

Acadia First Nation

Request for Tender

Lawn Care and Community Maintenance

(Yarmouth Reserve)

RFT-2018-01

1.0 Introduction

This RFT is issued under the authority of the Acadia First Nation seeking proposals from experienced and qualified Band Members(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 April 26th 2018

Proposals must be submitted to
Lloyd Mac Dougall

Acadia First Nation

10526 Hwy 3

Yarmouth, N.S.

B5A-5J7

lmacdougall@acadiaband.ca

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
 - Rose Francis
 - Bob Bartlett
 - Lorraine Usher

- Cut grass at the Seniors Complex
- Cut grass in Brook area on the reserve
- Cut Grass at the Youth Center
- Cut back the bushes on the roads twice per season if required
- Collect garbage from the ditches once per month
- Cut grass at the Playground area and Exercise area behind Winners World
- Cut Grass at Winners World

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

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.

If the proponent wishes to provide a weekly rate that encompasses all the above related jobs, it will be accepted and evaluated by Chief and Council.

Acadia First Nation will require an estimate of services provided for the summer services on Lawn Care. The winner of this RFP must supply the Band Manager with an itemized list of costs per lawn or a cost per hour where it is difficult to determine the exact cost. A spreadsheet will be provided to the winner of the RFP to track the work completed and must accompany the bill for payment purposes.

Billing must be forwarded to the Finance Department in Yarmouth with the spread sheet. 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: _____