



P.O. Box 70, 4304 Hwy 520
Magnetawan, ON
P0A 1P0

Lead Contact: Scott Edwards
Public Works Superintendent
P.O. Box 70, 4304 Hwy 520
Magnetawan, ON
P0A 1P0
Email: publicworks@magnetawan.com

Request for Proposal

Project Name: Proposal 2025-01 Roadside Mowing

Date of issue: Friday April 11, 2025

Proposal Submission Deadline: Tuesday April 29, 2025, by 3:00 p.m.

Section 1 Introduction and General Instructions

1.01 Introduction

The Municipality of Magnetawan is inviting Proposals for Roadside Mowing

This Request for Proposal document (and any other applicable attachments or addenda) is available in PDF format through the Municipality of Magnetawan's website at www.magnetawan.com

Any information contained in the Request for Proposal that is changed by the Bidder (except for filling in the blanks) will be grounds for disqualification.

Magnetawan's Procurement By-law is available for review at the Municipal Office or on the website.

1.02 Submission of Proposals

Proposals shall be submitted in the form and format specified in Section 3 and shall include the completed Form of Proposal included as Section 5 at the end of this document. A designated signing officer authorized to bind the Bidder to the provisions of their Proposal must sign the Form of Proposal. Any addenda issued by the Municipality of Magnetawan in accordance with Subsection 1.06 must be acknowledged by the Bidder on the Form of Proposal.

All hard copy proposals must be signed, sealed, the envelope marked with the Bidder's name and the Project Name, and received by: The Municipality of Magnetawan, P.O. Box 70, 4304 Hwy 520, Magnetawan, ON P0A 1P0.

Electronic submissions will be accepted in response to this RFP. Electronic Submissions are to be submitted to the email address included in Subsection 1.03. Please submit your proposal in one PDF document. If you are submitting more than one proposal, please only send one submission per email. Electronic submissions will not be reviewed until the proposal opening date.

Faxed submissions will not be accepted.

Project Name: PROPOSAL 2025-01 Roadside Mowing

Proposals must be received no later than Tuesday April 29, 2025 at 3:00pm

Proposals must not be restricted by a statement added to the Form of Proposal or by a covering letter, or by alterations to the Form of Proposal supplied unless otherwise provided in the RFP.

The onus unequivocally remains with the Bidder to ensure that the Municipality of Magnetawan receives Proposals delivered by the Proposal Submission Deadline, in accordance with the submission process described in this section. Proposals received after the Proposal Submission Deadline will not be considered.

1.03 Contacts

All questions or inquiries must be made in writing or email to the Lead Contact named below by the specified date and time:

*Scott Edwards
Public Works Superintendent
PO Box 70, 4304 Hwy 520
Magnetawan, ON
POA 1P0
publicworks@magnetawan.com*

IMPORTANT: A Bidder may be disqualified if they make inquiries, between the Proposal issue date and the notification of the Award, in a manner other than that described in this RFP or to anyone involved in the process who is not the Lead Contact, including but not limited to the members of Council. This is to ensure that each Bidder receives the same information, and that no Bidder receives unfair treatment during the RFP process.

1.04 Schedule

The schedule set out herein represents the Municipality of Magnetawan’s best estimate of the schedule that will be followed, and it is intended to be a guideline.

The approximate schedule is as follows:

RFP Issue Date	Friday April 11, 2025
Final date of posting addenda	Thursday April 24, 2025 by 4:30 pm
Proposal Submission Deadline	Tuesday April 29, 2025 by 3:00 pm
Proposal Opening	Tuesday April 29, 2025 by 3:30 pm

1.05 Required Review and Clarification

Bidders shall carefully review this RFP. If questions concerning clarification of the contents of this document arise, the questions must be made in writing and received by the Lead Contact to allow time for the issuance of any necessary addenda. Protests based on any omission or error or on the content of the RFP will be disallowed if these perceived faults have not been brought to the attention of the Lead Contact.

In submitting a Proposal, the Bidder acknowledges that they have read, completely understand, and accept the terms and conditions of the RFP in full. The Municipality of Magnetawan is not responsible for any misunderstanding of the RFP.

1.06 Amendments to the RFP

The Municipality of Magnetawan may issue addenda as they are received, clarify and/or modify certain aspects of the RFP prior to the Proposal Submission Deadline. No addenda shall be posted after **Thursday April 24, 2025**. Addenda will be posted to our website at www.magnetawan.com and will be available in the Municipal Office.

