

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



**REQUEST FOR TENDERS  
RFT NUMBER PW2025-003**

**Winter Sand Tender**

Sealed Tenders, clearly marked:  
“Sealed Tender – Winter Sand – Do Not Open”

Starting Date:	May 5 <sup>th</sup> 2025
Closing Date:	2:00PM on May 30 <sup>th</sup> 2025
Tender Opening:	2:15PM on May 30 <sup>th</sup> 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](mailto:hlei@twpbrm.ca)  
Phone: 705-273-2313

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## **Section A: Definitions**

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For the purpose of this Request for Tender (RFT), the following definitions shall apply:

**Addendum** – A written document issued by the Township to clarify, modify, or change the solicitation document prior to the submission deadline.

**Agreement** – A negotiated and legally enforceable document that outlines the responsibilities and expectations of the contracting parties.

**A.O.D.A.** – Accessibility for Ontarians with Disabilities Act.

**Approval Authority** – The individual authorized by the Township to approve procurement-related functions within specified dollar limits.

**Award** – The Township's formal notification to a Proponent of the acceptance of their Tender, resulting in the formation of a Contract.

**Bid** – A Tender, Proposal, or Quotation submitted in response to a formal request issued by the Township.

**Bid Document** – The complete set of documents issued by the Township in relation to a procurement, including the RFT, specifications, and any Addenda.

**Bid Price** – The total cost submitted by a Proponent to supply goods and/or services as described in the Bid Document.

**Bid Protest** – A dispute raised regarding the methods or outcomes of a procurement process.

**Budget** – The monetary amount approved by Council for operational or capital expenditures.

**Certificate of Insurance** – A document issued by an insurer certifying that the Proponent holds insurance coverage in accordance with Township requirements.

**Change Order** – A written order issued by the Township altering the scope, schedule, or specifications of the Work after contract award.

**Competitive Procurement** – A process designed to achieve fairness and transparency by soliciting multiple bids or proposals.

**Conflict of Interest** – A situation where personal or financial interests may conflict with the duties and responsibilities owed to the Township.

**Contract** – A legally binding agreement between the Township and the Successful Proponent, formed upon acceptance of a Bid.

**Contract Documents** – The RFT, Addenda, the executed Contract Agreement, and the Successful Proponent's submission.

**Evaluation Criteria** – The benchmarks used by the Township to assess and score Tenders.

**Goods and/or Services** – The items or tasks specified in the RFT that the Successful Proponent agrees to provide.

**L.S.** – Lump Sum.

**Global Harmonized System (GHS)** – Formerly known as MSDS (Material Safety Data Sheets); documentation for hazardous materials required under WHMIS.

**O.H.&S.** – Ontario's Occupational Health and Safety Act, 2019.

**Proponent / Vendor / Contractor** – An individual or entity that submits a Tender in response to this RFT.

**Rate** – The price per unit for services or goods, including all overhead and operating costs.

**Request for Proposal (RFP)** – A formal request used to solicit creative or technical solutions where price is not the sole determining factor.

**Request for Tender (RFT)** – A formal process inviting submissions based on defined specifications, typically where price is the primary consideration.

**Request for Quotation (RFQ)** – A formal request for pricing on specific goods or services, generally below a defined threshold.

**Specifications** – The detailed requirements describing the goods and/or services to be delivered.

**Submission** – The information and forms provided by a Proponent in response to this RFT.

**Successful Proponent / Bidder / Vendor / Contractor** – The individual or firm awarded the Contract to deliver the Work as specified.

**Township** – The Corporation of the Township of Black River-Matheson.

**WHMIS** – Workplace Hazardous Materials Information System.

**Work / Project** – The complete scope of goods and/or services to be provided under the Contract.

**W.S.I.B.** – Workplace Safety and Insurance Board.

## **1. Introduction**

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### **1.1 Purpose**

The Township of Black River-Matheson (“Township”) invites Tenders from qualified contractors for the procurement, hauling, and mechanical mixing of Winter Sand and Salt for the 2025–2026 winter season. The successful Proponent will supply screened winter sand meeting OPSS 1004 standards and mix it with 3% road salt (provided by the Township) at the Public Works Yard. 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 and road maintenance coordination.

