



APPEL DE
PROPOSITIONS

REQUEST FOR PROPOSALS

Landscaping Maintenance

Contract Summer Season 2026

Town of Shediac



1. PURPOSE OF THE CONTRACT

The Town of Shediac is looking for a company to provide **landscaping maintenance services** at various municipal sites.

The goal is to keep these areas **clean, safe, and visually appealing** for residents and visitors.

2. ABOUT THE TOWN OF SHEDIAC

The Town of Shediac is a bilingual municipality in New Brunswick. It is well known as a major tourist destination.

Since 2023, the Town's boundaries have been expanded to include:

- Pointe-du-Chêne
 - Shediac Cape
 - Scoudouc
 - Scoudouc Road
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3. SCOPE OF WORK

The selected contractor must provide **labour, equipment, materials, and supervision** to complete the following work.

A. General Maintenance

- Weed control in flower beds (once per week)
- Maintenance of landscaped areas
- General site cleaning
- Keep all areas clean at all times



B. Flower Bed Maintenance

- Manual or mechanical weeding
- Pruning of shrubs and perennials
- Replacement of plants if needed (with Town approval)
- Application and maintenance of mulch
Black cedar mulch is recommended

C. Seasonal Cleaning

- Spring cleanup (debris, branches, leaves)
- Fall leaf collection
- Preparing sites for winter

4. CONTRACTOR RESPONSIBILITIES

The selected contractor must:

- Keep landscaped areas clean, safe, and attractive
 - Respond as needed between scheduled visits
 - Respond quickly to urgent requests from the Town
 - Follow all municipal and environmental regulations
 - Hold general liability insurance and provide proof
 - Comply with **WorkSafe NB** requirements
 - Wear required personal protective equipment (PPE)
 - Be responsible for any damage caused
 - Inspect sites regularly and correct any issues
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5. WORK FREQUENCY

Type of Work	Minimum Frequency
Weeding	Weekly
Flower bed maintenance	Weekly
General cleaning	Weekly
Site inspection	Weekly
Leaf collection	Seasonal
Black cedar mulch	Once in spring or as needed

Flower Bed Preparation (by June 1)

- Prepare soil before annual flower planting
- Apply mulch after planting, if needed
 - ⚠ **Note:** Annual flowers will be planted by a third party.

6. SITES INCLUDED IN THE CONTRACT

- Municipal Garage – 204 Ohio Road
- Municipal Signage – Ohio Road / Main Street intersection
- Multifunctional Centre – 58 Festival Street
- Veterans Monument – 375 Victoria Street
- Pascal-Poirier Park Entrance – 378 Main Street
- Main Street (16 landscaped areas along sidewalks in front of businesses)
- Pascal-Poirier House
- Bar LeBlanc Sports Field (behind LJR School)
- Rotary Park
 - Flower beds around the Giant Lobster
 - Along the vendor walkway
 - **Does not include the Homarus building**
- Belliveau Street (Old Train Station Museum)
- Port-Royal Court
- Chambly Street



7. PROPOSAL REQUIREMENTS

Each proposal must include:

- Description of services offered
 - Frequency of visits
 - Materials to be used
 - Total price
 - Any additional information showing your ability to complete the work
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8. EVALUATION CRITERIA

Proposals will be evaluated based on:

- 25% – Understanding of the work and proposed schedule
- 25% – Experience of the contractor
- 15% – Materials used
- 35% – Cost and value for money

⚠ The Town is **not required to accept the lowest-priced proposal.**

9. TERMS AND CONDITIONS

- The Town reserves the right to reject any or all proposals
 - The Town may modify the contract based on available funding
 - All proposal preparation costs are the responsibility of the bidder
 - The Town may decide not to award the contract
 - All submissions become the property of the Town
 - Proposals must remain valid for **30 days**
 - Work is expected to begin on **May 1, 2026**, for approximately **7 months**
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10. HOW TO SUBMIT A PROPOSAL

- Proposals must be submitted in writing
- Submissions may be in English or French
- Deadline: **April 15, 2026, at 12:00 noon**
- Send by email to:
julie.belanger@shediac.ca ; **Director of Community Living and Recreation**
andy.theriault@shediac.ca ; **Recreational Facilities Superintendent**

Email subject line:


Request for Proposals – Landscaping Maintenance Contract – Summer Season 2026 – Town of Shediac

If your file is larger than 10 MB, please use WeTransfer or Dropbox and include the link.

11. QUESTIONS

All questions must be submitted by email to:

 julie.belanger@shediac.ca

 **Deadline: April 8, 2026, at 12:00 PM**

Questions will not be answered by phone or in person.

The Town reserves the right to respond only to questions deemed relevant.