1.07 Reserved Rights of the Municipality of Magnetawan

The Municipality of Magnetawan reserves the right to:

- a. make public the names of any or all Bidders and their quoted price.
- b. request written clarification or the submission of supplementary written information in relation to the clarification request from any Bidder and incorporate a Bidder's response to that request for clarification into the Bidder's Proposal.
- c. adjust a Bidder's scoring or reject a Bidder's Proposal based on:
 - i) a financial analysis,
 - ii) information provided by references,
 - iii) the Bidder's past performance on previous contracts awarded by the Municipality of Magnetawan,
 - iv) the information provided by a Bidder pursuant to the Municipality of Magnetawan exercising its clarification rights under this RFP process; or
 - v) other relevant information that arises during the RFP process.
- d. verify with any Bidder or with a third party any information set out in a Proposal.
- e. check references other than those provided by any Bidder.
- f. disqualify any Bidder whose Proposal contains misrepresentations and/or any other inaccurate and/or misleading information or qualifications.
- g. disqualify any Bidder or the Proposal of any Bidder who has engaged in conduct prohibited by this RFP.
- h. make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP.
- i. select the Bidder other than the Bidder whose Proposal reflects the lowest cost to the Municipality of Magnetawan or the highest overall score.
- j. cancel this RFP process at any stage.
- k. cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables.
- l. accept or reject any or all Proposals in whole or in part.
- m. discuss with any Bidder different or additional terms to those contemplated in this RFP or in any Bidder's Proposal.
- n. if a single Proposal is received, reject the Proposal of the sole Bidder, and cancel this RFP process
- o. to negotiate with the two lowest Bidder(s).
- p. to give preference to products and services sourced from Canadian suppliers, processors and manufacturers. If a suitable Canadian source cannot be found, procurement may be extended to suppliers from other countries. All bidders must clearly indicate the country of origin for their product and services. Proof of Canadian sourcing may be required.
- q. Any quantities shown in this document are estimates only and may be increased or decreased without nullifying the contract. The Municipality reserves the right to alter quantities and work locations, to any degree for the duration of the contract, with no change in the unit price, and all work shall be completed under the conditions and unit rates outlined in the original contract. The Owner may restrict or extend the contract Parts or Items as per Council direction and or budget limitations.

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

1.08 Not Responsible for Costs

The Municipality of Magnetawan shall not pay any costs associated with the preparation, submission, or presentation of the Bidder's Proposal. The Municipality of Magnetawan shall not be liable for any expenses, costs or losses suffered by the Bidder or any third party resulting from the Municipality of Magnetawan exercising any of its expressed or implied rights under this RFP.

1.09 Proposal Expiry Date

Bidders hereby acknowledge that their Proposals shall be irrevocable for a period of 60 days from the Proposal submission deadline. Extensions to this period may be granted with the mutual agreement of the Municipality of Magnetawan and the successful Bidder and may be initiated by either party.

1.10 Confidentiality and Ownership

Any information provided to the Bidder by the Municipality of Magnetawan before, during or after the project is completed shall be treated as confidential and shall not be used or communicated by the Bidder or any third party in any way unless otherwise identified or permitted by the Municipality of Magnetawan. The information, reports, documentation, plans, etc. that are produced by the successful Bidder in response to this project shall become the exclusive property of the Municipality of Magnetawan. However, intellectual property, such as specific tools, templates, processes, etc. that the Bidder provides as part of the deliverables remains the property of the Bidder.

1.11 Invoicing

The Vendor will be solely responsible for submitting a proper invoice as defined in the Construction Act, R.S.O. 1990 to the Municipality in accordance with the schedule and requirements of Section 2.04. In addition to the statutory requirements of a proper invoice, Contractors shall also submit the following documentation to the Municipality:

- a. A valid WSIB clearance certificate that covers the invoice period.
- b. If holdback is being retained by the Municipality, then on the second invoice (if applicable) and every invoice thereafter, a Statutory Declaration from the Contractor declaring that all accounts for labour, subcontracts, productions, construction equipment, and other indebtedness which may have incurred by the Contractor in the substantial performance of the Work and for which the Municipality might in any way be held responsible have been paid in full, except for amounts properly retained as a holdback or as an identified amount in the dispute on form CCDC 9A-2018 or some other alternative form acceptable to the Municipality; and
- c. Supporting documentation including weight tickets for materials used to substantiate the Work delivered and/or performed to date.

