

Seven Chiefs Sportsplex & Chief Jim Starlight Management Ltd – Snow and Ice Services

Vendors are encouraged to read the document in full and are invited to submit proposals for lawn care, or snow removal/ice management services, or both lawn care and snow removal/ice management services. Sealed proposals will be accepted until Friday, October 23, 2026, at 2:00 PM MST, after which time proposals will be opened and considered. Envelopes containing proposals must be sealed and clearly marked Snow and Ice RFP – Do Not Open" with the vendor's name and return address on the outside of the envelope. One signed original, and three copies of the proposal shall be submitted.

Attention: Terry Crook,
7Chiefs Sportsplex & Chief Jim Starlight Centre Operations Manager
19 Bullhead RD, Calgary, AB, T3E 3X8. 403-461-2970
Email– Terrence.crook@7chiefs.com
Issued September 15, 2026, Proposals Due: October 23, 2026.

PROPOSAL TIMELINE AND EVALUATION

September 18, 2026 Release of RFP

October 16, 2026 Proposals are due at 4pm MST

October 25, 2026 Announcement of selection of award

November 1, 2026 (or as determined by end users) Work begins

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1. INTENT

1. The - SEVEN CHIEFS SPORTSPLEX & CHIEF JIM STARLIGHT MANAGEMENT LTD. - forms part of the Tsuut'ina Nation.
2. The - SEVEN CHIEFS SPORTSPLEX & CHIEF JIM STARLIGHT MANAGEMENT LTD. - hereinafter referred to Seven Chief's (SC).
3. This Contract is for snow and ice to be removed on sidewalks, emergency/standard exits/entrances and parking lots.
4. Obtain pricing for either;
 - a. **Monthly payment all-inclusive 7-days a week, as required contract (see below for further details)**
 - b. **Hourly Time and Materials/Equipment (see below for further details)**

2. TERMS

1. "Contractor" – means assigned party to complete the work with all necessary labour and materials.
2. Shall act as Prime Contractor and hold all necessary documents noted herein to conduct business.
3. Shall, as required, employ sub-contracted services to fulfil the contract obligations, hereinafter included in the term "Contractor".
4. "Term" the duration of the contract as set out in the Terms & Conditions.

3. TENDER ISSUED AND CLOSE

1. Issued date – 9/15/2026 and close date 10/23/2026, at 4-PM.
2. No bids shall be accepted after the close date and time.

4. SCOPE OF WORK

4.1 General

1. On the day of the scheduled work the Contractor's point of contact (POC);
 - a. **Terry Crook, Operations Manager – terrence.crook@7chiefs.com
Phone – 403-969-5249**
 - b. **Walter Gonzalez, Operations Supervisor - walter.gonzalez@7chiefs.com
Phone - (403) 829-1843**
 - c. **Destiny Whitney, General Manager – destiny.whitney@7chiefs.com
Phone – (587-836-2891)**
2. This communication shall be via email from the team on site. No phone calls either POC unless there is an emergency.
3. Arriving on site to complete work unannounced is not permitted.

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4. No cost shall be incurred by the 7CSC for refusing access for unscheduled work.

4.2 Supervision and Labour

1. The Contractor shall provide a competent Supervisor to oversee the work whilst the team is on site.
2. The Contractor's Supervisor shall always be present during working hours and in charge of the work on behalf of the Contractor.
3. The Contractor shall enforce strict discipline and good order among the Contractor's employees.
4. The Contractor shall exercise the necessary supervision and control to prevent Contractor's employees from violating any rules and regulations of the 7CSC and the items of this scope of work.
5. The Supervisor shall inspect the site from time to time. See below for further details.

4.3 Equipment

1. The Contractor shall be responsible for providing all necessary equipment for snow and ice clearing.
2. All equipment must be well maintained and in good working order.
3. The 7CSC reserves the right, at no cost to the 7CSC, to have the Contractor's equipment moved to a different location on site or have all equipment removed from site. We would try to provide 24-hours notice.

