Dauphin
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October 26, 2026 Item #: DED-2026/2027

Request for Proposals

The City of Dauphin is interested in obtaining proposals for the following:

Dutch Elm Tree Removal Service as per Specifications
Prices are to be Firm for the Individual Removal of 159 Trees

FIGURE QUOTED MUST CLEARLY LIST PRICE, GST, AND TOTAL.

The lowest or any proposal need not be accepted by the City of Dauphin. The City shall have the right to evaluate competing bids in accordance with its own criteria for evaluation applied to the specific item or work being done, whether or not such criteria has been expressly related to the bidders. The City of Dauphin reserves the right to award this Request for Proposals as a whole or in part, or to cancel this Request for Proposals at any time, whichever it deems to be in the best interest of the City. These documents, tree maps (when available), Frequently Asked Questions, and prospective bidders' questions posed to the City on or before closing will be posted on www.dauphin.ca for all to view.

The City of Dauphin will normally award the contract to the lowest competent bidder meeting the required specifications in Appendix A. However, the City retains the right to reject any or all submissions and to take into consideration past performance of bidders on similar contracts, both in and out of the City of Dauphin, and such other factors the City considers relevant, including timing of services to be provided.

Mail/Courier Delivered to:	Lisa Gaudet, PhD, CMMA Deputy City Manager City of Dauphin 100 Main Street South Dauphin, Manitoba R7N 1K3
Hand Delivered to:	City Hall, 100 Main Street South, Dauphin, MB
Fax Delivered to:	1-204-622-3290
Emailed to:	lisag@dauphin.ca

Bids must be submitted using the Bid Form as illustrated in Appendix B, and marked: "CONFIDENTIAL – Dutch Elm Disease Tree Removal, Item #: DED-2026/2027" and received before **4:30 p.m. local Dauphin time, Friday, November 27, 2026** to be accepted.

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Appendix A

City of Dauphin Specifications
Dutch Elm Tree Removal Service
Item #: DED-2026/2027

1. The City of Dauphin requires the removal of 159 diseased elm trees, as identified by Manitoba Sustainable Development, and listed in the enclosed Tree List in Appendix C.

2. The City provides with this Request for Proposals, an .xlsx format showing approximate locations of the trees, an .html file showing the location of the trees using "three word address" locations, a .kml electronic file showing the trees' locations on Google Earth, a .gpx electronic file providing GIS locations and shapefiles that can be used in GIS, all compiled by Manitoba Sustainable Development. The City also provides the locations of the trees on a map in .pdf format in Appendix E.

3. The work shall be completed and invoicing submitted to the City by Friday, February 26, 2027. With the invoice, please include the Tree List indicating the day each tree was removed.

4. Disposal of the removed trees must be in accordance with all applicable Provincial rules and regulations. Trees must be removed flush with the ground, with all bark removed to the ground also, and all wood properly disposed of. The site must be cleaned of all tree-removal debris including small branches, and damage to ground and infrastructure restored. There is a designated space at the City of Dauphin Waste Disposal Site that will take the elm trees and branches free of charge; removed elm debris may not be stored for longer than 14 days before treatment or disposal unless a permit is obtained from Forestry and Peatlands Management Branch, Manitoba Sustainable Development.

5. Only companies who possess A) a valid Manitoba Arborists License, B) have successfully completed the Manitoba Arborists Training Course from the University of Manitoba, or C) hold valid arborist certification from the International Society of Arboriculture (ISA) may apply. Please include proof of having one of the above certifications with your bid submission.

6. The City reserves the right to approach, throughout the year, any of the companies that submitted a bid, requesting additional tree removal or remediation services.

7. Only companies that are registered and paid members in good standing with the Workers Compensation Board of Manitoba may apply. Only bidders that provide their WCB number on the Bid Form will be considered. See WCB information provided in this package as Appendix D.

8. The successful bidder must complete the work as outlined in order to receive full compensation for the work. Partial compensation for partial work will not be considered, unless mutually agreed upon between the successful bidder and the City of Dauphin.