### **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. However, 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 outlined in this RFT or any issued addenda. 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 using the following weighted criteria:

- Experience with similar municipal contracts
- Equipment availability and technical capability

- Methodology and Work Plan
- References and service reliability
- Total Tender Price and Cost Effectiveness

The Township is under no obligation to explain why a Tender was accepted or rejected. The lowest price may not necessarily be accepted if it does not meet all Township requirements.

## **1.6 Alternative Tenders**

Alternative solutions or product sources may be submitted provided they are clearly marked and presented in a format consistent with the base Tender. Alternatives must fully meet the performance standards outlined in this RFT.

## **1.7 Tender Amendments and Withdrawals**

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

## **1.8 Proponents' Expenses**

All costs incurred by a Proponent in the preparation, submission, or presentation of a Tender are the sole responsibility of the Proponent. The Township is not responsible for any expenses related to site visits, bid deposits, or other preparations.

## **1.9 Currency and Taxes**

All pricing must be quoted in Canadian dollars and exclude Harmonized Sales Tax (HST). Taxes must be shown separately on the pricing form.

## **1.10 Subcontracting**

Subcontracting is not permitted unless explicitly approved in writing by the Township. Subcontractors must meet the same qualifications, certifications, and insurance requirements as the primary contractor and must be clearly identified in the Tender submission.

## **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 receipt of required documentation.

The Township reserves the right to:

- Reject any or all Tenders
- Accept a portion of any Tender
- Negotiate with one or more Proponents
- Cancel this RFT at any time without obligation

### **1.13 Execution of Contract**

The successful Proponent must execute the formal agreement and submit required documentation (insurance, WSIB, etc.) within **ten (10) business days** of receiving notice of award. No work shall commence until the contract is fully executed.

### **1.14 Failure to Perform**

Failure to deliver services, materials, or documentation in accordance with the contract terms may result in termination, forfeiture of any deposits, and the Township seeking alternate service providers at the contractor's expense.

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

The Proponent shall provide all equipment, labour, and resources required to perform the work described in this RFT, including but not limited to: screening, hauling, mixing, stockpiling, and quantity tracking. All work must conform to OPSS specifications and be performed using proper mechanical methods.

### **1.16 Personnel Requirements**

All personnel must comply with relevant provincial legislation, including the Occupational Health and Safety Act and the Accessibility for Ontarians with Disabilities Act. All workers must be properly trained, experienced, and supervised.

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

Any attempt to bribe or influence Township officials or staff, or the submission of misleading, fraudulent, or incomplete information, may result in disqualification and termination of any awarded contract.

### **1.18 Compliance with Laws**

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

- MFIPPA
- AODA
- OHSA
- WSIB Regulations
- Ontario Provincial Standards (OPSS) for aggregates and public works
- Township Procurement Policy

### **1.19 Accessibility**

The successful Proponent must comply with the AODA. Upon request, documentation confirming accessibility training and customer service standards must be provided.

### **1.20 Indemnification and Insurance**

The successful Proponent must provide and maintain, for the duration of the contract:

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

Proof of insurance must be submitted prior to 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 the Township's written permission.

### **1.22 Addenda and Modifications**

The Township may issue addenda to clarify or amend the RFT. It is the responsibility of each Proponent to verify receipt and incorporate any issued addenda into their submission.

### **1.23 Disclaimer**

While the Township has made every effort to ensure the accuracy of this RFT, Proponents are solely responsible for their own due diligence, including site visits, material specifications, and interpretation of requirements. No guarantees are made as to volume or future work.



## **2. 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 documentation necessary for a complete and fair evaluation. Given the Township's rural geography and winter road maintenance requirements, submissions must demonstrate the capacity to supply, deliver, and mix screened winter sand in compliance with specifications, timelines, and operational constraints. The work is to be completed at the Township's Public Works Yard in Matheson, Ontario.

### **2.2 Company Overview**

Tenders must include a concise company profile outlining the Proponent's structure, service area, staffing levels, relevant experience, and available equipment. The submission must demonstrate the Proponent's capability to supply and mix winter sand in accordance with Ontario Provincial Standards (OPSS 1004). A minimum of three references for similar work—preferably municipal—must be included with current contact information.

### **2.3 Project Team and Experience**

The Proponent shall identify key personnel responsible for this project, outlining each individual's role, experience, and relevant qualifications. This includes the equipment operator(s), supervisor(s), and on-site coordinator. Contingency plans for staff shortages or equipment failure must also be included.

