

**THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY**

**INVITES**

**Request for Proposal**

**RFP 2025-15**

**To Supply and Install one (1) 100' Self Supporting Tower located on 65 Tower Hill Road Barry's Bay, Ontario**

Sealed Proposals, clearly marked

**RFP No. 2025-15**

Will be received by the undersigned

Until 3:00 pm.

On October 9, 2025.

Opening of Tender October 9, 2025 at 3:15 pm

Lowest or any Proposal not necessarily accepted.

Corwin Quade

Township of Madawaska Valley

P.O Box 1000, 85 Bay Street

Barry's Bay, Ontario

K0J 1B0

[firechief@madawaskavalley.ca](mailto:firechief@madawaskavalley.ca)

613-756-2747 ext 235

Please Note: Prior to submitting proposal, further information may be obtained by contacting the Fire Chief, Corwin Quade at 613-756-2747 ext 235

Township of Madawaska Valley  
RFP 2025-15  
100' SELF SUPPORTING TELECOM TOWER

**Submission Form**

Contractor : \_\_\_\_\_

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

Telephone : \_\_\_\_\_ E-mail : \_\_\_\_\_

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

**Description of Work:**

To Supply and Install one (1) 100' Self Supporting Tower Kit located on Water Tower Hill in Barry's Bay located at 65 Tower Hill Road Barry's Bay Ontario.

**Supply & Install 100' Self Supporting Tower** \$ \_\_\_\_\_

**Subtotal** \$ \_\_\_\_\_

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

**TOTAL CONTRACT PRICE** \$ \_\_\_\_\_

The contractor is required to provide the Township with proof of insurance in the amount of \$5,000,000.00 for each occurrence, and is responsible for all issues relating to WSIB, insurance etc. for their employees with relation to this contract here-in.

By-signing below, I acknowledge that I have read and understand this RFP **2025-15** and agree to abide by the terms and conditions contained here-in.

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

Name: \_\_\_\_\_

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

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

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

\*Note that this submission form is not transferable, and any alteration of the Company name entered hereon will be cause for the proposal irregular and subsequent rejection of the RFP.

## **TOWNSHIP CONTACTS AND ADMINISTRATION**

Any questions or and additional information contact:

Corwin Quade Fire Chief  
Township of Madawaska Valley  
85 Bay Street  
Barry's Bay, Ontario  
Phone: 613-756-2747 ext 235  
Email: [firechief@madawaskavalley.ca](mailto:firechief@madawaskavalley.ca)

Alternate Contact:

Suzanne Klatt CAO/Clerk  
Phone: 613-756-2747 ext 210  
Fax: 613-756-0553  
Email: [cao@madawaskavalley.ca](mailto:cao@madawaskavalley.ca)

## **REQUEST FOR PROPOSAL CLOSING**

### **Date of Closing**

Request for proposal submissions can be made until , October 9, 2025 at 3:00 PM.  
Submissions received after this date will not be given consideration and returned to the sender unopened. All proposals must be signed by an official agent or representative of the company submitting the proposal.

### **Package Submission Process**

RFP packages shall be submitted by October 9<sup>th</sup>, 2025 at 3:00 PM. In a closed and sealed envelope clearly marked at to contents "**Telecom Tower RFP No. 2025-15**" to :

Corwin Quade Fire Chief  
Township of Madawaska Valley  
85 Bay Street  
Barry's Bay, Ontario  
K0J 1B0

\*Please note that the lowest or any proposal may not necessarily be accepted.

**No electronic proposals, please hand deliver or courier.**

## **PROJECT OVERVIEW**

The Township of Madawaska Valley is seeking qualified proponents to supply and install (1) 100-foot self supporting telecommunications tower at the 65 Water Tower Road Barry's Bay Ontario. The tower is to support the Townships Volunteer Fire Department communications and a third party telecommunications provider. The project includes installation of a new tower with hydro connection, equipment shelter, and all associated approvals, permits, and public consultation. Proponents must demonstrate experience in tower projects and compliance with all regulatory standards. A site visit is suggested prior to bidding.

## **PROPOSAL GUIDELINES**

The RFP represents the requirements for an open and competitive process. Proposals will be accepted until October 6, 2025 at 3:00 PM local time. Any proposals received after this time and date will be returned to the sender unopened. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organisation being contracted.

All items must be itemized to include an explanation of all fees and costs.

All prices quoted shall be in Canadian funds and shall include all duty, custom clearances, fuel tax, shipping costs, and HST shall be extra where applicable.

