

**THE CORPORATION OF THE TOWNSHIP OF  
BLACK RIVER-MATHESON**



**REQUEST FOR TENDERS  
RFT NUMBER PW2025-002**

**Hourly Road Grading Services**

Sealed Tenders, clearly marked:  
“Sealed Tender – Hourly Road Grading Services – Do Not Open”

Starting Date:	May 05 <sup>th</sup> 2025
Closing Date:	<b>2:00PM on May 30<sup>th</sup> 2025</b>
Tender Opening:	<b>2:15PM on May 30<sup>th</sup> 2025</b>

Lowest or any Tender not necessarily accepted.

The Corporation of the Township of Black River-Matheson  
P.O. Box 601, 367 Fourth Ave.  
Matheson, ON P0K 1N0  
Email: [hlei@twpbrm.ca](mailto:hlei@twpbrm.ca)  
Phone: 705-273-2313

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## **Introduction**

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### **1.1 Purpose**

The Township of Black River-Matheson ("Township") invites Tenders from qualified contractors for Hourly Grader services on various municipal roads for the 2025 season. Submission of a Tender signifies acceptance of all terms, conditions, and instructions contained herein.

### **1.2 Background**

Formally amalgamated in 1971, the Township of Black River-Matheson comprises five communities: Shillington, Matheson, Ramore, Holtyre, and Val Gagné. Matheson, the largest and administrative center, is situated at the junction of Highways 11 and 101 and serves as the primary hub for municipal operations.

### **1.3 Freedom of Information and Privacy**

The Township is governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Proponents must ensure compliance with all applicable privacy laws. Confidential or proprietary information should be clearly marked; confidentiality cannot be guaranteed if access is requested under MFIPPA.

### **1.4 Terms and Conditions**

Submission of a Tender constitutes agreement to all terms and conditions contained in this RFT or any addenda issued. The Township reserves the right to amend, cancel, reject any or all Tenders, or accept the Tender deemed most advantageous, whether or not it is the lowest-priced.

### **1.5 Evaluation Criteria**

Tenders will be evaluated based on the following weighted criteria:

- Qualifications and Experience
- Methodology and Work Plan
- Hourly Pricing Structure
- References and Service History
- Demonstrated Understanding of Township Needs

The Township is under no obligation to explain why a Tender was accepted or rejected.

### **1.6 Alternative Tenders**

Alternative solutions may be submitted provided they are clearly marked and detailed for evaluation. Each alternative must be presented in a format consistent with the base Tender.

### **1.7 Tender Amendments and Withdrawals**

Tenders may be amended or withdrawn prior to the submission deadline by written request. After the closing date, Tenders are irrevocable unless withdrawn by mutual written agreement with the Township.

### **1.8 Proponents' Expenses**

All costs incurred in the preparation, submission, or presentation of a Tender are the sole responsibility of the Proponent.

### **1.9 Currency and Taxes**

All pricing must be quoted in Canadian dollars, excluding HST. Taxes must be shown separately on the pricing form.

### **1.10 Subcontracting**

Subcontracting is not permitted unless explicitly approved by the Township. All subcontractors must be clearly identified and will be held to the same standards as the primary contractor.

### **1.11 Conflict of Interest**

Proponents must declare any actual or potential conflicts of interest. The Township reserves the right to reject any Tender where a conflict is identified.

### **1.12 Tender Acceptance and Contract Award**

Acceptance of a Tender does not create a binding agreement. A binding contract will only be formed upon execution of a formal agreement, subject to available funding and Township authorization, in accordance with its Procurement Policy.

The Township reserves the right to:

- Reject any or all Tenders
- Accept a portion of any Tender
- Negotiate with one or more proponents
- Cancel the RFT at any time

### **1.13 Execution of Contract**

The selected Proponent must execute a formal agreement within ten (10) business days of receiving a Notice to Proceed. No work may commence until the agreement is fully executed and all required documentation is submitted.

