

Wasoqopa'q First Nation

Request for Tender

Ponhook Lake Reserve

Snow Removal

RFT-2024-03

1.0 Introduction

This RFT is issued under the authority of the Wasoqopa'q First Nation seeking proposals from experienced and qualified persons(s) to perform snow removal on the various reserves located within the Wasoqopa'q 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 Wasoqopa'q 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

Wasoqopa'q 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

Wasoqopa'q 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 Wasoqopa'q 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 on October 31st, 2024.

Proposals must be submitted to

Band Manager- Julian O'Connell

Wasoqopa'q First Nation

10526 Hwy 3

Yarmouth, N.S. B5A-5J7

Or email proposal to joconnell@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 Snow removal on the Wasoqopa'q First Nation Reserve of

- Ponhook Lake

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

Description of Services-

Ponhook Lake:

Clearing of Snow in the driveways and shoveling the walkways to access driveways from the home at the following Locations

- **Residence of Jane Croft located at 2548 Old Garden Road**
- **Residence of Joanne Stewart located at 2429 Old Garden Road**
- **Residence of Norma Brown located at 2534 Old Garden Road**

Description of Equipment

Road clearing must be accomplished through the use of commercial road clearing equipment. The proponent must provide a detailed list of all equipment that will be utilized for road clearing / salting procedures. Information on the size, year and capabilities of the equipment must be provided for all commercial equipment

Cleaning of driveways can be completed by truck and plow. Details on the year / model of the vehicle must be provided by the proponent in the RFP response.

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 the front walk of the identified band member.

Price to Shovel the entrance and steps to the Community Center

Billing must be forwarded to the Finance Department in Yarmouth electronically. There will be four milestone payments for services rendered on “per season” contracts.

December 5th, 2024- 25% of total approved contract

January 9th, 2025- 25% of total approved contract

February 13th, 2025-25% of total approved contract

March 27th, 2025- 25% of total approved contract

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: _____ **Date** _____

Proponent: _____ **Date** _____