

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



**REQUEST FOR TENDERS
RFT NUMBER PW2025-001**

Brushing and Ditching Tender

Sealed Tenders, clearly marked:
“Sealed Tender – Brushing and Ditching Services – Do Not Open”

Starting Date:	May 5 th 2025
Closing Date:	2:00PM on May 30th 2025
Tender Opening:	2:15PM on May 30th 2025

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
Phone: 705-273-2313

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1. Introduction

1.1 Purpose

The Township of Black River-Matheson ("Township") invites Tenders from qualified contractors for Brushing and Ditching 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
- 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 Council approval and funding availability.

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.

2. Nature of Services Requested

2.1 Tender Specifications

Proponents must structure their Tenders in accordance with this RFT and provide all necessary documentation to allow for 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 and varied field conditions.

2.2 Company Overview

Tenders must include a concise overview of the Proponent's organization, including structure, staffing, capabilities, and relevant experience. This section should demonstrate the Proponent's capacity to fulfill the brushing and ditching requirements. A

minimum of three references for similar projects—preferably municipal—must be included, along with contact information.

2.3 Project Team and Experience

The Proponent shall clearly identify the personnel assigned to the project. The Tender must outline the team structure and detail each member's qualifications, certifications (e.g., traffic control certification, heavy equipment operation), and responsibilities. Proponents must explain how sufficient staffing levels will be maintained throughout the project, including contingency plans for equipment breakdowns or personnel shortages.

2.4 Tender Content and Innovation

While all mandatory requirements must be addressed, Proponents are encouraged to propose value-added services or innovative approaches, such as specialized equipment, environmentally sensitive methods, or efficiency improvements that could enhance service delivery, reduce costs, or minimize environmental impact.

2.5 General Scope of Work

The Township requires roadside Brushing and Ditching services to maintain safe and functional municipal roadways.

The brushing component of the work shall involve the mechanical or manual clearing of brush, small trees, and overhanging vegetation within the municipal road allowances. The intent of the brushing program is to:

- Improve sightlines at intersections and curves.
- Enhance overhead clearances for larger vehicles.
- Ensure roadside clearance for maintenance equipment.
- Maintain snow storage areas for winter operations.
- Improve driving surfaces by reducing shading, ice buildup, and drifting.

The following standards apply to brushing operations:

- Work must be performed using a mounted rotary-type brusher or equivalent equipment with a minimum reach of ten (10) metres.
- Brush must be cut to a height of no more than six (6) to eight (8) inches above ground level.
- Brush material must be mulched or cut to a maximum length of twelve (12) to eighteen (18) inches.
- All stumps shall be mulched to near ground level where safe and feasible, except in areas where rocks or ground conditions may cause safety issues or equipment damage.

- Partial removal or raking of limbs is prohibited unless necessary to improve sightlines or vehicular clearance.
- Trees shall not be pushed over unless the entire tree is removed or mulched.
- Brushing must proceed up to existing fence lines where applicable, with care taken to prevent fence damage. Any damage to fences is the responsibility of the Contractor.
- On Trespass Roads: brushing may proceed to the fence line or, if no fence is present, to the top of the ditch slope or the extent of previous brushing.
- On Non-Trespass Roads: brushing width will be determined by the Public Works Superintendent or their designate, based on maintenance requirements.
- Only trees with a diameter of approximately seven (7) inches or less shall be cut.
- Top-down mulching operations must ensure that as much material as possible is reduced to ground level.
- The Township assumes no responsibility for damage to equipment caused by rocks, debris, or other hazards on the right-of-way.
- Brushing locations will be designated by the Public Works Superintendent or their designate.
- All operations must comply with Ontario Traffic Manual Book 7 traffic control requirements, including appropriate warning signage and working lights.
- Brushing must be scheduled to minimize impacts during half-load periods and adverse road conditions.

The ditching component of the work shall involve the excavation, cleaning, and restoration of roadside ditches and culverts to ensure proper drainage along municipal roads. Contractors must ensure positive drainage is achieved throughout all completed work, correcting any pooling or inadequate flow conditions at their own expense.