#### **1.14 Failure to Perform**

If, in the Township's opinion, the Proponent fails to commence work, deliver services as required, or meet professional standards, the Township may terminate the contract upon written notice without penalty.

#### **1.15 Labour, Materials, and Equipment**

The Proponent shall provide all materials, equipment, and labour necessary to perform the services described in this RFT. Adequate staffing and supervision must be maintained at all times.

#### **1.16 Personnel Requirements**

All personnel must comply with applicable employment, health and safety, and accessibility legislation. All workers must have appropriate training and certifications.

#### **1.17 Fraud, Bribery, or Misconduct**

Any attempt to offer bribes, gifts, or inducements to Township officials or staff, or to engage in fraudulent practices, will result in disqualification and, if awarded, immediate contract termination.

#### **1.18 Compliance with Laws**

The Proponent must comply with all applicable federal, provincial, and local laws, including but not limited to:

- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Accessibility for Ontarians with Disabilities Act (AODA)
- Occupational Health and Safety Act
- Workplace Safety and Insurance Act
- Township Procurement Policies

Documentation to demonstrate compliance may be requested at any time.

#### **1.19 Accessibility**

The Proponent must comply with AODA requirements. Upon request, documentation describing training, policies, and procedures must be provided.

## **1.20 Indemnification and Insurance**

The successful Proponent must provide and maintain:

- \$2,000,000 Commercial General Liability (including products, operations, cross liability, and non-owned automobile)
- \$2,000,000 Automobile Liability
- WSIB Clearance Certificate
- Township named as an additional insured

Proof of insurance must be submitted before contract execution and maintained throughout the term.

## **1.21 Confidentiality and Use of Information**

All information acquired during the RFT process must be treated as confidential and may not be disclosed without written authorization from the Township.

## **1.22 Addenda and Modifications**

The Township may issue addenda to clarify or modify the RFT. It is the responsibility of each Proponent to ensure receipt and acknowledgment of all addenda.

## **1.23 Disclaimer**

While every effort has been made to ensure accuracy, the Township makes no warranty as to the completeness or reliability of information contained in this RFT. Proponents are responsible for their own investigations and due diligence.

# **1. Nature of Services Requested**

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## **2.1 Tender Specifications**

Proponents must structure their Tenders in accordance with this RFT and provide all necessary documentation to enable a complete and fair evaluation. Given the Township's northern geography and dispersed rural road network, Tenders must account for operational and logistical challenges, including remote access, soft surface roads, and varied field conditions.

## **2.2 Company Overview**

Tenders must include a concise overview of the Proponent's organization, including corporate structure, staff complement, relevant experience, and available equipment. This section should demonstrate the Proponent's capacity to deliver municipal road

grading services reliably and efficiently. A minimum of three references for similar projects—preferably municipal—must be included, with full contact information.

## **2.3 Project Team and Experience**

The Proponent shall clearly identify the personnel assigned to this project. The Tender must outline the team structure and include each member's qualifications, certifications (e.g., heavy equipment operation, traffic control), and roles. Proponents must also explain how staffing levels will be maintained during the contract, including contingency plans for breakdowns or absences.

## **2.4 Tender Content and Innovation**

While all mandatory requirements must be addressed, Proponents are encouraged to suggest value-added services or operational efficiencies, such as the use of GPS-assisted graders, enhanced operator reporting, or environmentally conscious methods that may improve grading quality, extend surface life, or reduce costs.

## **2.5 General Scope of Work**

The Township requires **hourly road grading services** on its gravel road network during the 2025 season to maintain smooth, safe, and passable surfaces. The work includes surface maintenance using motor graders to correct crown, fill potholes, eliminate washboarding, and improve overall road drivability.

Key service components include:

- Re-establishing proper road crown for drainage
- Smoothing washboard and rutted sections
- Pulling in material from shoulders as required
- Maintaining safe lane width and sightlines
- Coordinating with Township staff on priority areas

Work locations will be assigned by the Public Works Superintendent or their designate and may change based on weather, traffic conditions, or operational needs.