4.4 Snow and Ice Triggers

1. When a snow event occurs as noted below, the Contractor shall attend site as follows;
 - a. **Monday through to Sunday**
 - b. **First clear time 06:00-AM to 08:00-AM for attendance at site**
 - c. **Additional clearing as required (this would be a request via the phone for Time and material contract and self-directed by the Contractor if the contract is monthly payment)**
2. One snow and ice clearing in any 24-hour period for time and material contract only.
3. Monthly payment contract would be as required when the criteria her-in is met.
4. Exempt days, for snow and ice clearing;
 - a. **Christmas Day**
 - b. **Designated Statutory holidays (the Contractor would be advised in advance)**
5. See Appendix Site Plan for Statutory Holiday snow & ice clearing.
6. The triggers for snow and ice clearing are as follows;
 - a. **Parking lots and roads where the accumulation exceeds 50-mm, in one snow fall or and accumulation over a period.**
 - b. **All sidewalks and entrances, any snow event that creates accumulation.**

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c. All emergency exits, any snow event that creates accumulation.

7. When clearing sidewalks and emergency exits the snow cannot be deposited into the parking lot (see Snow Piles).
8. When clearing snow and ice the Contractor shall ensure the sidewalks are clean and free of ice, apply deicer as required.
9. We shall request the Parking lots to have gravel applied based on the rates noted in Appendix 2, for a time and material contract.
10. Sidewalks and entrances shall have ice melt applied as part of the process.
11. The Contractor Supervisor shall inspect the site to ensure ice build-up or blowing snow is managed. If the contract is "Monthly" this shall be a seamless task for the Contractor and no additional involvement from the 7CSC. Where the Contract is "time and materials", the Supervisor will need permission from the POC to incur the additional expense.

4.5 General Items

1. The Contractor shall;
 - a. **The Contractor is obligated to ensure the snow and ice is cleared before 06:30-AM when there is a snow event or 08:00-AM at the latest.**
 - b. **The Contractor must have a system in place to prove the work is completed and documented with dates, time stamped pictures (before and after). This is not done by word of mouth. This system must be viewable on-line**
 - c. **The Contractor is required to supply all tools, equipment and material for this contract.**
 - d. **All ice melt products shall be safe to use on concrete.**
 - e. **Where new concrete is apparent only un-salted sand or un-salted gravel can be used for the first 12-months.**
 - f. **All tools and equipment shall be in good working order.**
 - g. **No 7CSC equipment can be used by the contractor.**
 - h. **The 7CSC will allow the Contractor to park their equipment to be used at the 7CSC on site for the duration of the contract.**

4.6 Term

1. The Contract period shall be – 1st November to 30th April on a three-year contract.

4.7 Site Conditions

1. Before the snow comes the Contractor shall be responsible for videoing all the parking lots, sidewalks and building to ensure there is no damages. A permanent camera system to monitor the snowfall is required for 24-hour supervision. The video will be completed by the 7CSC operations Team at the same time. The videos shall be held on file. At the end of the season the Contractor and Operations POC shall review the videos and the sites to survey for damages.

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2. Contractor shall be responsible for any damage incurred to the property because of snow clearing and ice.
3. The Contractor is at liberty to review the site during the tender period. The POC can attend the Contractors request. We shall not be scheduling a site visit.

4.8 Snow Piles

1. There are snow ice pile locations shown in the site plan in Appendix 1. No additional piles are permitted.
2. Where snow is piled outside of these areas by the Contractor they shall, at their cost, move the snow and ice pile to the designated location within 24-hrs of being notified.
3. The snow and ice piles must be at least 2-metres back from the curb and be positioned so as the melting ice does not pose an ice concern when it freezes. Where the Contractor neglects to complete this they shall be required to position the pile to the safe locations.
4. No snow can be shoveled or piled against building envelope glass panels.
5. For the two snow piles located adjacent to the building on the North and East side they must be managed by the Contractor. They must be at least one meter from the sidewalks and no higher than 600-mm at any one point. At the East side snow can only be pile from the fire pit heading east.
6. The Contractor's team must be aware of the trees and plants so as not to create damage when piling snow. All damage reparations shall be at the Contractor's expense. The exception to this is damaged grass to create snow piles. This shall be corrected in the spring by the landscaping contractor.

4.9 Community Post Box

1. See site plan in the Appendix 1.
2. On the West side of the property has community post boxes.
3. The Contractor is required to provide a clear path for vehicle traffic in two directions from the asphalt parking lot to the post boxes.
4. The area around the post boxes must be cleared when the 7CSC's sidewalks are cleared.

