



## **INVITATION TO TENDER BATTLEFORD FLATS CARETAKER**

### **TENDER PACKAGE**

The Town of Battleford is inviting tenders for the position of Battleford Flats Caretaker for the 2026 season (May 1<sup>st</sup> to August 31<sup>st</sup>). The successful contractor will be responsible for comprehensive grounds maintenance, including ball fields, the soccer pitch, and green spaces, act as custodian for the washrooms and canteen, as well as carry out minor facility repairs.

Sealed Tenders clearly marked **“Tender – Battleford Flats Caretaker”**, will be accepted until **4:00 p.m. on Thursday, February 27<sup>th</sup>, 2026**, at the Battleford Parks and Recreation Office, 432 27<sup>th</sup> Street, PO Box 1240, Battleford, SK, S0M 0E0.

Tender documents and further information are available at the office of Parks and Recreation at the above address during regular office hours or via email at [parks@battleford.ca](mailto:parks@battleford.ca)

For further information, please contact:  
Jordan Schechtel, Manager of Parks and Recreation  
306-937-6216  
[jordan@battleford.ca](mailto:jordan@battleford.ca)

## **1. Introduction**

The Town of Battleford is inviting individuals and businesses to submit tenders to provide caretaking services for the Battleford Flats Sports Complex for the period of May 1<sup>st</sup> to August 31<sup>st</sup>, 2026.

The Battleford Flats Sports Complex, “The Flats”, is a 40-acre facility that features 8 Ball Diamonds and 1 Soccer pitch and operates from May 1<sup>st</sup> to August 31<sup>st</sup> of every year. Along with the ball and soccer fields, there is extensive green space, public washrooms/canteen, and on-site parking.

Regular users of the Flats include Minor Softball, Minor Baseball, Adult Slo-Pitch & Adult Soccer. Bookings for regular users typically occur during the evenings, Monday to Thursday. There are also special events (ball tournaments, soccer tournaments) that regularly take place Friday through Sunday.

The Flats caretaker is responsible for maintaining all the green space of the facility (grass cutting, string trimming, diamond prep, etc.), performing janitorial duties for the washrooms and canteen, garbage removal, and minor facility repairs and maintenance. The caretaker maintains regular communication with the Battleford parks and recreation office.

## **2. Closing Time & Location**

Submissions should be in a sealed envelope clearly marked “**Tender – Battleford Flats Caretaker**” and can be mailed or dropped off at:

Battleford Parks and Recreation Office  
Attention: Jordan Schechtel  
432 27<sup>th</sup> Street  
Box 1240, Battleford, Saskatchewan S0M 0E0

Closing time for submissions is **4:00 p.m. on Thursday, February 27<sup>th</sup>**. Submissions received after this time may be returned to sender.

## **3. Submission Requirements**

All proposals must include a completed tender form found on pages 13 & 14 of this package.

## **4. Caretaker Duties, Hours of Work, & Estimated Number of Hours**

### **a. Duties**

A complete list of tasks and duties is outlined in Schedule “A” of the sample contract. Interested proponents should familiarise themselves with all duties and responsibilities and seek any necessary clarification from the Town prior to submission.

**b. Hours of work**

It is the responsibility of the caretaker to determine their hours of work based on event bookings as well as time required to complete all tasks as outlined in Schedule “A” of the caretaker agreement.

The Parks and Recreation Office are responsible for coordinating bookings with user groups. Interested proponents should submit their proposal with the understanding of the following:

- The facility is available for booking every day between May 1<sup>st</sup> to August 31<sup>st</sup>, 2026.
- The facility has an entrance gate that is opened and closed every weekday (Monday to Thursday) and whenever there is a booking on the weekend. It is the responsibility of the caretaker to open the gate prior to any event taking place (normally 1 - 2 hours prior) and closing the gate in the evening after the last event has concluded and all patrons have left.
- Minor Softball, Minor Baseball, and Adult Slo-Pitch are the regular renters of the facility during the week (Monday to Thursday). The times booked by these user groups vary from year to year, however the following provides typical dates, times, and diamonds used by each group. Diamonds must be prepped prior to each booking.
  - Minor Softball – Early May to Mid July. Diamonds 1,2,3 & 8 -5:30 to 8:30 p.m.
  - Minor Baseball – Early May to Mid July. Diamond 4 -5:30 p.m. to 8:30 p.m.
  - Adult Slo-Pitch – Mid May to End of July. Diamonds -5,6, & 7. 7:00 p.m. to 9:00 p.m.
- Weekend bookings (Typically Tournaments). Tournaments commonly start Friday afternoon or Saturday morning and run until Sunday afternoon or evening. There was an average of 20 of 53 weekend days (Friday, Saturday, or Sunday) booked in the last two seasons. During weekend bookings, the caretaker is required to prep the diamonds once per day & clean washrooms once per day. He or she must also open and close the entrance gate each morning and night and periodically check on the facility throughout each day.

