

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



**REQUEST FOR Tenders  
RFT NUMBER PW2025-004**

**Paving Services**

Sealed Tenders, clearly marked:  
“Sealed Tender – Paving Services – Do Not Open”

Starting Date:	<b>May 5<sup>th</sup> 2025</b>
Closing Date:	<b>2:00PM on May 16<sup>th</sup> 2025</b>
Tender Opening:	<b>2:15PM on May 16<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

## TABLE OF CONTENTS

1.	Table of Contents .....	2
2.	Introduction .....	3
3.	Project Overview.....	4
4.	Scope of Work .....	5
5.	Tender Format & Submission Requirements.....	6
6.	Insurance & Bonding .....	7
7.	Evaluation Criteria .....	8
8.	Contract Terms and Conditions .....	9
9.	Technical Specifications .....	10
10.	Health, Safety & Traffic Management.....	11
11.	Conflict of Interest & Disqualification .....	12
12.	Freedom of Information and Confidentiality .....	13
13.	General Terms & Conditions .....	14
14.	Proponent Conduct and Ethics .....	15
15.	Accessibility Compliance .....	16
16.	Addenda and Acknowledgement .....	17
17.	Negotiations, Award & Contract Execution .....	18
	Appendix A – Submission Form .....	19
	Appendix B – Key Maps .....	20+

## **SECTION 1 – INTRODUCTION**

1.1 The Corporation of the Township of Black River-Matheson is seeking tenders from qualified contractors for the provision of asphalt paving services at three separate municipal locations. The successful proponent will be required to furnish all labour, equipment, and materials necessary to complete the work in accordance with the terms and specifications outlined herein.

1.2 This Request for Tender ("RFT") is not an offer to purchase goods or services, but a request for contractors to submit detailed tenders for review by the municipality. The Township reserves the right to amend or cancel this RFT at any time and is under no obligation to accept any tender.

## **SECTION 2 – PROJECT OVERVIEW**

2.1 The work under this RFT includes:

- a) Milling and removal (if applicable)
- b) Grading and base preparation
- c) Supply and placement of hot mix asphalt
- d) Compaction and surface finishing
- e) Traffic control and site safety
- f) Clean-up and restoration

2.2 Project Locations:

- a) Shillington Community Centre Parking Lot – approx. 100'x150'
- b) Watabeag Road Hill (Fourth Avenue) – approx. 0.4KMS
- c) Val Gagne Road – approx. 1.4 KMS

2.3 A key map for each location is attached (Appendix B) to assist bidders in understanding the scope and layout of each work area.

## **SECTION 3 – SCOPE OF WORK**

3.1 Scope includes:

- a) Supply, haul, and place HL3 or HL4 hot mix asphalt (min. 50mm compacted thickness or as specified)
- b) Ensure consistent compaction (minimum 92% of Marshall Density)
- c) Maintain proper drainage and slope
- d) Restore any disturbed shoulders or driveway tie-ins
- e) Dispose of all construction debris offsite
- f) Schedule coordination with municipal staff

3.2 Contractor shall not place asphalt during rain events or when surface temperatures are below 5°C unless otherwise approved in writing by the Contract Administrator.

3.3 Compaction shall achieve minimum 92% relative compaction as measured by nuclear density testing or core sampling.

## **SECTION 4 – TENDER FORMAT & SUBMISSION REQUIREMENTS**

4.1 Submissions must include:

- a) Cover letter and completed Submission Form (Appendix A)
- b) Detailed project work plan and timeline
- c) Contractor qualifications and summary of experience with at least five similar projects
- d) List of equipment and resources to be used
- e) List of proposed subcontractors (if any)
- f) WSIB clearance certificate
- g) Proof of Insurance (see Section 5.0)

4.2 Each tender must be clearly marked with the RFT title and number and submitted in a sealed envelope or electronically as permitted. Tenders must be received no later than the deadline listed on the cover page. Late tenders will not be considered.

4.3 Signed Acknowledgement of Addenda (if any) – must be included with submission.

4.4 Tenders should be organized with clearly marked tabbed sections as follows:

- a) Cover Letter
- b) Completed Submission Form (Appendix A)
- c) Work Plan and Project Timeline
- d) Equipment and Materials List
- e) Team and Key Personnel Résumés (if applicable)
- f) References (at least three relevant municipal or construction projects)
- g) Proof of Insurance and Bonding
- h) WSIB Certificate
- i) Other Forms (as applicable)

## **SECTION 5 – INSURANCE AND BONDING**

5.1 The successful contractor shall provide:

- a) \$5,000,000 Commercial General Liability
- b) \$5,000,000 Automobile Liability
- c) Proof of WSIB coverage
- d) Performance Bond (50% of total contract)

- e) Labour & Materials Payment Bond (50% of total contract)

## **SECTION 6 – EVALUATION CRITERIA**

6.1 The Township will evaluate tenders using the following weighted criteria:

<b>Criterion</b>	<b>  Weight</b>
----- -----	
Price	40%
Experience and References	20%
Methodology and Work Plan	15%
Schedule and Availability	15%
Equipment and Resources	10%

## **SECTION 7 – CONTRACT TERMS**

7.1 Project to commence upon award with anticipated start date of June 15<sup>th</sup>, 2025 and be completed no later than August 15<sup>th</sup>, 2025.