4.10 Snow and Ice Log

1. The Contractor shall be required to provide a daily log on environmental conditions for snow days and for the Supervisors site review.
2. The report shall include but not limited too;
 - a. Name of the person complete the log
 - b. Number of employees working
 - c. What work was completed
 - d. Number of hours worked
 - e. Materials used
 - f. Equipment used

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- g. Damage found
 - h. Pictures with date and time stamps of before and after the work is completed
 - i. Etc.
3. All logs, for each event, must be sent in via email within 24-hrs of the work being completed.
 4. Where logs are not received for snow days payment for services shall be withheld until the logs are received.

4.11 Monthly Contract or Time and Materials/Equipment Contract

1. Where the contract is “Monthly” the contractor shall be paid the monthly amount as noted in Appendix 2. For this amount the Contractor shall be obligated to attend site for any snow and ice events that meet the criteria in the Scope of Work. The monthly amount shall include all hourly rates, necessary equipment and materials. The reports for each snow events, item 3.10 and 3.5, 2, b. This information shall be required for each invoice.
2. Where the contract is “Hourly” the Contractor shall be paid the hourly rates noted in Appendix 2, based on the number of hours and materials used. The hours shall be based on the reports for each snow events, item 3.10 and 3.5, 2, b. This information shall be required for each invoice.
3. N.B. – The Contract document issued to the Contractor shall clearly state the type of contract we shall engage in.

5. SAFETY

5.1 COR or SECOR

1. The Contractor should be COR or SECOR registered.
2. Where the Contractor is not COR or SECOR registered, they may provide a copy of their safety manual or safety procedures/policy as a second option.

5.2 Hazard Assessments & Incident Reporting

1. The contractor staff shall undertake a hazard assessment prior to any work being completed.
2. Where tasks outside the normal course of duties are undertaken separate hazard assessments must be completed.
3. It is expected that the contractor has developed their own safe work practices which will enable their staff to work in a safe manner.
4. The Contractor shall ensure that all incidents and near misses are reported formerly in writing. A Postmortem meeting may be required for the analysis of what happened and what could have been done to prevent the incident/near miss.

5.3 Personal Protective Equipment (PPE)

1. The Contractor is responsible for ensuring their employees have the proper training to effect their work.

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2. This would include the wearing of PPE, WHMIS, Working at Heights, etc.

5.4 WHMIS and SDS

1. The Contractor shall ensure all staff are trained in WHMIS.
2. The Contractor shall ensure that all Safety Data Sheets (SDS) shall be provided to – terrence.crook@7chiefs.com prior to the commencement of the contract.

5.5 WCB (as applicable)

1. The contractor shall be in good standing with the workman's compensation board.
2. Proof of standings shall be required in the form of a letter from the WCB.
3. Should a contractor fall out of good standing with the WCB, the 7CSC may terminate the contract at any time, unless the standing is reestablished within a reasonable time frame, and at no cost to the 7CSC.
4. Contractors that are not in good standing with the WCB shall not be permitted to bid on this contract.
5. Annually the contractor must submit proof of WCB standing and other documents noted here in.

5.6 Business License

1. Contractors must obtain a Tsuut'ina Business licence to operate on the Nation's lands.

5.7 Training

1. Contractor staff shall have completed all necessary safety training to permit them to complete their duties in a safe manner
2. Training such as, WHMIS, working with specific equipment, etc. must be completed and kept up to date.
3. The Contractor must hold any applicable licenses for the equipment to be used.

5.8 Emergency Evacuation

1. An evacuation could be; a fire condition or bomb threat or other similar threat made to the 7CSC.
2. The Contractor staff will gather at the muster points in the parking lot.

5.9 Utilities

1. Exercise extreme caution when working around utility poles and where the power line comes down the pole into the ground.

