposals

Proponents are advised to fill out and return the attached Receipt Confirmation Form as all subsequent information regarding this Request for Proposals, including changes made to this document will be provided to confirmed proponents only.

4. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time.

Hard-copies of late proposals will not be accepted and will be returned to the Proponent. Electronic proposals that are received late will be marked late and will not be considered or evaluated.

In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail whether accurate or not.

5. Eligibility

a) Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the City's opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Contact Person listed on page 1 prior to submitting a proposal.

b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

6. Evaluation

The City reserves the right to waive or reject any or all submissions or accept the submission deemed most favourable to the interests of the City. Without limiting the generality of the foregoing, any submission which is incomplete, obscure, irregular, or has unauthorized erasures or corrections may be rejected. Any awards shall be made based on the criteria as stated in the Evaluation of Responses.

7. Negotiation Delay

If the City desires to enter into a written Contract and it cannot be negotiated within thirty days of notification of the successful Proponent, the City may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Proponents.

8. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the City.

9. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

10. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the City for purposes of clarification.

11. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City, if any. If the City elects to reject all proposals, the City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

12. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

13. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

14. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

15. Currency and Taxes

Prices quoted are to be:

- a) in Canadian dollars;
- b) exclusive of applicable taxes.

16. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the

proposal or will be provided by the Contractor at no charge.

17. Sub-Contracting

- a) Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the proposal.
- b) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the City's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the City Contact Person listed on page 1 prior to submitting a proposal.
- c) Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the City.

18. Acceptance of Proposals

- a) This Request for Proposals should not be construed as an agreement to purchase goods or services. The City is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The City will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

19. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract, with the approval of Council, if required for the City of Salmon Arm, will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

20. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the City on the terms set out in Appendix A.

21. Liability for Errors

While the City has used considerable efforts to ensure information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

22. Modification of Terms

The City reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

23. Ownership of Proposals

All proposals submitted to the City become the property of the City. They will be received and held in confidence by the City, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

24. Use of Request for Proposals

Any portion of this document, or any information supplied by the City in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal the Proponent agrees to hold in confidence all information supplied by the City in relation to this Request for Proposals.

25. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the City, including the evaluation committee and any elected officials of the City, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the City.

26. No Collusion

Proponents must not communicate, directly or indirectly, with any other Proponent (including through any employees, agents or contractors) regarding the preparation, content or submission of proposals.

27. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the City with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the City. Such written consents are to specify that the personal information may be forwarded to the City for the purposes of responding to this RFP and use by the City for the purposes set out in the RFP. The City may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the City.

B. Requirements and Response

1. Summary

The City of Salmon Arm is situated between the peaceful shores of Shuswap Lake and beautiful surrounding mountains and hills. It is comprised of a year-round population base of approximately 20,000 people with a marked increase during the summer months and offers an incredible diversity of economic and tourism-related amenities. Conveniently located on the Trans-Canada Highway (Highway 1), Salmon Arm has long been a popular year-round vacation destination for cultural, seasonal and outdoor enthusiasts.

2. Project Overview

This contract involves the comprehensive maintenance and ongoing care of the lawn bowling green to ensure a consistently high-quality, safe, and playable surface throughout the bowling season. The contractor is responsible for delivering all scheduled and seasonal turf-care activities, included in the scope of works below. Work must be performed using industry-recognized best practices and appropriate equipment to maintain optimal green speed, smoothness, and overall turf health. The contractor will also manage communication with the City, provide regular updates on turf conditions, and respond promptly to any issues that may affect playability or facility operations. The goal of this project is to preserve the long-term health, performance and appearance of the greens while supporting a positive experience for all users.

This Lawn Bowling Green Maintenance Contract is for a three (3) year term commencing April 1, 2026, with an option to extend a further two (2) years upon mutual agreement of both parties.

3. Scope of Work

Contractors Responsibilities

The City anticipates that the Contractor would be responsible for provision of all services and daily maintenance for the Lawn Bowling Greens from April 1 to October 31 during each year of the Contract, to maintain a high standard of Greens Maintenance and ensure the speed or pace of green is within measured tolerances, to ensure successful maintenance of this City asset, including, but not limited to the following:

1. Check levels (evenness, flatness, and trueness) prior to the start of each season,
2. Removal of thatch, when required,
3. Aeration must be carried out at least once per season to relieve compaction and improves air exchange and water filtration to the root zone.

4. Complete annual top-dressing maintenance. No top dressing should be applied that will severely impact play. After top dressing the use of a drag mat must be used,

5. Mowing:

- Proper mowing patterns must be maintained throughout the season,
- Minimum mowing required is three (3) times per week,
- Height of Cut shall be maintained between 3 – 5mm. The City may upon request from the Lawn Bowling Club request mowing height alterations for events.
- Sharp mower blades must be maintained, by reporting to the City.

6. Fertilizer:

- A fertilizer program is important
- The contractor shall supply and apply fertilizers as necessary to promote healthy turf conditions

7. Weed control:

- Must be kept under control so the playing surface is smooth.