1.12 Method of Delivery of Invoices

- a. The Contractor shall send invoices to both the attention of the Municipal contact(s) specified in the Contract and the Treasurer. The Contractor shall reference the invoice Project Name in the email subject line and/or envelope.
- b. Invoices not received by the Municipal contacts set out herein as instructed will not be acknowledged or considered received by the Municipality.
- c. Invoices delivered after 5:00 pm between Monday to Friday or statutory holiday or weekend will be considered received on the next business day.

1.13 Processing of Proper Invoices

Failure of the Contractor to submit a Proper invoice will not be processed for the payment by the Municipality until a Proper invoice is received by the Municipality. It is the Contractor's responsibility to submit and re-submit a Proper Invoice to the Municipality whether the Municipality provides notice or not.

1.14 Payment Disputes

- a. Upon receipt of a Proper Invoice from the Contractor, the Municipality may approve or dispute – all or part of the contents of the Proper Invoice.
- b. If the Municipality does not agree with the invoiced Work or amounts, the Municipality will review the invoice with the Contractor and try to resolve the disputed amounts within ten (10) calendar days from the date of receipt. If the invoice cannot be resolved between the Municipality and the Contractor within ten (10) calendar days, the Municipality may pay the portion that it determines is owing and will include with the payment an explanation for any reduction of the invoiced amount. Any Notice of Non-Payment shall comply with the Construction Act.
- c. The Municipality may withhold payment under the Contract for any disputed amounts, without interest until such dispute is settled or resolved – informally or formally i.e. litigation, adjudication or any formal dispute resolution procedure.
- d. No payment made under the Contract will constitute a waiver of any terms of the Contract or any other rights available at law or equity.
- e. Unless otherwise agreed to by the parties, the Municipality will not be liable for any charge or fees for late payment.
- f. If the Contractor is in any way indebted to the Municipality, either under the terms of the Contract or for any other reason, the Municipality shall have the right of set-off to the extent of such debt.

1.15 Freedom of Information

Any personal information required in the Proposal is received under the authority of the Municipality of Magnetawan. This information shall be an integral component of the submission. All written Proposals received by the Municipality of Magnetawan become a public record. Once a Proposal is accepted by the Municipality of Magnetawan and the contract has been awarded, all information contained in the Proposals may be available to the public, including personal information. Questions about the collection of personal information and the *Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990*, as amended may be directed to the Lead Contact.

1.16 Additional Requirements

a. A certified cheque made payable to the Municipality of Magnetawan in the amount of ten per cent (10%) of the total estimated Proposal must be submitted with the Proposal, for deposit purposes. Deposit cheques of unsuccessful bidders will be returned within ten business (10) days of the awarding of the RFP. The cheque of the successful bidder shall be retained until the Municipality's acceptance of the completed work.

OR

b. The Municipality will accept payment which is equivalent to a 'certified cheque' which would include e transfer in the amount of ten percent (10%) of the total estimated Proposal to: etransfer@magnetawan.com - stating RFP 2025-01, name of company and bid deposit

OR

c. The successful bidder may file with the Municipality of Magnetawan, a completed Performance Bond. The Bond shall be signed and sealed by a recognized Bonding Company, in the amount of ten percent (10%) of the total estimated Proposal. Upon receipt of such a bond, the Municipality of Magnetawan will return the Contractor's Proposal deposit cheque.

Section 2 Scope of Work and Project Requirements

2.01 Scope of Work

The quoted price shall include Operator(s) and Tractor/Mowing machine(s) to mow the verge on both sides of the right of way, on all municipal roads for the calendar year 2025 with an option to extend for one additional year (should both parties mutually agree). See below under Services Required.

- a. Cut swath shall be not less than one metre (1m) and up to 1.5m, where possible.
- b. The roadside vegetation shall be cut evenly to a height of not more than 100mm (4 inches) above the shoulder surface.
- c. There are 238 center-line kilometre of road throughout the Municipality, which gives 476 lane kilometre.
- d. Both sides of the road must be mowed.
- e. The contractors' equipment shall be in a good state of repair and functioning in such a way as to provide the required cut swath and vegetation height in a safe manner.
- f. The operator shall have in his possession all licenses and certificates required to be qualified as an operator of the mowing unit.
- g. Unforeseen issues and/or incidents shall be reported to the Superintendent of Public Works or his designate.
- h. Any damage to Utility Pedestals, signs etc. both private and public property are the responsibility of the Contractor if so damaged by the Contractor.
- i. The Municipality is not responsible for damage to equipment due to rocks and or debris.
- j. A list of roads and maps will be made available upon request.