2.6 Detailed Services Required

The Proponent must be able to perform:

- Brushing to maintain minimum vertical (6.0m) and horizontal (3.0m) clearances.
- Ditch cleaning to ensure unobstructed water flow.
- Removal and/or mulching of debris as directed by Township staff.
- Safe traffic control setup in accordance with Ontario Traffic Manual Book 7.
- Erosion and sediment control as needed.
- Restoration of disturbed areas, such as reseeding or minor grading.

A detailed work approach must be included describing methods for both brushing and ditching operations.

The contractor shall be paid based on the actual linear meters of ditching completed, as measured and verified by Township staff.

2.7 Measurement and Payment

The Township will evaluate and compensate work performed under this contract based on unit **pricing submitted per linear kilometre of completed work**.

All Proponents must provide their Tender pricing on a per-kilometre basis, clearly indicating the cost to complete one (1) full linear kilometre of roadside brushing and/or ditching, inclusive of all labour, equipment, materials, overhead, mobilization, and incidental costs.

The following provisions apply:

- Pricing must be submitted separately for brushing and ditching, if applicable, and clearly marked as such.
- Measurement shall be made along the centerline of the roadway or ditch line, from the defined starting point to the end point, as verified and approved by the Township.
- Payment will be made at the contract unit price per kilometre, based on the actual distance completed to the Township's satisfaction.
- Estimated total kilometres required under this contract will be provided by the Township but may vary based on operational priorities and site conditions. The Township reserves the right to increase or decrease the total kilometres awarded.
- No additional payments will be made for:
 - Mobilization or demobilization
 - Traffic control
 - Sediment control
 - Restoration or site cleanup
 - Equipment storage
 - Fuel or environmental protection
- All such costs must be incorporated into the per-kilometre unit price.

It is the sole responsibility of the Contractor to ensure that the final completed work meets the Township's standards for clearance, drainage, and restoration. Failure to achieve proper ditch function (e.g., standing water, improper flow) or inadequate brushing may result in non-payment for those segments until rectified.

2.8 Equipment and Resources

Proponents must submit a list of the equipment intended for use, including:

- Brush cutters, hydro-axes, or similar machinery.
- Excavators with ditching buckets.
- Haul trucks for debris removal.
- Traffic control equipment (signs, cones, etc.).

Equipment condition, availability, and contingency plans in case of mechanical breakdowns must be included.

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.

2.9 Environmental Protection

Proponents must describe measures to protect environmentally sensitive areas, prevent sedimentation, and minimize disruption to surrounding land.

2.10 Worksite Management and Traffic Control

Proponents are responsible for supplying, installing, and maintaining traffic control devices and signage, ensuring compliance with Ontario Traffic Manual Book 7 throughout all operations.

2.11 Scheduling and Completion Timeline

Tenders must outline:

- Proposed schedule of work commencement and completion.
- Ability to meet the final completion deadline of October 31, 2025.
- Strategies to adjust schedules in case of weather delays or unforeseen site conditions.

2.12 Service Delivery Expectations

Work shall be performed during daylight hours unless otherwise approved by the Township. Emergency responsiveness is not expected for this contract, but efficiency, consistent progress, and adherence to the Township's schedule expectations are required.

2.13 Methodology

Proponents must submit a detailed methodology outlining how the work will be completed. The work plan should include task sequencing, expected duration, safety considerations, environmental protection measures, and quality control practices.

2.14 Qualifications of Personnel

Provide résumés or profiles for all key personnel, including heavy equipment operators and site supervisors. Include any relevant certifications (e.g., traffic control, heavy equipment operation, WHMIS).

Only trained and qualified personnel may be assigned to Township projects.

2.15 Reporting Requirements

Proponents must agree to:

- Provide regular updates to the Township regarding project status.
- Report any incidents, environmental issues, or deviations from the agreed work plan immediately.
- Participate in periodic site meetings upon request.

Daily work logs may be requested during active phases of the project.

2.16 Exclusions

The Township will not supply any equipment, materials, or labour for this project. Proponents must be self-sufficient in providing all necessary resources to complete the work.

