

## Executive Office

Listuguj Mi'gmaq Government



Listuguj

MI'GMAQ GOVERNMENT

## Request for Proposal

Date	November 14, 2024	
Closing Date	November 28, 2024	
Approved by	Bassem Abdrabou	Chief Executive Officer
Approved by	Jeff Basque	Chief Operations Officer
Prepared by	Macy Metallic	Executive Assistant

**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 proposals from competent and qualified contractors to provide high quality, safe, and efficient snow removal services at specific LMG building locations in compliance with LMG's tender policy. The selected contractor will perform snow removal, salting of entryways, exits, walkways, and roof snow removal, as well as any additional tasks required to ensure building accessibility from December 1, 2024, to April 30, 2025. Roof snow removal for the building located at 17 Riverside West must be done twice throughout the 2024/2025 winter season.

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

## 2. BUILDINGS LOCATION

### **Listuguj Mi'gmaq Government Band Building:**

17 Riverside West,  
Listuguj, QC  
G0C2R0

### **GINU:**

1 Marshall Way,  
Listuguj, QC  
G0C2R0

### **Community Development Center (Bingo Hall):**

42 Dundee,  
Listuguj, QC  
G0C2R0

### **Post Office:**

42 A Dundee,  
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:

- All exits/entrances and walkways shovelled and cleared before 8:30 AM Atlantic.
- Salt all exits/entrances and walkways before 8:30 AM and during the day if needed.

- All Post Office exists/entrances and walkways shovelled and salted before 6:00 AM and during the day if needed.
- Snow removal of the LMG Band Building roof – must be done twice during the season.

The contractor will be responsible for supplying, operating, and managing 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.

#### **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 proposals should be submitted **on or before November 28, 2024, at 10:00 AM Atlantic time** by email or in Sealed Envelope. No proposal will be considered after this time.

Listuguj Mi'gmaq Government  
17 Riverside West,  
Listuguj, QC  
G0C2R0

**Email Address:**

[Josie.slaughter@listuguj.ca](mailto:Josie.slaughter@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 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:	