OTM Book 7 shall be followed at all times. Should the Municipality become aware of any violations of the Act and/or Regulation notification will be made to the appropriate Authorities and where so warranted could be suspended or terminated.

2.02 Services Required

The services to be provided by the successful Bidder will include but not be limited to those areas as set out below. Generally, services provided by the successful Bidder in each area shall include but not be limited to:

A penalty of \$500 /day, at the Municipality's discretion may be applied if agreed to quantities are not supplied on schedule. Meet the specification within this Proposal, then the Municipality has the right to refuse material, be reimbursed for the inferior material and award the remainder of the contract to another Bidder.

Roadside Mowing – 2025

1.0m to 1.5m by approx. 476 lane km. Lump sum \$ _____ plus HST

or

Approx. 476 lane km by 1.0m to 1.5m \$ per lane km \$ _____ plus HST

OPTIONAL YEAR Roadside Mowing – 2026

1.0m to 1.5m by approx. 476 lane km. Lump sum \$ _____ plus HST

or

Approx. 476 lane km by 1.0m to 1.5m \$ per lane km \$ _____ plus HST

2.03 Core Key Deliverables/Requirements

The Municipality has the following general requirements of a potential preferred vendor:

- a. The successful bidder shall deliver a certified copy of the Firm’s Public Liability and Property Damage Insurance Policy for the works, within ten (10) calendar days of receiving the Acceptance Notice. Coverage shall be at least five million dollars (\$5,000,000) per accident in the name of the Municipality. Failure to provide such proof shall result in cancellation of the Contract and forfeiture of the bid deposit. (Also see Form M-100, Subsections 106-1 and 106-2)
- b. The successful bidder shall also deliver proof of Workman’ s Safety Insurance Board coverage within ten (10) calendar days of receiving the Acceptance Notice. The Municipality may also require HST compliance.

2.04 Payment Schedule

Payment of the contract amount, subject to the statutory holdback (*Construction Act*) and the deficiency holdback referenced in section 2.05, shall be made promptly upon the Issuance of the Certificate of Substantial Completion and the receipt of a proper invoice as set out in section 1.11.

2.05 Deficiency Hold Back

In addition to statutory holdback and any other remedy available to the Municipality, the Municipality may withhold up to Five percent (5%) of the total value of Work performed (“Deficiency Holdback”) for a period of up to two (2) years following the Substantial Performance of the Contract. Upon rectification and completion of the deficiencies in accordance with the Contract Documents and as approved by the Municipality and/or Contract Administrator, the Deficiency Holdback (less any monies owed to the Municipality by the Contractor) will be released to the Contractor. All monies payable to the Municipality by the Contractor, including but not limited to the costs and expenses incurred to rectify the deficiencies that the Contractor fails to rectify and complete to the Municipality’s satisfaction may be retained out of the Deficiency Holdback.

2.06 Performance Evaluation:

Failure to execute the contract in a competent manner shall result in the bidder’s disqualification from bidding on the Municipalities’ future contracts for a period of two (2) years.

2.07 Completion Date:

The Contractor shall complete the work by: July 31, 2025

If the time limit above is not sufficient to permit completion by the Contractor working a normal number of hours, the Contractor shall make changes to permit the work to be completed by the above date. Additional costs incurred shall be deemed to be included in the price bid for the works. If the time limit above is not enough to permit completion by the Contractor, working a normal number of hours, the Contractor shall make changes to permit the work to be completed within the allotted time. Additional costs incurred shall be deemed to be included in the price submitted by the Bidder for this Proposal.

If the work is not completed by the above time frame or by an amended time frame allowed by an approved extension of time (see Form M-100, Subsection 107-2) then the Contractor agrees to pay the Municipality of Magnetawan the sum of Five Hundred Dollars (\$500.00) per calendar day, for each day's delay in finishing the work, excluding weekends.

Section 3 Requirements

3.01 Submission

For the Municipality of Magnetawan to evaluate Proposals fairly and completely, Bidders shall provide all information requested in the format set out in the RFP. Failure to provide all required information as detailed in this section may result in the Bidder being disqualified or scoring poorly in the evaluation.

Each Proponent shall submit one (1) set of their Proposal, containing the following items:

• An indication of the Proponent’s understanding of the project scope and requirements, including how the specific required services shall be met.	
• An overview of the Company submitting the proposal, along with an overview of any sub-contractors which will be taking part in the work on behalf of the Proponent, and their legal/contractual relationship to the Proponent.	
• An overview of the Proponent’s experience and expertise, as well as the expertise of any sub-contractors that will be involved as part of the Proponent’s team.	
• A Completed proposal package including signatures.	
• Proposal Addendums signed by Proponent for acknowledgement.	
• All necessary funds.	