- a) Substantial Performance must be achieved by the Completion Date. Failure to do so may result in the application of liquidated damages.

7.2 Liquidated damages of \$500 per calendar day may apply for delays.

7.3 A 10% holdback will apply per the Construction Act.

7.4 A two-year warranty period shall apply to all finished surfaces and workmanship.

7.5 The successful contractor may be required to attend a Council meeting to answer questions or present their tender as part of the contract award process.

## **SECTION 8 – TECHNICAL SPECIFICATIONS**

8.1 Work to comply with OPSS 310, 313, and 314 standards

8.2 HL3 or HL4 asphalt mix must be certified by a qualified laboratory

8.3 Minimum compacted thickness: 50mm (or as specified)

8.4 Contractor must provide scale tickets and asphalt temperature logs

8.5 Driveway tie-ins and transitions to existing surfaces must be smooth

## **SECTION 9 – HEALTH, SAFETY & TRAFFIC MANAGEMENT**

9.1 The Contractor shall submit a site-specific Health and Safety Plan and Traffic Control Plan within five (5) business days of award and prior to commencement of any on-site works.

- a) A traffic control plan (where applicable) is required in accordance with OTM Book 7
- b) Site safety must meet all OHSA standards

9.2 Workers must use appropriate PPE at all times.

9.3 Daily supervision and coordination with municipal staff required.

## **SECTION 10 – CONFLICT OF INTEREST & DISQUALIFICATION**

10.1 By submitting a tender, each proponent declares that it does not have, and will not acquire, any conflict of interest—whether actual, potential, or perceived—that would undermine the integrity or fairness of this procurement process or its ability to fulfill the terms of the contract in the public interest.

10.2 The Township reserves the right to disqualify any proponent, at its sole discretion, if a conflict of interest is discovered at any stage of the process or during the contract term.

## **SECTION 11 – FREEDOM OF INFORMATION AND CONFIDENTIALITY**

11.1 All tenders submitted to the municipality become the property of the Township and are subject to the Freedom of Information and Protection of Privacy Act (MFIPPA). Proponents should clearly identify any proprietary information. The municipality will use reasonable efforts to maintain confidentiality but cannot guarantee it under MFIPPA.

## **SECTION 12 – GENERAL TERMS AND CONDITIONS**

12.1 This RFT does not constitute an agreement.

12.2 The lowest or any tender will not necessarily be accepted.

12.3 The Township may cancel or amend the RFT at any time.

12.4 Submission of a tender indicates acceptance of all terms unless otherwise stated.

12.5 The successful contractor will be required to enter into a formal agreement with the Township.

12.6 All tenders shall remain irrevocable for a period of sixty (60) calendar days from the closing date.

### **SECTION 13 – PROPONENT CONDUCT AND ETHICS**

13.1 Any attempt on the part of a proponent or their representatives to influence the outcome of the RFT process through lobbying of municipal staff, Council members, or evaluation committee members will result in immediate disqualification.

13.2 Proponents shall not engage in any fraudulent behavior, collusion, or misrepresentation of qualifications, experience, or capabilities.

### **SECTION 14 – ACCESSIBILITY COMPLIANCE**

14.1 The successful contractor shall comply with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), 2005, and all associated regulations.

14.2 The contractor must ensure that all personnel assigned to work on municipal property have received training on the requirements of the accessibility standards as they pertain to their duties.

### **SECTION 15 – ADDENDA AND ACKNOWLEDGMENT**

15.1 All clarifications, changes, or revisions to this RFT will be issued by way of written addenda only.

15.2 Addenda will be posted to the municipal website or circulated directly to known proponents. It is the responsibility of each proponent to ensure they have received all addenda prior to submitting a tender.

15.3 Tenders must include a signed acknowledgment of all addenda issued.

### **SECTION 16 – NEGOTIATION, AWARD & CONTRACT EXECUTION**

16.1 The Township reserves the right to negotiate scope, schedule, and fees with the preferred proponent prior to final award.

16.2 Questions must be submitted in writing to [hlei@twpbrm.ca](mailto:hlei@twpbrm.ca) no later than five (5) business days prior to the RFT closing. Responses may be shared via addendum if applicable.

16.3 The successful contractor will be required to enter into a formal agreement in a format acceptable to the Township.

16.4 Failure to execute the agreement within the timeline specified by the Township may result in withdrawal of the award and selection of an alternate proponent.