### **2.4 Tender Content and Innovation**

While all mandatory requirements must be addressed, Proponents are encouraged to suggest operational efficiencies or value-added services—such as automated mixing controls, delivery verification systems, or environmentally conscious handling methods—that may enhance service quality or reduce operational risk.

### **2.5 General Scope of Work**

The successful Proponent will be responsible for:

- Supplying clean, screened winter sand that meets the requirements of OPSS 1004.
- Receiving and handling pre-supplied road salt, to be mixed at a 3% salt-to-sand ratio by weight.
- Mechanically mixing the sand and salt using a hopper-fed conveyor or other approved mechanical method, at the Township's Matheson Public Works Yard.

- Creating a uniform, conical stockpile suitable for winter storage and accessible for retrieval by front-end loader.

The total quantity of material to be mixed is **to be determined (TBD)**. Therefore, Proponents must provide a unit price per tonne, inclusive of all supply, handling, mixing, and stockpiling activities.

All work must be completed to the satisfaction of the **Township's Public Works Superintendent or designate**.

## **2.6 Detailed Services Required**

The successful Proponent shall:

- Deliver winter sand that is clean, screened, free of debris, and compliant with OPSS 1004
- Provide mechanical mixing equipment (hopper and articulating conveyor or approved equivalent)
- Uniformly blend 3% salt (by weight) with the supplied sand
- Form a well-shaped conical pile that prevents segregation and allows for proper drainage
- Supply all labour, equipment, fuel, and materials (except the salt)
- Coordinate with Township staff to schedule deliveries and mixing
- Provide scale tickets for all inbound materials
- Ensure compliance with applicable safety and operational standards

## **2.7 Measurement and Payment**

The Contractor shall be paid based on the actual tonnage of sand delivered and properly mixed at the Township yard.

- Unit price shall be per tonne, inclusive of all loading, hauling, mixing, fuel, labour, equipment, and incidental costs
- No additional payments will be made for mobilization, traffic control, setup, or fuel surcharges
- All quantities must be verified using certified weigh scale tickets
- The Township reserves the right to increase or decrease the total quantity based on operational needs

## **2.8 Equipment and Resources**

The Proponent must submit a list of equipment to be used for hauling, mixing, and stockpiling. This includes type, make/model, year, and whether the unit is owned or leased. Backup equipment availability must also be noted.

## **2.9 Health and Safety Program**

Proponents must provide an overview of their health and safety program and demonstrate compliance with the Occupational Health and Safety Act. A valid WSIB clearance certificate is required upon award.

## **2.10 Environmental Protection**

Proponents must describe measures used to minimize dust, prevent spillage or loss during transport, and mitigate environmental impacts during mixing and stockpiling operations.

## **2.11 Worksite Management**

The Contractor must maintain a clean and safe work area at all times, avoiding interference with Township operations at the Public Works Yard and ensuring proper placement of stockpiles and materials.

## **2.12 Scheduling and Completion Timeline**

The Contractor must be ready to commence work as early as September 16, 2025, and complete all deliveries, mixing, and stockpiling no later than October 11, 2025. The Contractor must coordinate scheduling with Township staff and maintain flexibility in the event of delays caused by weather or operational constraints.

## **2.13 Service Delivery Expectations**

All work must be conducted during daylight hours unless otherwise authorized. The Proponent must demonstrate the ability to complete all work on time and maintain ongoing communication with Township staff throughout the process.

## **2.14 Methodology**

The submission must include a detailed work plan describing:

- Source of sand and screening method
- Delivery and haul schedule
- Mixing and stockpiling procedures
- Quality control processes
- Coordination and reporting practices

## **2.15 Qualifications of Personnel**

Provide résumés or credentials for all supervisors and operators assigned to this contract. All personnel must have adequate training, experience, and familiarity with bulk material handling in a municipal or public works environment.

## 2.16 Reporting Requirements

The Proponent must agree to:

- Provide scale tickets for all inbound deliveries
- Submit daily progress updates upon request
- Promptly report any equipment issues or delays
- Participate in site meetings or inspections as requested
- Submit a final report summarizing quantity, completion, and any issues encountered

## 2.17 Exclusions

The Township will supply the salt for blending. The Proponent is responsible for all other materials, labour, equipment, and services required to fulfill the contract. No Township equipment, materials, or staff will be made available for this work.

