

**Acadia First Nation  
Request for Tender**

**Snow Removal**

**RFT-2017-03**

## **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 snow removal on the various reserves located within the Acadia First Nation Reserves. If selected to provide the services agreed upon, the proponent will be given an agreed upon location and map of where the services will be provided and subsequently paid. (These tender addresses all reserves and responsibility will be given to specific proponents based on the geographic location)

## **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 November 30<sup>th</sup>, 2017.

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 Snow removal on the Acadia First Nation Reserve of

- Ponhook Lake Community

Any proponents requiring assistance with the application may contact the Band manager directly to provide guidance in the application process.

## **Description of Services**

### **Yarmouth:**

- **Clearing of Snow at the following Locations**
  - **Residences identified in the Ponhook Lake community**
- **Clearing of Elders and Disabled walkways if required**

## **Description of Equipment**

Road clearing must be accomplished through the use of road clearing equipment.

The proponent must provide a copy of the detailed snow log that will be used to summarize the operator, equipment being used, hours of operation and what areas were cleaning. Extenuating circumstances should be documented in case of high snow falls or issues with parked vehicle etc.

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

## **Liability / Insurance**

Commercial businesses operating commercial snow removal equipment must carry commercial liability insurance and must provide the same upon acceptance of the contract.

## **5.0 Price Schedule**

Proponents are required to provide list of services and cost per service.

- Price to clear a drive way
- Price to shovel a walk for disabled and / Elder

Billing must be forwarded to the Finance Department in Yarmouth electronically. This will be paid within the normal payment procedures as per the finance policy of the Acadia First Nation. The 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: \_\_\_\_\_