**c. Estimated Number of Hours Required**

The number of hours required of the caretaker can vary from year to year depending on the number of bookings as well as the weather. It is estimated that 35 – 40 hours would be required of every 7-day week.

## **5. Duties Town**

- Manage all bookings and complete all necessary paperwork (rental agreements, contracts, deposits, etc.)
- Communicate bookings and schedule changes to the caretaker as soon as possible.
- Providing all necessary cleaning and janitorial supplies required to complete the tasks as outlined in Schedule "A" of the caretaker agreement.
- Provide equipment to perform grounds maintenance as outlined in Schedule "A".
- Provide fuel for equipment, and ensure equipment is maintained in good working order.
- Cover all maintenance costs to ensure facilities are maintained in proper working order. E.g. Plumbers, electricians, miscellaneous supplies, etc.

## **6. Contract Documents**

Proponents will carefully examine the attached Sample Contract and will fully inform themselves as to all existing conditions and limitations that will affect the execution of the Contract. No consideration will be given, after the submission of the Proposal, to any claim that there was any misunderstanding with respect to the conditions imposed by the Contract.

## **7. Acceptance or Rejection of Tenders**

- The Town of Battleford is not obligated to accept the lowest or any proposal.
- Proponents are responsible for their own proposal preparation costs.
- All proposals become property of the Town of Battleford and may be subject to public disclosure under applicable laws.
- The Town may waive any non-compliance with these RFP Specifications.

## **8. Notice of Award**

The successful Tenderer will be notified of acceptance of its Tender by notification in writing to the address on the Tender Form ("Notice of Award"). No other communication will constitute acceptance of any Tender.

## **9. Negotiating**

The Town reserves the right to enter into negotiations with the selected successful Tenderer, prior to award of the Contract, for making amendments to the Contract document as required for the Contract to be compatible with service requirements, schedule, and budget.

## **10. Remuneration**

Remuneration will be as per the accepted Tendered amounts on the Tender Form.

## **11. Inquiries**

All inquiries regarding this Invitation to Tender should be directed to Jordan Schechtel at  
[jordan@battleford.ca](mailto:jordan@battleford.ca)



## **SAMPLE Battleford Flats Caretaking Contract**

THIS AGREEMENT MADE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2026

BETWEEN: THE TOWN OF BATTLEFORD  
MUNICIPAL CORPORATION  
in the Province of Saskatchewan

Hereinafter referred to as "the Town", of the First Part,

AND: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hereinafter referred to as "the Contractor", of the second Part.

### **THE PARTIES HEREBY AGREE AS FOLLOWS:**

1. For the purpose of this contract, the "Battleford Flats" shall mean and include, but not be limited to, all ball diamonds, soccer pitch, concession, parking lots, and all grass areas.
2. The Contractor shall perform the services as listed in Schedule "A" to this Contract.
3. The Town and Contractor intend that the relationship between them be one of an independent contract and not as an employment relationship.
4. The term of this contract shall commence May 1<sup>st</sup>, 2026, and end August 31<sup>st</sup>, 2026. Either party may terminate their rights and obligations under this Contract by providing thirty (30) days' written notice to the other party.
5. Upon completion of the services, the Town shall pay to the Contractor the sum of \$ \_\_\_\_\_ including tax to be paid in four (4) equal installments on the last business day of May, June, July and August 2026, providing the work is completed to the satisfaction of the Manager of Parks and Recreation of the Town.