## 2.18 Liquidated Damaged and Holdback

- Should the Contractor fail to complete the work in accordance with the Contract and to the satisfaction of the Contract Administrator within the time specified, the Contractor shall pay to the Township the sum of **\$300.00 for each working day** that the work remains unfinished beyond the specified completion date.
- Such payments shall be considered **Liquidated Damages**, representing a reasonable pre-estimate of the Township's loss due to delay, and not as a penalty. The Township may deduct such amounts from any payments due or becoming due to the Contractor.
- A 10% holdback on each progress payment will be retained by the Township. Release of holdback shall be in accordance with the Ontario Provincial Standards for Roads and Public Works (OPSS.MUNI 100).
- Notwithstanding any other conditions of the Contract, the Township may retain any portion of payment otherwise due to the Contractor if required to protect the Township against unresolved claims, outstanding liabilities, or deficiencies in performance.

## 3. 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 winter sand supply or aggregate handling contracts within the last five (5) years
- Capacity to supply, haul, and mechanically mix large volumes of screened winter sand with salt according to OPSS standards
- Adequate labour and equipment resources to complete the work within the specified timelines
- A valid Workplace Safety and Insurance Board (WSIB) Clearance Certificate
- Insurance coverage that meets or exceeds the Township's minimum requirements
- Compliance with all applicable health and safety, environmental, and aggregate material handling regulations

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

- Clearly identify each subcontractor and their role
- Confirm that all subcontractors meet the same insurance, WSIB, and qualification standards as the Proponent
- Ensure subcontractors have relevant municipal or public sector experience

### 3.2 Evaluation Process

The Township's evaluation team will conduct an initial compliance review to ensure that all mandatory requirements are met.

Incomplete or non-compliant Tenders may be rejected without further consideration.

Compliant submissions will then be scored based on the criteria outlined in Section 3.3. The Township reserves the right to:

- Disqualify submissions from Proponents currently involved in legal action against the Township that may affect contract performance
- Seek clarification on minor omissions or discrepancies without obligation
- Make an award recommendation in accordance with the Township's Procurement Policy, subject to budget availability and internal authorization.

### 3.3 Evaluation Criteria

Tenders will be evaluated using a weighted point-based system, 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>	100
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**Notes:**

- The Proponent with the highest overall score will be recommended for contract award
- The Township will consider best overall value, not just lowest price
- The Township reserves the right to reject the lowest-priced Tender if it does not meet all required qualifications or service expectations

**3.4 Oral Presentations (if required)**

At its discretion, the Township may invite one or more Proponents to attend an oral interview or presentation to clarify aspects of their submission. If held, these sessions will be scheduled with reasonable notice.

Clarifications provided during these sessions may be used to support scoring decisions, but will not override the written submission content.

**3.5 Negotiations**

The Township may award the contract based solely on the written Tender or may enter into negotiations with the highest-ranked Proponent.

If an agreement cannot be finalized, the Township reserves the right to:

- Terminate negotiations
- Enter negotiations with the next highest-ranked Proponent
- Cancel the tender process entirely without award

Proponents shall have no claim against the Township in the event negotiations are ended without contract award.

The Township may request additional documentation during negotiations, including:

- Confirmation of regulatory or safety compliance history
- Disclosure of any outstanding litigation or enforcement actions
- Additional performance guarantees or clarifications

**3.6 Acceptance of Terms**

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

The Proponent certifies that:

- Their submission constitutes a binding offer valid for a minimum of sixty (60) days from the Tender closing date
- All information provided is accurate and complete
- Any issued addenda have been acknowledged and incorporated into the submission

## **4. 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 full understanding of the Township's service requirements 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 supply, haul, and mix screened winter sand with salt for municipal use.

### **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 summarizing corporate structure, services offered, service area, equipment availability, and staff capacity
- A detailed Work Plan and Methodology describing how the winter sand supply, hauling, and mechanical mixing will be completed
- Description of experience with similar municipal or public sector aggregate supply and handling contracts
- List of References (see Section 5)
- Proof of WSIB Clearance Certificate and valid insurance coverage
- Equipment list, including make, model, year, and ownership status
- 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 that mirrors 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
- An electronic PDF version may be requested by the Township at its discretion for evaluation purposes at a later date

### **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-PW2025-003 – Winter Sand Supply and Mixing – 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 submission must be organized using the following structure, with clearly labeled sections and dividers:

#### **1. Cover Page Form**

Include company name, mailing address, authorized signatory name and title, email, phone number, and designated contact person. The form must be signed and dated.