8. Disease Control:

- Treat bowling green with a preventative fungicide late Fall to minimize winter snow mold,

9. Equipment:

- The Contractor will arrange with the City and Lawn Bowling Club for the use of all on-site equipment (Mower, Roller and Top-Dresser), to conduct all tasks,
- The contractor shall be familiar with the use and maintenance of reel mowers, rollers, and top-dressers and shall report ALL issues to the City immediately. The contractor shall provide ALL fuel and lubricants,

10. Irrigation Systems:

- The Contractor shall operate and maintain all underground irrigation systems as required to achieve high quality turf
- report ALL irrigation issues to the City immediately

City's Responsibilities

The City anticipates that it would be responsible for the following:

- Conduct Spring start-up and Fall shutdown/winterization of the irrigation systems,
- Equipment maintenance on the mowers and rollers, including: annual servicing, sharpening and routine maintenance and repairs, and
- Monthly payment of contractor's invoices, based on seven (7) equal installments.

Proponents should provide commentary or identify any concerns in their proposal with respect to the above anticipated responsibilities of the City.

The terms and conditions of any Contract that may be negotiated and entered between the City and a Proponent would govern the relationship between those parties and would confirm all terms and conditions relating to Lawn Bowling Greens Maintenance, including the responsibilities of the Contractor and the responsibilities of the City. The matters listed in this section of the RFP are for reference only, are not exhaustive and do create any contractual or legal obligations between the City and a Proponent.

4. Schedule

Scope of works shall be completed between April 1 and October 31 of the respective contract years.

5. Proposal Format & Evaluation

Proposals not meeting the following mandatory criteria will be excluded from further consideration during the evaluation process.

The proposal must:

- be received at the closing location before the specified closing time.
- be written in English.
- be delivered in-person, by courier, mail or e-mail.
- include an all-inclusive price for the complete works as per the scope of work and deliverables listed in this RFP.

Proponents Response - Key Criterial and Objectives

Proposals should include a detailed response to the following:

- Proponent's commitment to and description of how it will provide first class, professional maintenance of the Lawn Bowling Greens. This section shall include any variations of the minimum requirements set out above sections,
- Proponent's past experience, background and skills in delivering similar services. Identify key personnel and outline their qualifications.

- Proposed fee structure.
- Proponent's Safety and Risk Management Plan; and

Proposals meeting the mandatory submission criteria will be evaluated based on information provided in the Proponents proposal submission. To facilitate uniformity of presentation and ease of evaluation, proposals shall be limited to **20 pages total** and Proponents should ensure their submission provides relevant information to allow the City to properly complete the evaluation matrix.

Proponent Methodology (20% Weighting)

- Demonstrated understanding of project work
- Project management and control details
- Work program details / Schedule
- Deliverables

Proponent Profile (30% Weighting)

- Team Qualifications and experience (include list of staff that will be used)
- Past Relevant Projects
- Past Performance / References
- Local Knowledge

Price (50% Weighting)

- Schedule of fees including disbursements

The City of Salmon Arm reserves the right to reject any or all proposals and to accept the proposal deemed most favourable in the interests of the City. The City shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved proposal.

Appendix A Contract Form

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the City that will include the following selected contract clauses.

Compliance with Laws

The Proponent will give all the notices and obtain all the licenses and permits required to perform the work. The Proponent will comply with all laws applicable to the work or performance of the Contract.

Laws of British Columbia

Any Contract resulting from this Request for Proposals will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

Arbitration

All disputes arising out of or in connection with the Agreement will, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the *Commercial Arbitration Act*.

Indemnity

Any Agreement resulting from this Request for Proposals will require that the Proponent indemnify and save harmless the City, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the City at any time or times (either before or after the expiration or sooner termination of this Agreement) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Proponent or by any servant, employee, officer, director or sub-Contractor of the Proponent pursuant to the Contract excepting always liability arising out of the independent acts of the City.

Insurance

Any Agreement resulting from this Request for Proposals may require that the Proponent, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Agreement term, the following insurances with insurers licensed in British Columbia in forms acceptable to the City. All required insurance will be endorsed to provide the City with 30 days' advance written notice of cancellation or material change. The Proponent will provide the City with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the Agreement.

Professional Liability Insurance in an amount not less than \$2,000,000 inclusive per occurrence and aggregate.

Comprehensive Commercial General Liability in an amount not less than \$2,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The City is to be added as an additional insured and the policy shall contain a cross liability clause.

Automobile Liability on all vehicles owned, operated or licensed in the name of the Proponent in an amount not less than \$2,000,000.

Registration with Workers' Compensation Board

The Proponent and any approved sub-Contractors must be registered with the Workers' Compensation Board (WCB), in which case WCB coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Proponent may be required to submit a WCB Clearance Letter indicating that all WCB assessments have been paid.

Health and Safety

The Proponent must ensure they have a current health and safety policy that meets or exceeds all Occupational Health and Safety legislative requirements as a workplace under the inspectional jurisdiction of WorksafeBC, and will ensure all employees will abide by these policies.

Appendix B Proposal Fee Summary

PROPOSAL TO PROVIDE Lawn Bowling Greens Maintenance:

Item	Year 2026 (Apr1 - Oct 31)	Year 2027 Apr1 - Oct 31)	Year 2028 (Apr1 - Oct 31)
April 1 to October 31 Greens Maintenance	\$	\$	\$
	\$	\$	\$
Sub-total	\$	\$	\$
GST (5%) GST # _____	\$	\$	\$
TOTAL	\$	\$	\$

Name of Corporation:		Contact:	
Mailing Address:			
Phone:		Email:	

****NOTE: The Total fee value with Company Name may be revealed to all firms and may be included on a public Council agenda after Notice of Award has been given.****

Appendix C Project Location