All work must be performed in compliance with current industry standards for gravel road maintenance and must meet the satisfaction of the Township's supervising staff.

## **2.6 Detailed Services Required**

The successful Proponent will be responsible for:

- Operating a motor grader to maintain gravel road surfaces
- Adjusting crossfall and road crown as needed for drainage

- Performing surface grading on hills, curves, and intersections
- Incorporating loose material into the surface where needed
- Coordinating with Township staff for grading routes and schedules
- Providing safe and compliant traffic control per Book 7
- Supplying an experienced operator for all grading operations
- Conducting minor touch-up work following rain events if required

A work plan must be submitted that outlines how the Proponent intends to deliver these services, including equipment availability, staffing, scheduling, and communication protocols.

## **2.7 Measurement and Payment**

The Contractor shall be compensated on an **hourly basis** for grading services rendered, based on the rates submitted in the pricing form.

The following applies:

- Pricing must include all labour, equipment, fuel, mobilization, demobilization, traffic control, and incidentals.
- The hourly rate must be “all-inclusive,” with no separate billing for equipment or operator.
- Township staff will track daily hours worked and verify with the Contractor.
- A summary of actual hours worked, signed daily by Township staff, will be the basis for payment.

No additional payment will be made for:

- Equipment transportation
- Traffic control signage
- Fuel surcharges
- Standby time due to mechanical failure
- Environmental protection measures

All such costs must be factored into the submitted hourly rate.

The Township reserves the right to limit or extend the number of hours awarded based on budget, road conditions, and priorities. Work must be performed to the Township's satisfaction or payment may be withheld until deficiencies are corrected.

The Township may provide an estimated range of total hours expected for planning purposes, but does not guarantee any minimum volume.

## **2.8 Equipment and Resources**



Proponents must submit a list of available equipment, including make, model, and year of each motor grader intended for use. The list must also include backup equipment, availability timelines, and any relevant features (e.g., GPS, wing blade).

Equipment expected includes:

- Motor graders with experienced operator(s)
- Traffic control equipment (signs, cones, beacons)
- Pickup or support vehicles if applicable

Equipment condition, current serviceability, and contingency planning for breakdowns must be clearly stated.

## **2.9 Health and Safety Program**

Proponents must provide an overview of their Health and Safety Program, demonstrating compliance with the Occupational Health and Safety Act and relevant regulations. Proof of WSIB clearance must be provided upon award.

## **2.10 Environmental Protection**

Grading operations should be conducted in a manner that avoids damage to ditches, culverts, or environmentally sensitive areas. Proponents must identify any mitigation practices they use to protect roadside vegetation, watercourses, or adjacent land.

## **2.11 Worksite Management and Traffic Control**

The Contractor is responsible for supplying, installing, and maintaining traffic control measures in compliance with the **Ontario Traffic Manual Book 7** during all operations. All work must be conducted with appropriate signage and beacons to ensure the safety of road users and workers.

## **2.12 Scheduling and Completion Timeline**

Tenders must outline:

- Readiness to commence grading when directed by Township staff
- Availability of equipment and operator(s) throughout the summer
- Flexibility in scheduling based on weather conditions and road needs
- Commitment to complete assigned work promptly and efficiently

## **2.13 Service Delivery Expectations**

All work must be completed during daylight hours unless otherwise authorized by the Township. Although emergency response is not a requirement, the Contractor must

maintain availability to perform work as scheduled and demonstrate consistent performance.

## **2.14 Methodology**

Proponents must describe their proposed methodology, including:

- Grading technique and surface treatment approach
- Work sequencing (e.g., crown restoration before edge pull)
- Communication and coordination with Township staff
- Fueling and servicing procedures
- Quality control and final inspection processes

## **2.15 Qualifications of Personnel**

Provide profiles or résumés for the assigned grader operator(s), including years of experience, relevant training or certification, and familiarity with rural gravel road systems. Only qualified and experienced personnel may be used for this contract.