#### **2. References**

Provide at least three (3) references from municipal or public-sector projects involving winter sand supply, hauling, or aggregate blending. Include the project description, client name, contact title, phone number, email, approximate value, and contract duration.

#### **3. Licensing, Insurance, and Certifications**

Include:

- Proof of valid WSIB clearance
- Commercial General Liability and Automobile Insurance
- Operator training or safety certifications (if applicable)

#### **4. Qualifications and Experience**

Describe relevant past experience with aggregate supply, mixing, and municipal



materials contracts. Include a list of similar projects completed, organizational structure, and résumés of key personnel responsible for the contract.

### **5. Equipment List**

Provide a detailed list of all equipment to be used in this project, including make, model, year, ownership status (owned or leased), and any backup equipment plans.

### **6. Work Plan and Methodology**

Describe the proposed work plan, including:

- Sand source, screening method, and specifications
- Hauling and delivery schedule
- Mixing process and equipment setup
- Stockpiling method and final site layout
- Quality control, safety measures, and environmental protections
- Coordination with Township staff

### **4.6 Methodology and Approach**

The Work Plan should address:

- Sand delivery and stockpile sequencing
- Mechanical salt mixing procedures (3% by weight)
- Staff and equipment allocation
- Site management and cleanliness
- Coordination with Township representatives
- Contingency planning for weather delays or equipment breakdowns
- Any innovative approaches that improve quality, safety, or operational efficiency

### **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 submitted documentation
- Disqualify any Proponent submitting inaccurate or misleading information
- Reject submissions from Proponents currently in dispute with the Township
- Select the Proponent offering the best overall value, not necessarily the lowest price
- Cancel this RFT at any stage without obligation
- Waive minor informalities or irregularities that do not affect competitiveness or intent
- Accept or reject any Tender in whole or in part

- Reject a sole submission 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-PW2025-003 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

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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 winter sand supply, hauling, and/or mechanical mixing services** for municipal or public works operations.

These references will form part of the Township's due diligence process and will be used to assess the Proponent's technical capability, equipment reliability, service quality, 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:

- Supplying, hauling, and stockpiling screened winter sand
- Mechanical mixing of road salt with sand (preferably using hopper/conveyor systems)
- Municipal or public works contracts involving material handling and OPSS compliance

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 **winter sand programs, aggregate delivery, or mechanical blending**

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
- Approximate contract value or total tonnage supplied
- Term and duration of the engagement (start and end dates)

Proponents must ensure all contact information is accurate and that the listed individuals are authorized to provide performance feedback.

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

### 5.3 Evaluation Use

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

- Experience with comparable winter maintenance or aggregate handling contracts
- Quality and consistency of service delivery
- Adherence to timelines, volume requirements, and specifications
- Compliance with safety protocols and environmental handling standards
- Professionalism, communication, and overall client satisfaction

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

Submission of reference information constitutes the Proponent's consent for the Township to contact the individuals provided.

The Township also reserves the right to consider **past performance history with the Township of Black River-Matheson**, if applicable, in its reference review.



TOWNSHIP OF BLACK RIVER-MATHESON  
REQUEST FOR TENDER (RFT) – Winter Sand  
RFT PW2025-003

**SUBMISSION FORM**

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

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

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

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

**Description of Work:**

Provide winter sand supply and mechanical mixing services for the Township of Black River-Matheson. The successful Proponent will be responsible for delivering screened winter sand, mechanically mixing it with Township-supplied road salt at the municipal Public Works Yard, and forming a uniform, accessible stockpile for use during the winter maintenance season.

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE/TONNE	TOTAL
1	1004	Supply Winter Sand	Tonnes	TBD	\$	\$
2		Mixing of Winter Sand with 3% Road Salt (PW Yard)	Tonnes	TBD	\$	\$
SUB TOTAL						\$
H.S.T @ 13%						\$
TOTAL TENDER PRICE						\$

All unit prices must include delivery, handling, mixing, labour, fuel, and equipment. No additional charges will be accepted. 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 PW2025-003 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: \_\_\_\_\_