



Klahoose First Nation

1790 Tork Rd
 Squirrel Cove, BC
 V0P1T0
 Office: 250-935-6536
 www.klahoose.org

This document must be released as the Request for Proposal or open tender call for any High Value procurement project of Klahoose First Nation as defined in the Klahoose First Nation Procurement Process and Approval Limits Table. Each Bidder must complete the requirements of this document and submit with their proposal to Klahoose First Nation to be considered in the Request for Proposal process.

Klahoose First Nation Request for Proposal			
Project Title:	Wood Stove/ Chimney and Gutter Cleaning		Reference # 2024-0820
Type of Tender:	Invited		Public X
Proposal Due Date:	October 7, 2024		
Contract Award Date:	October 14, 2024		
Contract Completion Date:	October 31, 2024		

Bidder Information	
Bidder Name:	
Address:	
Telephone:	
Email:	
Previous experience working with First Nations and/or Klahoose First Nation (if applicable):	
Intended level of use of available community labour and/or resources (e.g. equipment, materials, etc.) during project:	



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Intended level of training to be made available to community members during and/or after the project:

Project Information

Description and objectives of the project:

To clean wood stoves, chimneys, and gutters.

Background information for the project (e.g. context, challenges, etc.):

Located on Cortes Island, projects at Klahoose First Nation require the transportation of materials and tools over two ferries from Campbell River to Quadra, to Cortes Island.

Scope of the project:

Description of Services: Cleaning wood stoves, chimneys, and gutters to prepare for the winter season.

Expected Output and Timeline: To be completed by October 31, 2024

Expected Payment Schedule (based on % of completion): 25% on awarded of contract, balance due on completion of project.



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Qualifications Necessary: Previous experience with cleaning wood stoves, chimneys, and gutters.

Contact Melinda Biddle, Housing Manager – melindabiddle@klahoose.org to arrange a site visit for quoting purposes.

Specific requirements (e.g. course of construction insurance, performance guarantee and bonding, subcontractor involvement):

Subcontractor work (if any) to be included in quote.

Workers Compensation Coverage Required – proof to be submitted. Bonding and repair work performance guarantee preferred.

Criteria and weighting for proposals:

(1) **Organization:** 20% Weighting

Demonstrated ability to provide adequate management and support to deliver the services. Personnel have strong familiarity with Klahoose First Nation projects and activities, and knowledge of best practices outside Klahoose First Nation to lend to the analysis.



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(2) Experience with First Nations: 10% Weighting

Demonstrated experience working broadly with First Nations, specifically the Klahoose First Nation community.

(3) Approach: 20% Weighting

Demonstrated appreciation of the key issues and risks to achieve the objectives as outlined in this RFP. Appropriate methodology and work plan to fulfill the objectives of the services in the specified time limits.

(4) Skills and Experience: 20% Weighting

Proven skills and experience on similar past projects.

(5) Proposal Cost: 20% Weighting

Appropriate qualifications, experience and skills of personnel and team balance to implement the services with a reasonable budget.

(6) Intent to Use Community Labour: 10% Weighting

Demonstrated intent and the extent to which the Bidder will utilize and/or train available community members.

(7) Other Criteria (specify): 10% Weighting

Specify/describe other criteria

Other Special Terms and Conditions (e.g. delivery dates, constraints, etc.):



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Other Information

Each Bidder is required to prepare a detailed itemized budget in submitting their proposal, including consultancy fees and administrative support charges (if applicable), specifying unit cost and the number of hours/days proposed to be devoted to the project.

Klahoose First Nation shall make payment according to the payment schedule identified in this RFP and/or as soon as practicable after an identified percentage of work has been completed per invoices and accompanying supporting documentation received by Klahoose First Nation from the selected Bidder.

Each Bidder is expected to fully inform themselves on all aspects of the work required to be performed and submit its proposal (including this completed document) in accordance with any criteria or requirements listed.

At the time of submitting a proposal, the Bidder agrees there is no conflict of interest, actual, potential, or apparent, unless specifically and clearly identified in the proposal with a recommended plan to manage the conflict of interest. The Bidder agrees to notify Klahoose First Nation immediately if an actual or potential conflict of interest arises.

Bidders should familiarize themselves with Klahoose First Nation's Financial Administration Law (FAL) and related policies and procedures, as they are applicable to the management and delivery of Klahoose First Nation projects. The FAL and policies are available on the Nation's website at: www.klahoose.org

Nothing in this RFP will be construed to create any binding contract (express or implied) between Klahoose First Nation and any Bidder until a written contract, if any, is entered into by the parties.

Submissions and Questions can be Directed to:

Name:

Melinda Biddle – Housing Manager



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Address:	1790 Tork Rd, Squirrel Cove, BC, V0P1T0 Mailing Address: PO Box 09, Squirrel Cove, BC V0P 1T0
Email:	melindabiddle@klahoose.org
Telephone:	250-667-8786 ext. 231

Relevant answers for any question submitted shall be distributed to all Bidders, with confidential information redacted (if applicable).

By bidding in response to this Request for Proposal, you and/or your company agree to comply with any conditions herein and acknowledge that Klahoose First Nation retains the right to choose any or none of the proposals received.