## **2.16 Reporting Requirements**

Proponents must agree to:

- Provide daily time sheets signed by Township staff
- Submit updates on location and progress
- Report any equipment failures or scheduling delays immediately
- Participate in regular check-ins or site reviews as requested

## **2.17 Exclusions**

The Township will not provide any equipment, operators, fuel, or materials for this contract. The Contractor must be fully self-sufficient. Emergency repair work, water truck services, or material delivery is **not** part of this scope and may be contracted separately if needed. Time lost due to weather or site inaccessibility shall not be billable unless explicitly authorized by the Township in writing.

## **2. Evaluation/Selection Process**

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### **3.1 Minimum Qualifications**

To be eligible to respond to this RFT, Proponents must demonstrate:

- Successful completion of at least three (3) similar municipal or public sector **road grading or gravel surface maintenance** projects within the last five (5) years.

- Capacity to mobilize sufficient labour, equipment (including at least one motor grader), and resources to complete the work within the required timelines.
- Valid Workplace Safety and Insurance Board (WSIB) Clearance Certificate.
- Insurance coverage meeting the Township's minimum requirements.
- Compliance with all applicable health and safety, traffic control, and environmental protection standards.

If any portion of the work will be subcontracted, the Proponent must:

- Clearly identify all subcontractors.
- Explain their roles and scope of involvement.
- Confirm that all subcontractors meet the same qualifications and insurance requirements as the primary contractor.

### 3.2 Evaluation Process

The Township's evaluation team will first conduct a preliminary review to ensure that each submission meets the mandatory requirements outlined in this RFT. Incomplete or non-compliant Tenders may be rejected without further evaluation.

All compliant Tenders will then be scored based on the weighted criteria listed in Section 3.3. The Township reserves the right to:

- Disqualify Tenders from firms currently engaged in legal action against the Township where such disputes may impair performance.
- Clarify minor discrepancies or omissions at its discretion, without obligation to accept any clarification.

Final recommendation for award will be made in accordance with the Township's Procurement Policy and subject to budget availability and Council approval.

### 3.3 Evaluation Criteria

Tenders will be evaluated using a point-based system, with a maximum possible score of 100 points, distributed as follows:

CRITERIA	MAXIMUM POINTS
Qualifications and Experience	30
Methodology & Approach (Work Management Plan)	20
Price Tender	35
References	15
<b>Total Evaluation Score:</b>	<b>100</b>

**Notes:**

- The Proponent with the **highest overall score** will be considered for contract award.
- Although price is a key component, the Township will consider the **best overall value**, including service quality, responsiveness, and the ability to meet operational needs.
- The Township reserves the right to reject the lowest-priced Tender if the submission is deemed incomplete, unqualified, or inconsistent with the Township's standards and objectives.

### **3.4 Oral Presentations (if required)**

At its sole discretion, the Township may request oral presentations or interviews with one or more Proponents to clarify components of their submission.

If required, presentations will be scheduled with reasonable notice.

Clarifications provided during presentations may be considered in final scoring but will **not replace or override** the written content of the Tender submission.

### **3.5 Negotiations**

The Township may award a contract based solely on written submissions or may initiate negotiations with the top-ranked Proponent.

If an agreement cannot be reached with the top-ranked Proponent, the Township reserves the right to:

- Terminate negotiations.
- Initiate negotiations with the next highest-ranked Proponent.
- Cancel the RFT process entirely without awarding a contract.

Proponents shall have no claim against the Township arising from negotiations or the decision to terminate discussions at any stage.

During negotiations, the Township may request additional information, including:

- Outstanding litigation disclosures.
- Regulatory or safety compliance history.
- Financial or performance guarantees.

### **3.6 Acceptance of Terms**

By submitting a Tender, the Proponent acknowledges acceptance of all terms and conditions contained in this RFT, including any future addenda.

The Proponent certifies that their submission:

- Constitutes a binding offer valid for a minimum of **sixty (60) days** from the submission deadline.
- Will be honored in full unless revised by mutual written agreement with the Township.
- Includes confirmation of any and all addenda issued during the tendering process.