TOWNSHIP OF BLACK RIVER-MATHESON  
REQUEST FOR TENDER (RFT) – PAVING SERVICES  
RFT PW2025-004

**APPENDIX A - SUBMISSION FORM**

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

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

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

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

**Description of Work:**

Provide municipal paving services in accordance with the specifications contained in RFT PW2025-004, including surface milling, grading, hot mix asphalt placement, and site restoration at specified locations.

Shillington Comm. Centre \$ \_\_\_\_\_ (CAD)

Watabeag Hill \$ \_\_\_\_\_ (CAD)

Val Gagne Road \$ \_\_\_\_\_ (CAD)

Subtotal (incl. contingency) \$ \_\_\_\_\_ (CAD)

H.S.T. \$ \_\_\_\_\_

TOTAL CONTRACT PRICE \$ \_\_\_\_\_ (CAD)

**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 \$5,000,000, 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 PW2025-004 and I agree to abide by the terms and conditions contained herein.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
(I have authority to bind the corporation)

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



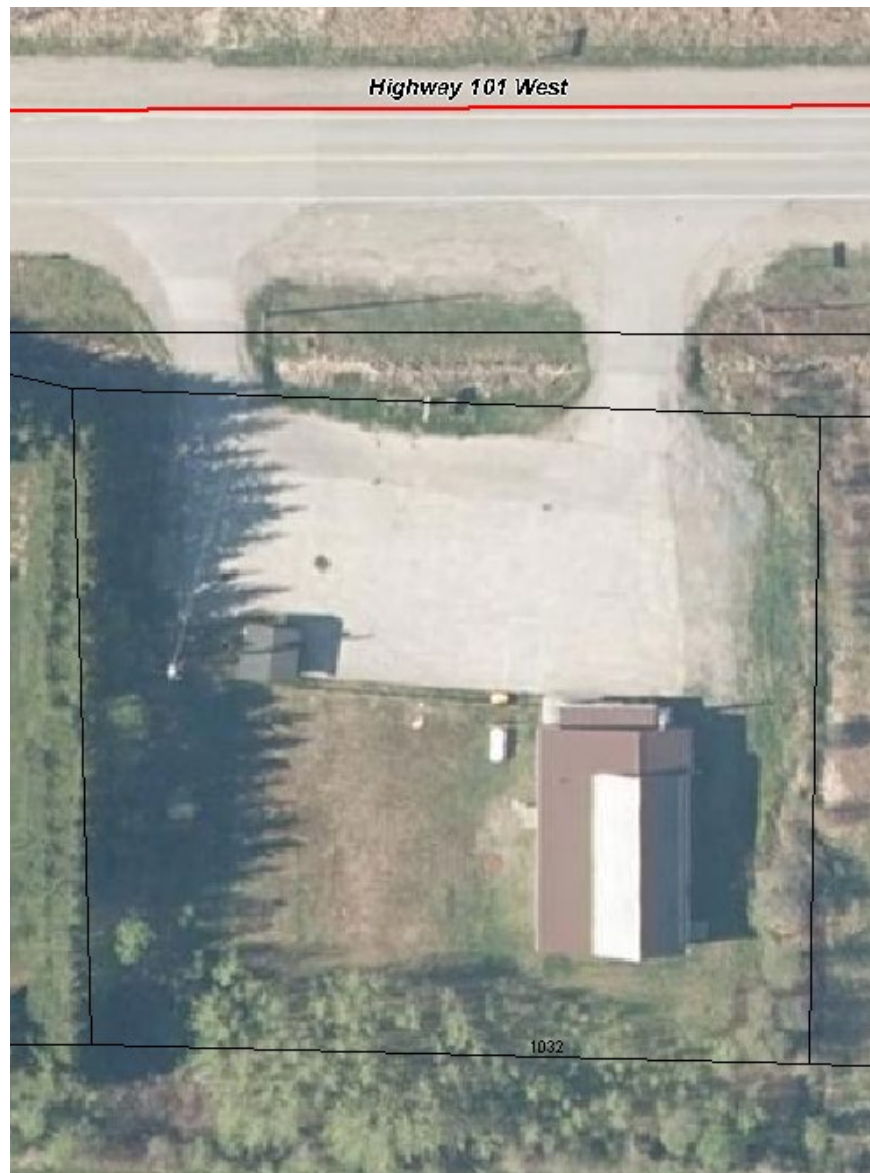
TOWNSHIP OF BLACK RIVER-MATHESON  
REQUEST FOR TENDER (RFT) – PAVING SERVICES  
RFT PW2025-004

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**APPENDIX B – KEY MAPS**

(Locations are approximate and site visit is required to determine specific sites)

**Shillington Hall Parking Lot:**  
(CURRIE CON 6 N PT LOT 12 PCL 5498SEC)



**Watabeag Road (Fourth Avenue):**



**Val Gagne Road:**