6. BUILDING SECURITY AND ACCESS

6.1 Security

1. Access to the building should not be a required and through the POC noted above.

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6.2 Keys & Access (If Ever Required)

1. The contractor shall be issued a set of keys that shall provide access to the necessary parts of the facility (access to water).
2. The keyset may include sub-master and master keys.
3. If the Contractor staff mislay the keys, the Contractor shall be responsible for the re-keying of all affected areas. This shall be at the Contractor's expense and the key/locks shall be to the 7CSC standard.
4. If a member of the contractor's staff leaves site with the keys, they shall be required to return the keys as soon as this problem is discovered. The 7CSC shall not be charged for any actions required to return the keys to the 7CSC.
5. All work must be coordinated through one of the following people;
 - a. Terry Crook, Operations Manager – terrence.crook@7chiefs.com (403) 969-5249
 - b. Walter Gonzalez, Supervisor - walter.gonzalez@7chiefs.com (403) 829-1843
 - c. Destiny Whitney, General Manager – destiny.whitney@7chiefs.com (587) 836-2891
6. Attending site without the work being coordinated will result in the work not being allowed to proceed. The 7CSC shall be responsible for any cancellation costs.

7. FINANCIAL & TENDERING

7.1 Insurance

1. The Seven Chiefs Sportsplex & Chief Jim Starlight Management Ltd – Tsuut'ina Nation shall be named on the certificate of insurance
2. The contractor shall hold the insurance and indemnification noted in the terms and conditions.

7.2 Business License (as applicable)

1. The Contractor shall provide a copy of their up-to-date business license.

7.3 Contract Quotation

1. The contractor shall provide their costs in the table shown in the Appendix 2.
2. Please do not submit your costs on anything other than this pricing schedule or the bid shall be disqualified.
3. Please do not quote GST as the Nation is except (proof can be supplied upon request).

7.4 Invoicing

1. Do not include GST in the invoice.
2. Invoices shall be submitted electronically to the following people;

d. Terry Crook, Operations Manager – terrence.crook@7chiefs.com

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- e. Zeena Hughson, Administration - zeena.hughson@7chiefs.com
 - f. Destiny Whitney, General Manager – destiny.whitney@7chiefs.com
3. Invoice must include the following for either Contract option;
- g. Labour
 - h. Materials
 - i. Sub-contracted labour
 - j. Sub-contracted materials
 - k. Risk Assessment and other safety documents

7.5 Payments

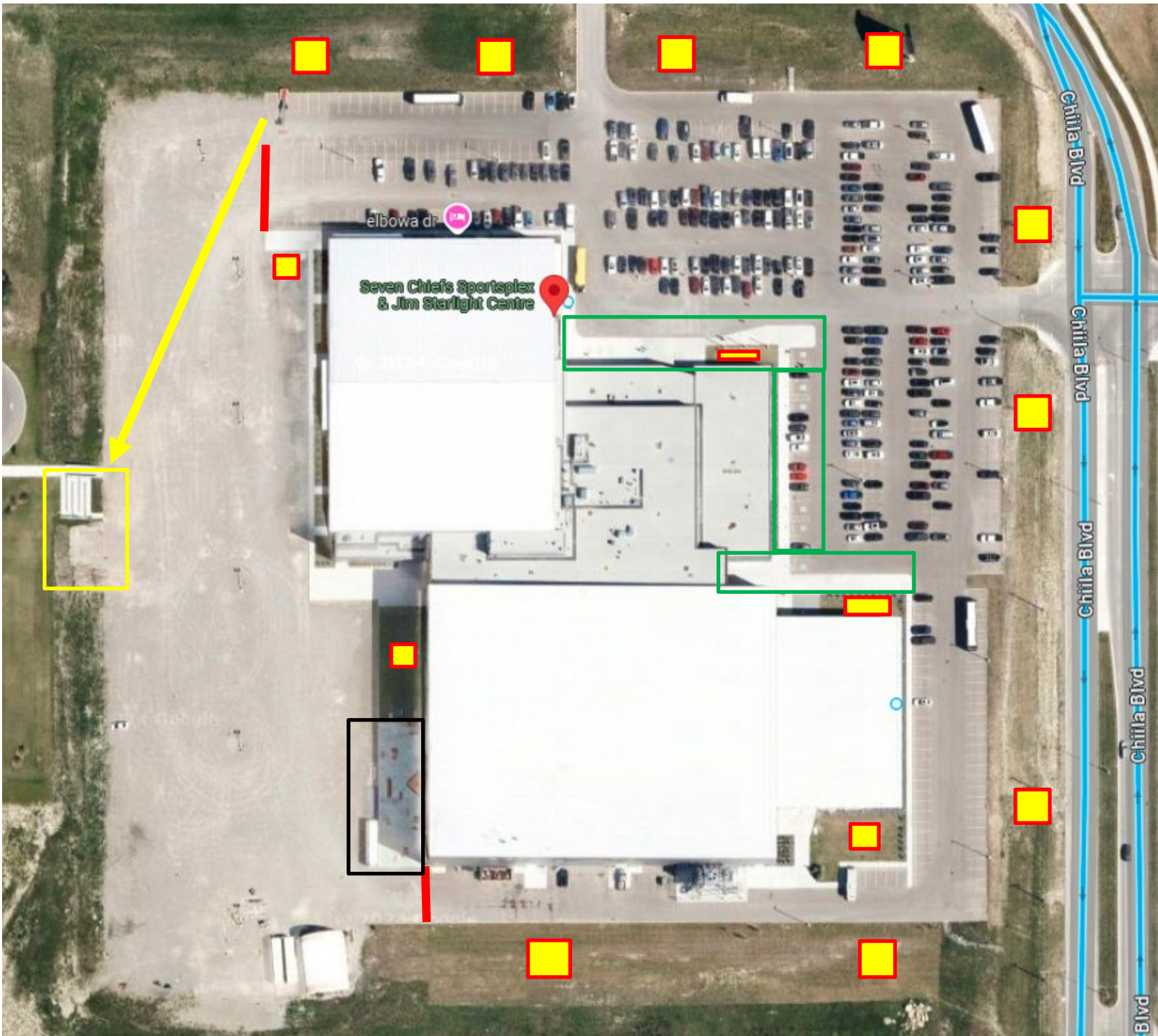
1. Invoices shall be paid on 30-day payment terms.

