

# HAVEN HOUSE

Listuguj Mi'gmaq Government



Listuguj  
MI'GMAQ GOVERNMENT

## Request for Proposal

Date	November 6, 2024	
Closing Date	November 15, 2024	
Approved by	Sheila Swasson	
Approved by	Bassem Abdrabou,	CEO
Prepared by	Jessica Hottot	Assistant Director

## **OUTLINE:**

1. OBJECTIVES
2. BUILDINGS LOCATION
3. SPECIAL INSTRUCTIONS
4. INSURANCE REQUIREMENTS
5. TERMS OF PAYMENT
6. TIME & PLACE OF SUBMISSION
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## 1. OBJECTIVES

Obtain proposals in compliance with the Listuguj Mi'gmaq Government (LMG) tender policy from interested contractor, perform the snow removal, salting and any other requirements to ensure the buildings are accessible any time during winter 2024/2025.

The Contractor will be responsible to supply the labour, equipment, and material to complete the work during the winter season 2024/2025

## 2. BUILDINGS LOCATION

### **Haven House:**

2 L'Innu Street  
Listuguj, QC  
G0C2R0

## 3. SPECIAL INSTRUCTIONS:

The contractor must ensure that the snow is removed after every two inches of snowfall as the clients offer 24-hour services. The contractor must provide the following services:

- **Driveway and Parking Lots:** All driveways and parking lots must be completely cleared of snow and ice to ensure safe vehicle access and parking.
- **All entrances and Emergency Exits:** All entrances, including emergency exits, must be always kept clear to guarantee safe entry and exit for all personnel.
- **AC Units:** Snow and ice must be regularly removed from around all AC units to ensure proper operation and prevent damage.
- **Walkways and Exits:** All walkways, pathways, and exits should be salted to prevent ice formation and ensure safe footing for pedestrians.

The contractor will be responsible for providing their own employees, equipment and supplies necessary to complete the services.

The contractor is required to visit the building sites to assess the scope of work.

The contractor must consider that certain client facilities are currently under construction. All planning, logistics, and site operations should account for existing construction zones to avoid conflicts, ensure safe access, and maintain efficient workflows. Coordination with ongoing construction teams will be essential to minimize disruptions and ensure compliance with safety and operational standards in these active areas.

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

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

#### **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 proposals should be submitted on or before November 15, 2024 at 12:00 PM Atlantic time, no proposal will be considered after this time by email or in Sealed Envelope

Capital & Infrastructure  
44 Dundee Road,  
Listuguj, QC  
G0C2R0

**Email Address:**

[Sheila.swasson@listuguj.ca](mailto:Sheila.swasson@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.

# 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 lawful money of Canada, 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:	