



REQUEST FOR PROPOSAL

FireSmart Project FS-807

Issued: September 23, 2026

Closing: October 7, 2026, at 3:00 PM Yukon Standard Time

RFP Contact: Blake Rogers, Chief Administrative Officer (CAO)

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Email: cao@carmacks.ca

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1. General Information

1.1 Invitation to Submit Proposals

The **Village of Carmacks** invites qualified contractors to submit proposals for performing a FireSmart fuel modification treatment to reduce wildfire hazards within designated areas.

Project Title: FireSmart Project FS-807

Project Duration: Upon contract award. All work must be completed by **March 10, 2027**, with interim and final reporting in line with project requirements.

1.2 Inquiries, Errors, or Omissions

All inquiries must be directed to the RFP Contact by **September 30, 2026, at 3:00 PM**.

Written responses will be provided, and responses to significant inquiries may be shared with all potential vendors.

1.3 RFP Amendments

The Village of Carmacks reserves the right to issue amendments to this RFP until **October 6, 2026, at 4:00 PM**. Any amendments will be communicated in writing to all vendors who have expressed interest.

1.4 Submission Requirements

Proposals must be submitted by **3:00 PM, October 7, 2026**, and may be submitted:

1. **By Hand or Courier:**
CAO Office, Village of Carmacks
143 River Drive, PO Box 113, Carmacks, YT Y0B 1C0
Clearly marked: *"FireSmart Project FS-807 - Fuel Modification Treatment"*
2. **By Email:**
CAO@carmacks.ca
(Maximum email file size: 15 MB)

1.5 Freedom of Information and Privacy

All proposals submitted become the property of the Village of Carmacks and are subject to the *Access to Information and Protection of Privacy Act (ATIPP)*. Vendors may identify confidential information to be protected from disclosure under ATIPP.

1.6 Costs to Submit

Vendors are responsible for all costs associated with preparing and submitting a proposal, including any required meetings.

1.7 Termination of Negotiations or RFP Process

The Village of Carmacks reserves the right to terminate contract negotiations with any vendor or to cancel the RFP process without liability.

1.8 Period of Commitment

Proposals must remain valid for **90 days** after the RFP closing date and time. Alterations during this period are prohibited unless requested by the evaluation team.

1.9 Cost in Canadian Dollars

All prices quoted must be in Canadian dollars, excluding GST.

1.10 Irrevocability of Proposals

Proposals are irrevocable after the closing date and time. Amendments or withdrawals must be made in writing before the closing.

1.11 Proposal Rejection

The Village reserves the right to reject any proposal, in whole or in part, particularly if incomplete or non-compliant.

2. Project Overview

2.1 Background

This FireSmart project seeks to improve community safety by reducing wildfire risks in the Village of Carmacks through fuel management and vegetation treatment in identified high-risk areas.

2.2 Scope of Work

The contractor will conduct fuel modification and vegetation treatments according to the **FireSmart Treatment Prescription (Appendix A)** and **Treatment Area Map (Appendix B)**.

Work includes:

- Spacing and removal of specific vegetation types as per prescription;

- Pruning and burning of woody debris, conducted safely and within burn permit regulations;
- Daily cleanup of contractor-generated waste;
- Maintenance of clear trails during and after operations.

2.3 Security and Compliance

All personnel must hold valid WCB coverage and required insurance. The contractor must comply with all **territorial and local safety and environmental regulations**, including burn permits and WorkSafe Yukon standards.

3. Evaluation Criteria

Evaluation Category	Weighting
Company Profile, Community Investment, and Experience	25
Experience and Qualifications of Personnel	20
Equipment, Safety Tools, and Protocols	20
Financial – Lump Sum Contract Price	25
Optional Interview	10
Total	100

Rating Scale: 10 – Exceeds expectations; 8 – Very good; 6 – Meets expectations; 4 – Fair; 2 – Below expectations.

Proposals scoring less than **4** in any category may be disqualified.

4. Proposal Content Requirements

4.1 Proposal Submission Letter – Signed by an authorized representative.

4.2 Vendor Profile – Past FireSmart or wildfire mitigation projects, local experience, and years in business.

4.3 Project Understanding and Methodology – Approach to hazard reduction and fuel management.

4.4 Project Work Plan – Timeline, crew size, milestones, and quality control.

4.5 Experience and References – Three recent projects (last three years) with contact details.

4.6 Cost and Budget Breakdown – Labour, equipment, travel, and administration (up to 10% of total project cost) as well as cost per-hectare cleared.

5. Awarding of Contract

This RFP does not commit the Village of Carmacks to award a contract. The Village reserves the right to reject any or all proposals. A written contract will be issued to the successful vendor incorporating the RFP terms and proposal details.

6. Invoicing and Payment Terms

6.1 Invoicing Requirements

Invoices must be submitted to:

Finance Department

Village of Carmacks

143 River Drive, PO Box 113, Carmacks, YT Y0B 1C0

Email: Finance@carmacks.ca

Each invoice must include:

- Project title and contract number;
- Detailed breakdown of services and costs;
- Cost per-hectare cleared;
- Supporting documentation, including completion reports or delivery tickets.

6.2 Payment Terms

Payments will be made as follows:

- **Initial Advance (up to 50%)** – Upon contract signing, approved work plan, and YG confirmation that work has started.
- **Interim Payments** – Based on progress and approved site inspections.
- **Final Payment (remaining balance)** – After final inspection and submission of final report and financial documentation.

6.3 Payment Timeline

Payments will be processed within **30 days** of receiving a complete and accurate invoice, provided all deliverables have been met.

Appendices

- Appendix A: FireSmart Treatment Prescription & Treatment Area Map