8. GENERAL

- 1. Where the Contractor is unsure of the instructions above, please contact the Operations Manager – Terry Crook 403-461-2970 or General Manager – Destiny Whitney 587-836-2891 – for clarification.
- 2. Once the tender closes the Contractor shall be responsible for any items that are missed or misunderstood.

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10.APPENDIX 1 - SNOW & ICE PILE & SITE PLAN



- Do not clear snow on the west side of the red lines, **except for access to the post boxes.**
- Snow to be piles at designed areas only, at least 2-meters back from the curb.
- Driveways leading to public road are considered parking lots and shall be cleared as such.
- Where snow piles become unmanageable the snow shall move to the outer pile locations. The Contractor needs to be cognisant of this when doing their work.
- The green boxes denote snow and ice clearing for Statutory Holidays only due to the Fitness Centre being open to clients.

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11. APPENDIX 2 - PRICING SCHEDULE

1. We are looking at the option for this contract to be based on either of the following;
 - a. **Monthly payment all-inclusive 7-days a week, as required contract (see below for further details)**
 - b. **Hourly Time and Materials/Equipment (see below for further details)**
2. N.B. - The, Seven Chiefs Sportsplex & Chief Jim Starlight Management Ltd., reserves the right on the final decision on which option shall be selected as the Contract. This shall be clearly defined in the contract Terms and Conditions document, for which this document and its pricing shall form part-of.

11.1 Hourly Rates

3. Since the Contractor and the 7CSC are in “contract’ the 7CSC must qualify for preferred rates.
4. Hourly rates shall be included for when the need arises for Time and Material snow events and additional snow and ice clearing. Input rates below.

Equipment/Labour Type	Hourly Rate	Task	Estimated cost to complete once
Bob Cat/Skid Steer		Clear Parking Lot	
Leveller/Grader (parking Lot)		Clear Sidewalks and Exits	
Gravel/Sand truck per load		Gravel Parking Lot	
Powered Snow blower (lab. Incl.)		Gravel/ Sidewalks	
Hand Shovelling			
Hand Snowing Blower			
De-icing applications - sidewalks			
General Hourly Rate			
IMPORTANT - Please the estimated cost must be as accurate as possible, since this shall be a primary consideration for determining the type of contract and awarding.			

11.2 Monthly All In Rate

1. The table below shall be used for the all-inclusive monthly cost for snow and ice clearing.
2. For this rate the Contractor is obligated to clear snow and ice as per the section above – Scope of Work.
3. Should there be a snow event in May of any year the Contractor may be engaged at the hourly rates.

Monthly Rates for the Three-Year Term						
Year	Nov	Dec	Jan	Feb	Mar	Apr
2026/27						
2027/28						
2028/29						

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