Proponents agree to prepare and submit bids at their own cost. The Township of Madawaska Valley is not obligated in any way to pay costs of any kind or nature whatsoever that may be incurred by the Proponent and any third parties in the bid process relating to the RFP. All such costs shall be the Proponents sole responsibility.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. Proponents are to supply the names of three clients with whom they have performed or are performing similar projects for.

All proposals received must remain valid for acceptance up to 90 days beyond the closing date. Should there be any discrepancies or omissions in the proposal document, or any doubt as to the meaning; inquires should be made in writing to:

Corwin Quade  
Fire Chief  
Madawaska Valley Township  
85 Bay Street P.O. Box 1000  
Barry's Bay, Ontario  
K0J 1B0

Phone (613-756-2747 ext 235 Email: [firechief@madawaskavalley.ca](mailto:firechief@madawaskavalley.ca)

If a correction, explanation, or interpretation is deemed necessary or desirable, a written addendum will be issued to all proponents should notify Corwin Quade in order to receive and addendums issued. A site meeting, if required can be arranged with the Fire Chief.

## **PROJECT DELIVERABLES**

The Township of Madawaska Valley is inviting qualified proponents to submit sealed bids for the supply and installation of one (1) 100 foot self-supporting telecommunications tower.

### **Supply & Installation of New Tower**

A new 100 foot self supporting tower is to be installed at the Water Tower Hill.

The new tower shall be operational no later the January 15<sup>th</sup>/ 2026.

Scope of work includes:

- Procurement, delivery and installation of the tower structure
- Connection to hydro service, including and required trenching, conduit and electrical panel installation
- Construction and installation of a prefabricated or custom "dog house" (equipment shelter) on a concrete pad, sized appropriately for current and future needs. The "dog house" equipment shelter must include adequate ventilation, security locking mechanisms, and weatherproofing. Minimum size and specs to be confirmed in consultation with township staff.
- Grounding system and lightning protection in accordance with applicable codes.
- The proponent must ensure all security measures comply with applicable CSA (Canadian Standards Association) standards

- Tower lighting and marking in compliance with Transportation Canada regulations
- Installation of antenna mounts, antenna and cable management system suitable for the Townships radio system and co-located tenants.
- Coordination and scheduling of tenant equipment migration.

## **2.0 Approval & Permitting Process:**

Proponents shall include in their bid all tasks associated with obtaining necessary approvals and permits, including but not limited to:

- Executing the pre-consultation process with Innovation, Science and Economic Development Canada (ISED) to ensure land compatibility, protect sensitive visual areas, vistas and to review and potential impacts.
- Submission of a site plan and circulation of the antenna proposal to adjacent land owners.
- Submissions to and liaison with Innovation, Science and Economic Development Canada (ISED), Transportation Canada, and any other applicable regulatory bodies.

## **3.0 Additional Requirements**

All work must be completed in accordance with industry best practices and applicable CSA standards for telecommunications structures.

Proponents shall provide a detailed project timeline, proposed methodology, warranty information, and references from similar past projects.

All equipment and materials must be new, certified, and meet current safety and technical standards.

Township reserves the right to conduct a site visit of completed installations prior to award.

The total contract price must include all tower sections assembly hardware foundation bolts of foundation rock base template safety cable and engineer drawings.

## **Insurance, Liability and WSIB requirements**

### **1.0 Indemnification**

The supplier shall defend, indemnify save harmless the corporation of Madawaska Valley, it's elected officials, officers, employees and agents from and against any and all claims of any nature actions, causes of action losses expenses find costs including( legal costs) interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service arising out or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fees ,fraud or willful misconduct or the supplier is directors, officers, employees, agents, contractors and subcontractors or any of them in connection with or in any way related to delivery or performance of this contract. This indemnify show me the addition to an not in lieu of any insurance to be righted by the supplier in accordance to this contract and shall survive this contract.

The supplier agrees to defend indemnify and save her miss the corporation of the Township of Madawaska Valley from and against any and all claims of any nature actions, causes of action, losses, expenses, fines, costs including (legal fees) interest or damages of any nature whatsoever arising from suppliers status with WSIB. This indemnity shall be addition to and not in lieu of WSIB status and compliance to be provided by Supplier in accordance with this Contract, and shall survive this Contract.

### **2.0 Insurance Requirements**

2.1 The successful proponent shall, at their own expense, maintain and provide proof of insurance the following insurance coverage, to the satisfaction of the Township:

Commercial General Liability Insurance in an amount not \$5,000,000.00 per occurrence, including coverage for:

- Bodily injury and property damage
- Personal and advertising injury
- Product and completed operations
- Contractual liability
- Non owned automobile liability
- Cross liability severability of interest

2.2 Automobile liability insurance with a limit of no less than \$2,000,000 per occurrence for all races vehicles user connection with this work.