### 3. Tender Format

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#### 4.1 Overview

To ensure a fair and efficient evaluation process, all Proponents are required to follow the instructions and structure outlined in this section.

While the Township discourages overly lengthy or elaborate submissions, each Tender must provide sufficient detail to demonstrate a complete understanding of the Township's service needs and allow for accurate evaluation of qualifications, methodology, equipment, and pricing.

The Township is seeking clear, well-organized, and solution-focused Tenders that demonstrate the Proponent's ability to safely and efficiently deliver **hourly motor grader services** for municipal gravel road maintenance.

#### 4.2 Basic Submission Requirements

Tenders must include the following elements:

- Proponent's contact information, including business name, mailing address, phone number, email, and a designated contact person.
- A brief company profile summarizing history, services offered, service area, available equipment, and staffing capacity.
- A detailed Work Plan and Methodology describing how grading services will be delivered.
- Description of experience with similar municipal or public sector road grading projects.
- List of References (see Section 5).
- Proof of WSIB Clearance Certificate and valid insurance coverage.
- List of equipment intended for use (e.g., make, model, availability).
- Identification of any subcontractors, if applicable.

Submissions must be clear, complete, and well-organized. Missing content or vague responses may result in disqualification. Proponents are strongly encouraged to use a point-by-point and tabbed format matching the structure of this RFT.

#### **4.3 Required Copies**

Proponents must submit:

- One (1) original hard copy of the Tender clearly marked “Original.”
- Two (2) complete duplicate copies.

#### **4.4 Submission Instructions**

Tenders must be submitted in a sealed envelope clearly labeled with the following:

- Proponent’s name and address
- The project title:

**“RFT-PW2025-002 – Hourly Road Grading Services – SEALED TENDER – DO NOT OPEN”**

Submissions must be received by the date and time specified in Section 4.8. Late submissions will be returned unopened and disqualified.

#### **4.5 Tender Organization and Content**

Each submission must be organized in the following structure, with clearly labeled sections and dividers:

- 1. Cover Page Form**
  - Company name, address, authorized signatory’s name and title, email, phone number, and primary contact.
  - Must be signed and dated.
- 2. References**
  - Minimum of three (3) municipal or public-sector grading project references within the last five (5) years.
  - Include project description, client name, contact title, phone, email, value, and timeline.
- 3. Licensing, Insurance, and Certifications**
  - Proof of valid WSIB clearance
  - Commercial General Liability and Auto Insurance
  - Operator certificates or training documentation (if applicable)
- 4. Qualifications and Experience**
  - Narrative describing relevant road grading experience
  - List of past projects similar in size, complexity, and scope

- Organizational chart and résumés of key personnel (especially operators)
- 5. **Equipment List**
  - Complete listing of motor graders and support equipment
  - Include make/model, year, ownership status (owned/leased), and backup plans
- 6. **Work Plan and Methodology**
  - Description of approach to gravel road grading
  - Grading strategy, crown correction, sequencing, and traffic control
  - Environmental protection and dust mitigation (if applicable)
  - Coordination with Township staff and quality control process

#### 4.6 Methodology and Approach

The Work Plan should address:

- Daily work sequencing and operational efficiency
- Traffic control plans in compliance with Ontario Traffic Manual Book 7
- Staff and equipment allocation strategy
- Interaction and communication with Township representatives
- Contingency planning for equipment breakdown, inclement weather, or delays
- Any innovative techniques or value-added services that improve grading quality, road longevity, or operational reliability

#### 4.7 Rights Reserved by the Township

The Township of Black River-Matheson reserves the right to:

- Publicly disclose the names of all Proponents
- Request clarification or supplementary information
- Verify references and validate information submitted
- Disqualify any Proponent providing inaccurate or misleading information
- Reject submissions from Proponents engaged in prohibited conduct or currently in dispute with the Township
- Select the Proponent offering **best overall value**, not necessarily the lowest price
- Cancel this RFT at any stage, without obligation to award
- Waive minor informalities or irregularities deemed immaterial
- Accept or reject any Tender, in whole or in part
- Reject a sole Tender and re-issue the RFT, if deemed in the Township's interest
- Reject any Tender deemed conditional, incomplete, or non-compliant

#### 4.8 Closing Date, Time, and Delivery Instructions

All Tenders must be received by:

**Date:** 2:00 PM on May 30, 2025

**Location:**

Township of Black River-Matheson

367 Fourth Avenue, P.O. Box 601

Matheson, Ontario P0K 1N0

**Attention:** Hongji Lei, Clerk

Tenders received after the closing time will not be considered.