6. The Contractor shall take into account and adjust his maintenance service schedule to facilitate the public use of the Battleford Flats. The Town shall provide daily information to the Contractor so that the Contractor does not infringe on the public use of the Battleford Flats. The Contractor shall ensure that all equipment and materials are stored in the location provided when the Battleford Flats is open.
7. The Town shall provide the Contractor with orientation to the services required. The Contractor is to be familiar with the work site and conditions and immediately inform the Town of any conditions that may affect the quality of services and/or use of the Battleford Flats.
8. The Contractor shall not assign or transfer this Contract without the consent of the Town, which consent may be unreasonably withheld.
9. The Contractor is not an employee of the Town. The Contractor remains responsible for any statutory payments, including, but not limited to, income tax, Canada Pension Plan, Workers' Compensation, and Employment Insurance, arising from services that he, or his employees, provide to the Town. The Contractor hereby indemnifies and save harmless the Town for any claim, loss, damages, assessments, actions, or costs, including legal costs, that the Town might incur as a result of the Contractor's failure to pay or remit to any Government or agency for statutory payments required to be made by the Contractor.
10. The Contractor agrees to provide proof of Workers' Compensation Coverage to the Town.
11. The Contractor hereby indemnifies and saves harmless the Town for any claim, loss, damages, actions, or costs, including legal costs, the Town might incur resulting from any act or omission of the Contractor in relation to the services performed by the Contractor for the Town.
12. The Contractor agrees to obtain general liability insurance and name the Town as additionally insured.
13. The Town reserves the right to declare this Contract null and void, without further payment to the Contractor, upon the happening of an Act of God whereby the Battleford Flats, or any part thereof, is deemed unusable by the Town, as determined in the Town's sole discretion. In this event, the Town shall pay to the Contractor a prorated portion based on the services completed. The Town may reinstate this Contract when the Battleford Flats are deemed usable, as determined in the Town's sole discretion.
14. The Town reserves the right to declare this Contract null and void, without further payment to the Contractor, upon closure of the Battleford Flats by way of a public health order issued by the Saskatchewan Government. In this event, the Town shall pay the Contractor a

prorated portion of the services completed. The Town may reinstate this Contract when the order is lifted.

15. The Parties agree to do and perform such further and other actions that may be necessary to give full force and effect to this Contract.
16. This Contract shall be binding upon and ensure the benefit of the parties, their respective heirs, executors, successors, and assigns.
17. This Contract shall be interpreted and governed in accordance with the laws of the Province of Saskatchewan, and any proceedings taken in respect to this Contract are to occur in the Courts of the Province of Saskatchewan. If any of the terms of this Contract are found invalid and unenforceable by any Court or other entity having jurisdiction and respect hereof, the remainder of this Contract shall not be affected.
18. Notwithstanding the date on which this Contract is signed, the effective date of this Contract shall be May 1<sup>st</sup>, 2026.

IN WITNESS WHEREOF, the said Town had caused its Corporate Seal to be hereunto affixed, attested by the signatures of its proper officers in that behalf, the day and year first above written, and

IN WITNESS WHEREOF, the Contractor hereunto set his hand the day and year first above written.

Signed on behalf of the Town

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Mayor

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C.A.O.

SIGNED AND DELIVERED

In the presence of:

Signed on behalf of the Contractor

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Witness

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Contractor



## BATTLEFORD FLATS

### CARETAKER CONTRACT – SCHEDULE “A”

#### I The Contractor Will:

- 1) In the first week (or when weather permits) will prepare the infields for play.
- 2) Prepare the diamonds daily and/or as needed. Diamond preparation includes ensuring grass is cut to an appropriate height, and infields are floated and lined. For tournaments, the contractor is responsible for preparing the diamonds prior to the first game of each day. Tournament organizers are responsible for any diamond preparation throughout the day.
- 3) Prepare the soccer field when it is required. Preparation includes ensuring the grass is cut to an appropriate height and ensuring corner flags are in place.
- 4) Make all areas, and particularly the diamonds, playable immediately following inclement weather; this may require draining of the low areas and/or adding sand and fill and raking wet areas. Material will be supplied by the Town.
- 5) Inspect diamonds during and after rainy days to determine diamond playability. Contractor will communicate with the Parks and Recreation Office by 3:00 p.m. Monday – Thursday as to whether the diamonds are suitable for play.
- 6) Water the diamonds and soccer field grass as per instructions provided by the Manager of Parks and Recreation.
- 7) Cut all grass areas within the fenced diamond area and soccer field to a maintained to a height of 2 to 2 ½ inches (50 – 60 mm) or as determined by the Parks and Recreation Manager.
- 8) Cut all grass areas immediately surrounding the diamonds and soccer field a minimum of once every 7 days.
- 9) Cut all other areas at least once every ten to fourteen (10 to 14) days. A map of the different areas to be cut and how often is attached to this package.

