

## Economic Development Unit

Listuguj Mi'gmaq Government



*Listuguj*  
MI'GMAQ GOVERNMENT

## Request for Bids

|              |                   |                                        |
|--------------|-------------------|----------------------------------------|
| Date         | November 7, 2025  |                                        |
| Closing Date | November 21, 2025 |                                        |
| Approved by  | Jeff Basque       | Chief Operations Officer               |
| Approved by  | Loni Vicaire      | General Manager – Economic Development |
| Prepared by  | Julianne Wysote   | Economic Development Officer           |

**OUTLINE:**

1. OBJECTIVES
2. BUILDING LOCATIONS
3. SPECIAL INSTRUCTIONS
4. INSURANCE REQUIREMENTS
5. TERMS OF PAYMENT
6. PLACE OF SUBMISSION
7. CONTRACT TERMINATION
8. PRICE FORM

## 1. OBJECTIVES:

The Listuguj Mi'gmaq Government (LMG), the Owner, is seeking bids from competent and qualified contractors to provide high-quality, safe, and efficient snow removal services at the **Healing Lodge, located at 101 Bordeaux Road, Listuguj, QC, and the Listuguj Community Garden located at 113 Bordeaux Road, Listuguj, QC**, in compliance with LMG's tender policy.

The selected contractor will be responsible for shoveling and salting entryways, exits, and walkways, as well as performing roof snow removal and any additional tasks required to ensure building accessibility from **December 15, 2025, to April 30, 2026**.

Roof snow removal for the Healing Lodge located **at 101 Bordeaux Road** must be completed **twice per season** and may be required more frequently as needed. The contractor must follow the Owner's instructions regarding roof snow removal, as the building's design is complex in nature.

The contractor will be responsible for supplying, operating, and managing all labour, equipment, and materials necessary to complete the work during the **2025/2026 winter season**.

## 2. BUILDING LOCATION:

### Listuguj Mi'gmaq Government Healing Lodge

101 Bordeaux Road  
Listuguj, QC  
G0C 2R0

### Listuguj Mi'gmaq Government Community Garden

113 Bordeaux Road  
Listuguj, QC  
G0C 2R0

## 3. SPECIAL INSTRUCTIONS:

The contractor must ensure that snow is removed after every two (2) inches of snowfall, as clients may access the facility outside of regular business hours.

The contractor must provide the following services:

- All exits, entrances, and walkways shovelled and cleared before 8:30 AM AST.
- Salt all exits, entrances, and walkways before 8:30 AM AST, and reapply salt as needed throughout the day.

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- Roof snow removal must be completed twice during the season, and more frequently if required. The contractor must follow the Owner's instructions regarding roof snow removal, as the building's design is complex in nature.
  - Clear snow around the entirety of the two (2) greenhouses while taking caution of the structures. Snow to be pushed into the garden area.

The contractor will be responsible for supplying, operating, and managing their own employees, equipment, and supplies necessary to complete the services safely and efficiently.

The contractor is required to visit the building site and the garden site to assess the scope of work prior to submitting a bid.

#### **4. INSURANCE REQUIREMENTS:**

The contractor must provide proof of liability insurance for a minimum coverage of one million dollars (\$1,000,000) per event. Throughout this contract, contractor shall maintain said insurance.

#### **5. TERMS OF PAYMENT:**

- 50% at the beginning of the contract
- 25% Mid-February
- 25% at the end of the contract

#### **6. TIME AND PLACE OF SUBMISSION:**

All bids must be submitted **on or before November 21, 2025, at 10:00 AM AST** either:

- By email, or
- In a sealed envelope delivered to the Listuguj Mi'gmaq Government with attention to the Economic Development Unit

No bids will be considered after this time.

#### **Address:**

Listuguj Mi'gmaq Government  
ATTN: Economic Development Unit  
17 Riverside West  
Listuguj, QC  
G0C 2R0

#### **Email Address:**

[Julianne.wysote@listuguj.ca](mailto:Julianne.wysote@listuguj.ca)

## 7. CONTRACT TERMINATION:

The Owner has the right at any time to terminate the contract, in whole or in part, before or after the commencement of its performance. When the Owner decides to terminate the contract, it must notify the contractor in writing and indicate the effective date.

## 8. PRICE FORM TO BE FILLED BY THE CONTRACTOR:

The Contractor, after having visited the sites and ascertain the nature of the mandate, as well as after carefully reading the tender documents and appendices, hereby, to execute and complete the mandate in accordance with the tender documents and to the full satisfaction of the Owner within the applicable contractual deadlines, for a total price for the proper execution of:

\_\_\_\_\_ Dollars (\$)

Excluding applicable taxes, and as detailed in the price schedule.

The price submitted is in Canadian dollars, the value of which is firm for the bid validity period described in this call for proposal/tenders and for the entire duration of the contract.

|                            |  |
|----------------------------|--|
| SIGNED AT (PLACE)          |  |
| DATE                       |  |
| COMPANY NAME               |  |
| ADDRESS                    |  |
| TELEPHONE                  |  |
| FAX                        |  |
| NAME OF THE REPRESENTATIVE |  |
| FUNCTION                   |  |
| SIGNATURE:                 |  |