Official receipt time shall be the time the sealed envelope is physically received at the Township Office.

## 4.9 Inquiries

All inquiries related to this RFT must be submitted via email to:

**Contact:** Hongji Lei, Clerk

**Phone:** 705-273-2313 ext. 311

**Email:** [hlei@twpbrm.ca](mailto:hlei@twpbrm.ca)

Please include “**RFT-PW2025-002 Inquiry**” in the subject line of your email.

Inquiries made through any other method or directly to other Township staff will not be considered official.

## 4. References

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### 5.1 Purpose of References

To assist in the evaluation of Tenders, all Proponents are required to provide a minimum of **three (3)** client references that demonstrate successful delivery of **comparable municipal road grading services**.

These references form part of the Township's due diligence process and will be used to assess the Proponent's past performance, technical capability, equipment reliability, project management skills, and client satisfaction.

### 5.2 Reference Requirements

References should reflect work similar in nature, scale, and complexity to the services described in this RFT, specifically:

- Hourly road grading and gravel surface maintenance
- Rural or northern municipal environments
- Work performed with motor graders or equivalent equipment

**Preferred references will:**



- Be from municipal or public sector clients within the Province of Ontario (preferred but not mandatory)
- Relate to projects completed within the last five (5) years
- Be directly relevant to gravel road grading, crown restoration, and routine surface maintenance

**Each reference must include the following details:**

- Client name and full contact information (phone number and email address)
- Brief description of the scope of work performed
- Contract value or approximate project budget
- Term and duration of the engagement (start and end dates)

Proponents must ensure that all contact information is accurate and current, and that listed individuals are authorized to provide a performance reference.

The Township reserves the right to request additional references or clarification at any time.

### **5.3 Evaluation Use**

Reference checks will be used to validate a Proponent's:

- Proven experience with similar road grading projects
- Quality and consistency of workmanship
- Adherence to project schedules and budgets
- Compliance with safety and environmental requirements
- Client satisfaction in areas such as professionalism, responsiveness, and communication

Failure to provide complete and verifiable references, or the submission of poor references, may negatively impact the overall evaluation score.

Submission of reference information constitutes explicit consent for the Township to contact those individuals.

The Township also reserves the right to consider any past performance history with the Township of Black River-Matheson, if applicable, as part of the reference review process.



TOWNSHIP OF BLACK RIVER-MATHESON  
REQUEST FOR TENDER (RFT) – HOURLY ROAD GRADING  
RFT PW2025-002

**SUBMISSION FORM**

Contractor/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

**Description of Work:**

Provide hourly road grading services for the Township of Black River-Matheson. The successful Proponent will be responsible for operating a motor grader to maintain gravel road surfaces throughout the Township. This includes restoring proper road crown, smoothing surface irregularities, managing drainage, and ensuring safe and passable conditions on designated municipal roadways.

	SUB	HST	TOTAL
Hourly Rate Grading (including operator and equipment)			

**An Itemized Quotation Must Be Attached or Included in the Tender Package**

The Contractor is required to provide the Township with proof of insurance in the amount of \$2,000,000, and is responsible for all issues relating to WSIB, insurance, etc. for their employees with relation to this contract.

By signing below, I acknowledge that I have read and understand this Request for Tender PW2025-002 and I agree to abide by the terms and conditions contained herein.

Authorized Signature: \_\_\_\_\_

(I have authority to bind the corporation)

Name: \_\_\_\_\_ (Please Print or Type)

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_