Additionally, tree removal involving trees greater than 30cm diameter at breast height (DBH) is not part of the standard scope and may require separate pricing or arrangements if encountered.

3. Evaluation/Selection Process

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 Brushing and/or Ditching projects within the last five (5) years.
- Capacity to mobilize sufficient labour, equipment, 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.

3.2 Evaluation Process

The Township's evaluation team will conduct a preliminary review to ensure 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 evaluated based on the weighted scoring criteria outlined in Section 3.3.

The Township reserves the right to:

- Disqualify Tenders from firms currently engaged in litigation against the Township that may affect performance or business relations.
- Clarify minor discrepancies in Tenders without obligation to accept them.

Final recommendation for award will be made in accordance with the Township's Procurement Policy.

3.3 Evaluation Criteria

Tenders will be evaluated using a point-based system. The Township shall assign a score out of 100 based on the following categories:

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

Notes:

- The highest overall score will determine the recommended Proponent.
- Price is a major factor but not the sole deciding factor. Best overall value and ability to meet the Township's operational needs will guide the final decision.

3.4 Oral Presentations (if required)

At its discretion, the Township may request oral presentations from one or more Proponents to clarify aspects of their submission.

Presentations, if held, will be scheduled with reasonable notice. Participation in an oral presentation does not necessarily guarantee selection.

Clarifications provided during oral presentations may be considered in final scoring but will not replace written Tender content.

3.5 Negotiations

The Township may award a contract based solely on submitted Tenders or may enter into negotiations with the highest-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 as a result of negotiations or the decision to terminate negotiations at any stage.

The Township may require additional information during negotiations, such as disclosure of any outstanding litigation, regulatory compliance issues, or other matters relevant to the Proponent's ability to perform the work.

3.6 Acceptance of Terms

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

The Proponent certifies that their Tender:

- Is a binding offer valid for a minimum of sixty (60) days from the submission deadline.
- Will be honored in full, unless otherwise negotiated and mutually agreed upon in writing.
- Includes acknowledgment of any addenda issued.

4. Tender Format

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 Tenders, submissions must

provide enough detail to demonstrate a full understanding of the Township's needs and allow for an accurate assessment of qualifications, experience, methodology, and pricing.

The Township is seeking Tenders that are organized, solution-focused, and clearly demonstrate the Proponent's ability to safely and efficiently deliver Brushing and Ditching services.

4.2 Basic Submission Requirements

Tenders must include the following elements:

- Proponent's contact information including business name, mailing address, phone number, email, and designated contact person.
- A brief company profile outlining history, services offered, service area, and available equipment and staff capacity.
- A detailed Work Plan and Methodology addressing all requested services.
- Description of experience with similar brushing and ditching projects.
- List of References as outlined in Section 5.
- Proof of WSIB Clearance Certificate and Insurance.
- List of Equipment intended for use on the project.
- Identification of any subcontractors (if applicable).

Submissions must be clear, complete, and well-organized.

Incomplete responses or missing sections may result in disqualification.

Respondents are encouraged to use a point-by-point and tabbed format to facilitate evaluation.

4.3 Required Copies

One (1) original hard copy of the Tender, clearly marked "Original," must be submitted along with two (2) complete duplicate copies. Additionally, an electronic PDF copy may be submitted by email if requested by the Township during evaluation.

Township staff will verify compliance and distribute copies for independent evaluation.

4.4 Submission Instructions

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

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

"RFT-PW2025-001 – Brushing and Ditching Services – SEALED TENDER – DO NOT OPEN"

Submissions must be received by the date and time specified in Section 4.8. Late submissions will not be accepted and will be returned unopened.