- 10) Clippings may be left on the mowed areas provided they are evenly distributed. If bunching occurs, the clippings shall be immediately removed.
- 11) String trim grass around buildings, fences, posts, etc., within forty-eight (48) hours of mowing in the immediate area.
- 12) Perform minor repairs to fences, bleachers, posts, etc., and may include painting as necessary.
- 13) Keep all areas clean by picking up garbage, paper, bottles, etc., and disposing of such in proper containers.
- 14) Change garbage bins as needed and dispose of such in the proper containers.
- 15) Clean and restock bathrooms and canteen daily and/or after the areas have been used, and notify the Parks and Recreation Manager when additional janitorial supplies are needed.
- 16) Open and close the entrance gate daily. Entrance gate is to be opened 1 to 2 hours prior to any booking and is to be closed after the last booking of each day, once all patrons have left the facility.
- 17) Make periodic inspections of the facility during weekends when it is open to the public.
- 18) Complete necessary forms, logs, and records on a daily basis. The Manager of Parks and Recreation or designate will arrange for the collection of fees and records.
- 19) Be required to contact the Parks and Recreation Office daily (Monday to Friday) to obtain updated information regarding facility use.

II

**The Town Will:**

- 1) Service and repair all waterlines and ensure the system is operational in the spring.
- 2) De-thatch all outfields and the soccer field in May of each year.
- 3) Fertilize all outfields and the soccer field.
- 4) Paint soccer field lines as necessary.
- 5) Roto-till beach volleyball court as necessary.

- 6) Prune and remove trees as necessary.
- 7) Supply all material necessary to repair and/or paint.
- 8) Undertake and assume responsibility to have all plumbing and electrical repairs done.
- 9) Have the gravel roads and parking lot graded as necessary.
- 10) Supply the necessary janitorial items to clean and disinfect the bathrooms and canteen.
- 11) Be responsible for booking the Park amenities (e.g., diamonds, canteen, etc.)
- 12) Undertake and assume responsibility to perform pest and weed control.
- 13) Provide on-site facility (garage package) to store all equipment, materials, and supplies.
- 14) Provide mowing, string trimming, and diamond preparation equipment. The equipment available to contractor includes: 1 – 1998 Jacobson HR-5111 11' Mower, 1 - Poulan Pro Push Mower, 1 - STIHL String Trimmer, 1 – Smithco Sport Truck & Diamond Drag Mat. *\*Contractor may also choose to use his or her own equipment as necessary.*
- 15) Undertake and assume responsibility to ensure above equipment is maintained in proper working order.
- 16) Provide fuel for mowing equipment.

## Cutting Map



Orange – Minimum of one cut every 7 days.

Green – Minimum of one cut every 10 to 14 days.



## Tender Form – Battleford Flats Caretaking Services

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Tender of: \_\_\_\_\_  
(Hereinafter referred to as the "Tenderer")

In response to the Invitation to Tender for Caretaking Services of the Battleford Flats and the Tender documents, the Tenderer has carefully examined the scope of the proposed service, the work specifications, and will provide all necessary labour to complete the service as called for by these documents and in accordance with the Town requirements, for prices tendered.

The amount tendered is the total price per month before taxes.

Amount Tendered: \$ \_\_\_\_\_/month

Please specify Tenderer's experience in similar work:

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Please list a minimum of two references and their phone number:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The Tenderer acknowledges that all representatives of the individual or company will operate in compliance with all applicable federal, provincial, and municipal occupational health and safety regulations, laws, and bylaws.

No Tenderer/shall have any claim for compensation of any kind whatsoever, as a result of participating in the Tender, and by submitting a bid, each Tenderer/bidder shall be deemed to have agreed that it has no claim.

Company/Individual Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**The Tenderer has read and acknowledges the conditions as set out in the attached Tender Package and has carefully examined the contract documents for the Town of Battleford Flats Caretaking Contract.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_