3.02 Evaluation Criteria, Process and Award

The Municipality of Magnetawan may make an award based on the proposals received without further discussion with the Bidders. Therefore, each initial offer should contain the Bidder's best terms/information, including all required documentation as listed in this RFP.

The evaluation committee will recommend Award to Council for the Bidder achieving the specifications required and the lowest price.

The successful Bidder shall be notified of the Award in writing to the e-mail address given on the Form of Proposal, and/or may be contacted verbally by the Lead Contact.

Section 4 Evaluation of the Proposals

4.01 Evaluation Criteria, Process and Award

As part of the evaluation process, the Municipality of Magnetawan may contact one or more Bidders to clarify or obtain more information about their Proposal or to request the Bidder to exhibit or otherwise demonstrate the information contained therein. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and Proposal. Discussions will be limited to specific sections of the RFP identified by the evaluation committee. The Lead Contact will only hold discussions with Bidders who have submitted a proposal deemed to be reasonably acceptable for Award.

The Municipality of Magnetawan may make an award based on the proposals received without further discussion with the Bidders. Therefore, each initial offer should contain the Bidder's best terms/information, including all required documentation as listed in this RFP.

4.02 Basis of Rejection of Proposal

Proposal not conforming to the requirements within this document and/or the following will be disqualified:

- a. Proposal must be legible, in ink, typewritten, or by printer.
- b. Proposal must be in the possession of the Municipality of Magnetawan by the closing date and time and on form provided.
- c. Proposal must be signed and sealed by an authorized official of the bidding organization. A joint proposal must be signed and sealed by each company.

The Contractor has carefully examined the conditions and specifications attached and referred to in this contract, and has carefully examined the site and work location (see Form M-100, Sub-section 102-2), and understands and accepts the said conditions and specifications, and for the prices set forth in this proposal, hereby offers to furnish all labour, equipment and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

Attached to this proposal is

- a. A certified cheque made payable to the Municipality of Magnetawan in the amount of ten per cent (10%) of the total estimated Proposal
- OR**
- b. Proof of payment by e-transfer in the amount of ten percent (10%) of the total estimated

Proposal.

OR

- c. A completed Performance Bond be signed and sealed by a recognized Bonding Company, in the amount of ten percent (10%) of the total estimated Proposal

The proceeds of the above listed certified cheque, e-transfer or performance bond shall, upon acceptance of the proposal, constitute a deposit which shall be forfeited to the Municipality of Magnetawan if the Contractor fails to perform the work in accordance with the conditions and specifications referred to or contained in this proposal.

It is agreed that the proposal quantities are estimated only and may be increased or decreased by the Municipality without alterations of the proposal price. However, such increases or decreases shall not exceed 20%. (See Form M-100, Subsection 103-1)

It is also agreed that upon acceptance in writing by the Municipality of Magnetawan this proposal form becomes the agreement for the performance of the work between the contractor and the municipality.

Section 5 Form of Proposal

I/We, the Undersigned, having examined this Request for Proposal, do hereby offer to enter into an Agreement with the Municipality of Magnetawan to provide product as noted above, without undue delay, and by completion date.

I, We _____
(Name-Print) (Position)

of _____
(Company Name)

Dated at _____ this _____ day of _____, 2021.

AUTHORIZED SIGNATURE

ADDRESS

CITY PROVINCE POSTAL CODE

TELEPHONE NO. FACSIMILE NO. E-MAIL ADDRESS

Receipt of any issued addenda shall be acknowledged by initialing in the space provided below.

Addendum No. 1 _____ Addendum No. 2 _____ Addendum No. 3 _____

Receipt of any issued addenda shall be acknowledged by initialing in the space provided below
Last posted addendum on the website on **Thursday April 24, 2025** _____

The successful bidder acknowledges and agrees that employees and/or contractors under their supervision are considered employees of the contractor and not the Municipality of Magnetawan. The contractor is solely responsible for negligence, liability and/or costs incurred caused directly or indirectly by their employee Proponents Initial's _____

Signature in the designated space, by an authorized officer of the Bidder's company affirms acceptance of the Request for Proposal requirements set forth in this document, the associated costs attributed to the business arrangement between the Bidder and the Municipality of Magnetawan, and hereby certifies that the information supplied in this Proposal to be true and complete in all respects.

Company Seal