

Wasoqopa'q First Nation

Request for Tender

Lawn Care and Community Maintenance

(Ponhook Lake Reserve)

RFT-2026-06

1.0 Introduction

This RFT is issued under the authority of the Wasoqopa'q 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 Executive Director)

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 Executive Director.

2.7 Contract length

The contract will start upon award by Chief and Council on April 27th 2026

The contract will start on May 4th 2026 or as soon as the successful candidate has formally accepted the terms of the agreement

The contract will continue until October 8th, 2026

3.0 Submissions of Proposals

Proposals must be submitted to the Band Manager no later than 5.00 pm A.S.T on April 16th, 2026.

Proposals must be submitted to
Julian O'Connell

Wasoqopa'q First Nation

10526 Hwy 3

Yarmouth, N.S.

B5A-5J7

joconnell@wasoqopaq.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 Ponhook Lake Reserve in accordance with the following specifications:

- Maintain lawns for the following elders
 - 2548 Old Garden Road (12 times per season)
 - 2429 Old Garden Road (12 times per season)
 - 2534 Old Garden Road (12 times per season)
- Cut grass and weed wack at the Memorial site and pick up of garbage 12 times per season

All other requests are required to be approved by the Executive Director for payment to be committed.

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

This tender itemizes the maximum amount of cuts per tendered season for the above noted required services. This tender further requests an itemized list of services with individualized costs per service with a total cost for the entire tender for the 2026 season.

Billing must be forwarded to the Finance Department in Yarmouth electronically. This will be paid within 10 Business day of submission. Details to be discussed at acceptance. To ensure that each applicant is treated equally, there can be milestone billing to occur as follows:

1. Acceptance of Tender by Applicant: Invoice for 20 % of total invoice to address the costs incurred in yearly start up.
2. June 4th submission for payment of 35% of total invoice.
3. August 6th submission for payment of 20 % of total invoice
4. October 5th submission for final 25% of total invoice

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 Executive Director.
- The contract when duly executed shall represent the entire agreement between all parties.
- It should be noted that these areas will be inspected by the Executive Director. Failure to satisfy the inspection could result in the contract being revoked or payment decreased due to poor service.

Final Approval

Executive Director: _____ Dated: _____

Proponent: _____ Dated: _____