9. The successful bidder does not require a City of Dauphin Business Licence to perform this work. However, if the successful bidder is operating from outside the City of Dauphin and is conducting business within city limits for other than the City of Dauphin, then a Business Licence is required. Any inquiries on business licences should be directed to 204-622-3200.

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10. The bidders shall, at their own expense, obtain a public liability, property damage, and comprehensive general liability insurance policy in an amount of not less than $1,000,000 for any one occurrence or series of occurrences arising out of one cause. Please submit a copy of your liability insurance with your submission. Only bidders that provide copies of their insurance will be considered. The successful bidder is responsible for all damage to public and private property; any damage to public or private property may result in an insurance claim.

11. The successful bidder shall save harmless and indemnify the City of Dauphin against all claims and demands that may be made against it by reason of accidental injury (including death) or any person, whether in the employment of the bidder or not, arising directly or indirectly from the performance of the work, or by reason of any trespass on or damage to property committed by the bidder or their servants or agents or any other claim resulting from the performance of the work.

12. It is the successful bidder's responsibility to contact Manitoba Hydro regarding trees that may interfere with overhead power lines, prior to removing. For further information regarding Manitoba Hydro's policy on managing vegetation that interferes with overhead powerlines, please contact the nearest Manitoba Hydro Customer Service Centre at 1-888-624-9376 or visit https://www.hydro.mb.ca/safety/landscaping.shtml#trees.

13. It is the successful bidder's responsibility to use proper safety measures while performing this work and to ensure compliance with all government safety rules and regulations. It is the successful bidder's responsibility to obtain permission and provide at least 24 hours' notice when entering private property. Any damage to property during tree removal is the responsibility of the successful bidder and must be remediated.

14. The City of Dauphin will help facilitate entry onto any property identified by the successful bidder to be problematic.

15. Please include on your Bid Form two references from entities for which your company has worked.

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Appendix B

City of Dauphin
BID FORM
REQUEST FOR PROPOSALS: Item #: DED-2026/2027

SUBJECT: Tree Removal Service as per Specifications
Request for Proposals for Removal by Date Stipulated Below

CLOSING DATE: 4:30 p.m. (local Dauphin time) on Friday, November 27, 2026

I _____, representing _____
(Name) (Company Name)

of _____, _____, _____, _____
(Mailing Address) (City) (Province) (Postal Code)

_____, _____, _____
(Phone Number) (Fax Number) (GST Registration Number)

Email Address: _____,

am authorized to bind the corporation and do hereby submit the following as my price for the removal of 159 diseased elm trees in the City of Dauphin, MB, as identified by Manitoba Sustainable Development in the attached Tree List:

TOTAL BID PRICE to remove trees **on or before February 26, 2027**:

PRICE	_____
GST (5%)	_____
TOTAL	_____

WCB Number _____

Note: proof of liability insurance and arboriculture certification must be submitted with this Bid Form to be accepted.

Reference Contact Information:

1) _____
_____

2) _____
_____

_____ _____ _____
(signature) (date) (witnessed by)*

_____
Print Name of Witness

*This document must be witnessed to be compliant.

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Appendix D

Workers Compensation Board of Manitoba
Registration

Only bidders who are registered and fully paid members in good standing with the Workers Compensation Board of Manitoba (WCB) may be awarded work for the City of Dauphin. The list of bidders will be submitted to the WCB for verification of paid membership and good standing. Any bidder who is not covered by a membership in good standing with the WCB will automatically be disqualified from bidding.

The City of Dauphin will submit a request to WCB to obtain a letter of clearance both prior to the commencement of the work outlined in the Request for Proposals, and prior to paying out the agreed upon amount for this project.

The City of Dauphin, therefore, disclaims any liability for any non-City employee who may be involved in an accident involving bodily injury while the non-City employee is working for a Contractor or is self-employed and is doing work for the City of Dauphin.