4.5 Tender Organization and Content

Each Tender must follow this structure, with clearly labeled sections and dividers for ease of reference:

- 1. Cover Page Form**
 - Company name, authorized signatory's name and title, address, phone number, email, and designated contact person.
 - Must be signed and dated.
- 2. References**
 - A minimum of three (3) references from similar municipal or public sector projects within the last five (5) years.
 - Include project description, contact name, title, phone number, email, contract value, and project duration.
- 3. Licensing, Insurance, and Certifications**
 - Proof of WSIB clearance, Commercial General Liability Insurance, and Automobile Insurance.
 - Heavy equipment operator certificates if applicable.
- 4. Qualifications and Experience**
 - Narrative describing the firm's relevant experience with roadside brushing, ditching, and drainage work.
 - Summary of how the firm meets or exceeds the qualifications listed.
 - List of past projects, similar in scope and size.
 - Organizational chart of key project personnel.
 - Résumés of key staff.
- 5. Equipment List**
 - Detailed listing of all equipment to be used, including type, make/model, ownership status, and backup plans.
- 6. Work Plan and Methodology**
 - Description of how the Proponent proposes to complete the work, including schedule, sequencing, traffic control management, environmental protections, and quality assurance measures.

4.6 Methodology and Approach

Tenders must outline:

- Work sequencing and execution plan.
- Traffic control procedures in compliance with Book 7.
- Staffing and resource allocation.
- Interaction plan with Township staff and project reporting.

- Contingency plans for equipment breakdowns, weather delays, and emergencies.

Innovative approaches that enhance safety, efficiency, or environmental stewardship are encouraged.

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 from any Proponent.
- Verify references and information provided.
- Disqualify any Proponent providing misleading or inaccurate information.
- Disqualify any Proponent engaged in prohibited conduct or otherwise unsuitable.
- Select the Proponent offering best value, not necessarily the lowest price.
- Cancel this RFT at any stage without award.
- Waive minor irregularities where deemed in the Township's best interest.
- Accept or reject any Tender, in whole or in part.
- Reject a sole Tender and re-issue the RFT if desired.
- Reject Tenders that are incomplete, conditional, or fail to meet material requirements.

4.8 Closing Date, Time, and Delivery Instructions

All Tenders must be received by:

Date: 2:00 PM on May 30, 2025

Address: 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 regarding this RFT must be submitted in writing via email to:

Contact: Hongji Lei, Clerk

Phone: 705-273-2313 ext. 311

Email: hlei@twpbrm.ca

Please include “**RFT-PW2025-001 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.

5. References

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 roadside Brushing and/or Ditching services. These references will form part of the Township’s due diligence process to verify past performance, technical capability, project management skills, and client satisfaction.

5.2 Reference Requirements

References should reflect work similar in nature and scope to the services outlined in this RFT.

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 past five (5) years.
- Be directly relevant to roadside brushing, ditching, drainage improvement, or similar road maintenance activities.

Each reference must include the following details:

- Client name and contact information (phone number and email address).
- Scope of work performed (brief description of services provided).
- Contract value or approximate project budget.
- Term and duration of the engagement (start and end dates).

Proponents must ensure that all contact information is current and that the individuals listed are authorized to discuss the Proponent’s performance.

The Township reserves the right to request additional references or clarification if needed.

5.3 Evaluation Use

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

- Experience with similar projects.
- Quality of workmanship.

- Adherence to project timelines and budgets.
- Safety record and environmental compliance.
- Client satisfaction with communication and professionalism.

Poor or incomplete references, or failure to provide references, may negatively impact the evaluation of the Tender.

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

The Township also reserves the right to consider past performance with the Township of Black River-Matheson itself, if applicable, in addition to the submitted references.



TOWNSHIP OF BLACK RIVER-MATHESON
REQUEST FOR TENDER (RFT) – BRUSHING AND DITCHING
RFT PW2025-001

SUBMISSION FORM

Contractor/Firm: _____

Address: _____

Telephone: _____ Email: _____

Contact Person: _____ Position: _____

Description of Work:

Provide roadside brushing and ditching services for the Township of Black River-Matheson. The successful Proponent will be responsible for the mechanical or manual clearing of brush, small trees, and overhanging vegetation along designated municipal roadways, as well as the excavation and restoration of roadside ditches and drainage features.

	SUB	HST	TOTAL
Unit Price per Linear Kilometre (Brushing) \$			
Unit Price per Linear Kilometre (Ditching) \$			

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 PW2025-001 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: _____