

## Festival Site Cleaning

### 1. PROJECT: BACK TO BATOCHE FESTIVAL

Proposals submitted after the due date will not be considered. Consultants accept all risks of late delivery submittals regardless of fault. Métis Nation Saskatchewan reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate Métis Nation Saskatchewan to pay any costs incurred by respondents in the preparation and submission of their proposals. Furthermore, the RFP does not obligate Métis Nation Saskatchewan to accept or contract for any expressed or implied services.

*\*Please Print Clearly\**

RFP Number: <b>2023-001</b>	Business/Organization:
RFP Name: <b>Festival Site Cleaning</b>	Contact Person:
Date Issued: <b>March 1, 2023</b>	Address:
Contact Person: <b>Brennan Merasty</b>	Phone:
Phone #: <b>306-292-8701</b>	City:
Email: <b>backtobatoche@mns.work</b>	Prov:
Deadline: <b>Thursday April 13, 2023 @ 2 PM</b>	PC:
	Email:
	Website:

### 2. SUBMITTAL REQUIREMENTS

The Back to Batoche Festival is seeking a qualified contractor for **FESTIVAL SITE CLEANING services for the event; before (week of July 10, 2023), during and after (week of July 24, 2023).** The Back to Batoche Festival is held July 20-23, 2023 at Batoche SK. This event is of vital importance to the Métis people from across Canada and the homeland. The vendor is asked to submit a proposal for the following:

Supplies and duties include but are not limited to:

- Required hours from 8am – 11pm during the event and a minimum of 8 people required
- Set up (provided) approx. 100 garbage bins for the event site
- Set up (provided) approx. 80 recycle bins for the event site
- Provide garbage bags for the above-mentioned bins
- Provide recycle bags for the above-mentioned bins
- Empty garbage & recycle bins on a regular basis and as required throughout the festival grounds
- Collect garbage and recycling daily from individual campsites of which campers will put out
- Dispose of garbage & recycle from all bins into the large bins (provided)
- Pickup garbage off the ground during the festival (before, during, and after)
- During event cleaning: arbor, all bleachers and cleaning of picnic tables (cleaning schedule provided)

- Delivery of all materials required pre-event (July 11, 2023)
- Pre-event cleaning: (6) pavilions, President's house, (2) kitchens, (5) cabins, Elder's lodge and (3) bathrooms & showers
- Pickup of all materials required post event (July 27, 2023)
- After event cleaning: (6) pavilions, President's house, (2) kitchens, (5) cabins, Elder's lodge and (3) bathrooms & showers
- Contractor will provide all materials and supplies required for successful site clean up
- The successful contractor/vendor will be required to stay on site for the duration of the event (campsite will be provided). If contractor/vendor waives the use of the campsite, all mileage and travel will be incurred at the expense of the contractor/vendor

Please list professional training :

Please list professional licenses (if applicable):

Workers Compensation # (if available):

GST Number (if available):

Number of Staff:

Amount of Contract (Bid):

### 3. QUALIFICATIONS

This project will require the firm or individual to have the following qualifications:

- Minimum 2 years of related experience
- Familiarity working with Indigenous peoples, organizations or events
- Experience working in rural locations

## 4. PROPRIETARY PROPOSAL MATERIAL

Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

## 5. EVALUATION CRITERIA

Evaluations will be based on the criteria listed below:

- Experience of firm with similar projects;
- Proposals within budget restrictions and timeframes

## 6. QUESTIONS

Questions regarding this project may be directed to Brennan Merasty via e-mail at [backtobatoche@mns.work](mailto:backtobatoche@mns.work). All correspondence must be in writing.

## 7. CONTRACT NEGOTIATION

MN–S reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract. MN–S also reserves the right not to choose any of the applicants.

## 8. PAYMENTS

Successful proponents will be issued payment via cheque approximately three (3) weeks at conclusion of the festival for only work completed. Successful final inspection required at the end event before final payment will be released.

## 9. CONFIDENTIALITY

Vendors are asked to keep the bidding process confidential with MN–S.

## 10. DETAILS

Please identify and quote on any portions of the tender you see as incomplete or has missing details that are important to complete the work as stated.

All tenders must be received via email, [backtobatoche@mns.work](mailto:backtobatoche@mns.work), or registered mail to Métis Nation–Saskatchewan, 310 20<sup>th</sup> Street East, Saskatoon, SK S7K 0A7 by 2:00PM on Thursday April 13, 2023.

**Thank you for applying, only successful contractors will be contacted.**