

Acadia First Nation

Request for Tender

Lawn Care and Community Maintenance

(Gold River Reserve)

RFT-2016-01

1.0 Introduction

This RFT is issued under the authority of the Acadia First Nation seeking proposals from experienced and qualified persons(s) to perform weekly lawn care for elders in the community and community maintenance (as defined by the Band Manager)

2.0 Terms:

2.1 Definitions

RFT: Request for Tender

Proponent: Any person(s) that submits or intends on submitting a proposal to the Acadia First Nation for consideration of acceptance in the particular project.

2.2 Acceptance of the terms of the contract

All terms and conditions of the contract are laid out in this document. It is assumed that the contract is accepted by the proponent and incorporated into the proposal as a result in the proponent responding to this RFT.

2.3 RFT Amendments

Acadia First Nation reserves the right to amend or supplement this RFT, giving equal information and cooperation by way of issued addendum to all proponents as a result of such an amendment.

2.4 Rejection of Proposal

Acadia First Nation reserves the right to reject or accept any or all proposals submitted for this RFT.

2.5 Proponent Costs

All costs incurred prior to acceptance of the proposal and written agreement as to solely be incurred by the proponent including preparation of the proposal to Acadia First nation for this RFT.

2.6 Contract cancellation

A contract entered into with the successful proponent may be cancelled for, but not limited to the following reasons:

Defaults in the observance and compliance of any of the conditions set forth in the contract or specifications of the RFT including Scope of Work: or has become insolvent.

2.7 Validity Period

Proposals must be open for acceptance of 14 days after the closing date. Upon acceptance, prices quoted within the proposal submitted by the proponent must be firm for the entire contract period unless otherwise specified and agreed to with the Band Manager.

3.0 Submissions of Proposals

Proposals must be submitted to the Band Manager no later than 5.00 pm A.S.T on June 1, 2016.

Proposals must be submitted to
Lloyd Mac Dougall

Acadia First Nation

10526 Hwy 3

Yarmouth, N.S.

B5A-5J7

Any proposals received after this date will be rejected.

4.0 Scope of Work

The proponent agrees to provide all labor, materials, equipment and supplies to provide Lawn Care and Community Maintenance work on the Yarmouth Reserve in accordance with the following specifications:

- Maintain lawns for the following elders
 - Hazel Green
 - Rose Morrison
 - Jimmy Francis
 - Ray Kaiser
- Cut grass at the Pow Wow and Camp Ground, collect garbage when required
- Cut Grass at the Gold Nugget and Gold Reserve
- Maintain Planter boxes at the play ground

- Cut the grass on the side of the road twice per season and bag required garbage.
- Cut back the bushes on the roads twice per season
- Collect garbage from the ditches once per month (not weekly)

All other requests are required to be approved by the Band Manager for payment to be committed.

5.0 Price Schedule

Proponents are required to provide a detailed list of pricing for the scope of work outlined. Although lawn maintenance is based on weather, it is required that the proponent itemize each line item, provide an estimated schedule and hourly rate budgeted for each billed item

Acadia First Nation will require an estimate of services provided for the summer services on Lawn Care.

Billing must be forwarded to the Finance Department in Yarmouth electronically. This will be paid within 10 Business day of submission. Details to be discussed at acceptance.

6.0 Evaluation Criteria

Proponents will be evaluated on both previous experience and pricing

The response to this RFT will be considered an offer to contract. The following process will be followed:

- The proposal accepted will be documented and a “ Notice of Award” will be forwarded to the successful proponent
- Final negotiations on the approved contract will be conducted and additions / omissions will be added to the original contract and signed by the proponent and the Band Manager.
- A Start date will be approved and notifications forwarded to appropriate agencies with the contact name and number of the successful proponent
- The contract when duly executed shall represent the entire agreement between all parties.

Final Approval

Band Manager: _____ Dated: _____

Proponent: _____ Dated: _____