

# Invitation for Caretaking & Maintenance Proposals – Big Gully Municipal Park

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The RM of Britannia No. 502 is seeking proposals from interested individuals, contractors, or community groups to provide seasonal caretaking and maintenance services for the Big Gully Municipal Park from July 10, 2026, to September 30, 2028.

## 1. Scope of Services

The successful proponent will be responsible for:

### a. Being the main point of contact for the park.

- 1) Open 8:00 a.m. to 10:00 p.m. daily July 10, 2026 – September 30, 2026.
- 2) Open 8:00 a.m. to 10:00 p.m. daily May 1, 2027 – September 30, 2027.
- 3) Open 8:00 a.m. to 10:00 p.m. daily May 1, 2028 to September 30, 2028.
- 4) Park is closed to the public between October 1 and April 30 annually.
- 5) An electronic gate system with automated opening and closing capabilities will be installed.
- 6) Park gates may have to occasionally be opened and closed a different hours to accommodate special events.

### b. General park clean-up and litter collection.

- 1) In the main park grounds, near the water, and in the picnic area.
- 2) Cleaning, stocking, and maintaining public washroom facilities.
- 3) Municipality is responsible for filling water tank.
- 4) Caretaker is responsible for arranging septic pump out, to be billed to the municipality.
- 5) Maintaining park fire pits, including cleaning and basic upkeep.
- 6) Firewood to be supplied by the caretaker.
- 7) Emptying garbage receptacles and ensuring the park remains tidy.
  - Garbage to be taken to the Hillmond Transfer Station located at NE 24-51-26-W3 (South of the Hamlet of Hillmond), Tuesday to Saturday.
- 8) Monitoring park conditions and communicating with municipal staff, bylaw services, and local law enforcement when necessary, regarding issues or

concerns within the park.

- 9) Other routine operational tasks necessary to maintain the park in a safe and welcoming condition.
- 10) Grass mowing is not included in this contract and will remain the responsibility of the Municipality, unless a proponent expressly indicates that they wish to provide this service.

## 2. Proposal Requirements

Interested proponents are invited to submit:

- a. A brief description of their experience and qualifications.
- b. A proposed plan for delivering the required services.
- c. Availability and any staffing arrangements.
- d. References (optional but encouraged).
- d. Proposed rates and fee structure.

Example of rates and fee structure

<b>Description</b>	<b>Rate</b>
Daily Rate to attend Big Gully Park	\$ / Day
Rate for supplying firewood	\$ / Cord
Rate for emptying garbage bags receptables, tiding and cleaning	\$ / Hour
Cleaning, stocking and maintain the public washroom	\$ /Hour
Purchasing supplies	Cost plus %
Being the first point of contact for the Big Gully Park	\$ / Day
Any other duties preformed for Big Gully Park Maintenance	\$ / Hour
Cost of \$5,000,000 Liability Insurance	\$ / Month

*Please note – successful proponents will be required to carry liability insurance in the amount of \$5,000,000.00 per incident, listing the RM of Britannia No. 502 as a beneficiary. Proof of liability insurance not required to be provided with the RFP.*

## 3. Submission Information

Proposals should outline how the services will be provided and include all associated

costs. The RM of Britannia No. 502 reserves the right to accept or reject any proposal and may negotiate terms with the preferred proponent.

For further information or to submit a proposal, please contact: RM of Britannia No. 502

CAO Bryson Leganchuk

306-825-2610

[office@rmbritannia.com](mailto:office@rmbritannia.com)

Proposals will be accepted until 3:30 p.m. on Thursday June 25, 2026. If a successful proponent is found, they will be notified after the July 2, 2026, Regular Meeting of Council.