2.3 professional liability insurance (if applicable) is in an amount not less than \$2,000,000 per claim.

The Township of Madawaska Valley shall be named as additional insurer on commercial general liability policy.

Certificates of insurance must be provided to the Township prior to commencement of work and must remain valid for the duration of the contract.

### **3.0 Workplace Safety & Insurance Board (WSIB)**

The successful proponent must be in good standing with the Workplace Safety and Insurance Board (WSIB). Prior to commencing work proponent must provide:

- A valid WSIB clearance certificate.
- Proof of registration with WSIB for all its employees or subcontractors working on the project.

The proponent is responsible for maintaining WSIB coverage and compliance for the duration of the project and must provide updated clearances and certificates as required.

### **4.0 Contractors Equipment Floater**

The contractor shall provide to maintain coverage of all equipment used in the project during the term of this Agreement. Coverage will be provided, on a non-admitted basis for construction machinery, equipment, tools and stock that will be used by the contractor and performance of the work. The coverage will also include rental expense. Coverage is to be carried from the date of commencement of the work until one year after the date of substantial performance of the work.

### **5.0 All-Risks Property Insurance**

All-risks, also known as all perils (including sewer back-up, flood and earthquake) property insurance in an amount equal to the full replacement cost of Property of Every Description and kind owned by the Tenant or for which Tenant is legally responsible and which is located on or about the Demised Premises, including, without limitation, anything in the nature of a leasehold improvement.;

### **6.0 Crane Operators/ Hook Liability**

If booms or cranes are involved in moving materials or installing equipment (HVAC), the contractor will require Hook or Crane Operators Liability. The limit for this coverage should be equal to the cost of the most expensive piece to be moved or installed.



## **CONTRACT**

The successful contractor required to enter into an agreement with the Township of Madawaska Valley. Prior to the commencement of the project, contractors must provide the Township with proof of valid, current WSIB coverage and liability insurance both of which must remain valid during the duration of the contract.

## **SUBMISSION**

For the Township of Milwaukee valley to evaluate proposals fairly and completely proponents shall provide all the information requested in a format set out in the RFP. Failure to provide all required information as detailed in this section may result in their opponent being disqualified or scoring poorly in the evaluation

Each proponents shall submit one (1) formal package of their Proposal, containing the following items.

- An indication of the Proponents understanding of the project scope and requirements, including how each of the specific required services shall be met:
- An overview of the company submitting the proposal, along with an overview of any subcontractors which will be taking part in the worth on behalf of the Proponent, and their legal/ contractual relationship to the Proponent;
- An overview of the Proponents experience and expertise, as well as the expertise of any sub-contractors that will be involved as a part of the Proponents team. The Proponent shell include at least two (2) references that are outline their previous or current Consulting relationships of similar nature as required in this RFP with Ontario Municipalities including a reference contact name e-mail and telephone number. The Township of Madawaska Valley reserves the right to contact any of these or any other references where appropriate. Proportional include additional references for specific areas projects.
- Proof of qualifications ( i.e. copies of professional certificates)

## **EVALUATION CRITERIA, PROCESS AND AWARD**

The Township of Madawaska Valley may make an Award on the basis of the Proposals received without further discussion with the Proponents. Therefore, each initial offer should contain the Proponent's best terms/information, including all required documentation as listed in the RFP.

Lowest or any Proposal not necessarily accepted.

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

## **GENERAL CONDITIONS**

### **Interpretation**

In the contract "Work" means the whole of the work, services and materials required to be done, furnished and or performed by the Contractor in order to carry out the Contract.

### **Status of the Contractor**

The Contractor is engaged as an independent contractor for the sole purpose of performing the Work. Neither the contractor nor all his personnel is engaged as an employee, servant or agent of the Township of Madawaska Valley.

### **Compliance with Applicable Laws**

The Contractor shall comply with all laws applicable to the performance of the Work.

### **Subcontracting**

Unless otherwise provided in the Contract and RFP, the Contractor shall obtain the consent of the Township of Madawaska Valley or designate in writing prior to subcontracting or permitting the subcontracting of any portion of the Work at any tier.

### **Infringement**

The Contractor warrants that no work furnished is in accordance with this contract shall infringe upon any patent, registered industrial design, trademark trade secret, copyrighted work, or any other intellectual property right. The contractor at his sole cost and expense shall defend and hold harmless to the Township of Madawaska Valley, and its agents employees and customers against any and all suits actions it claims arising out of any and every change to the infringement.

### **Indemnification**

The Contractor shall indemnify and save harmless the Township of Madawaska Valley from any and all claims, demands, causes of action, loss costs, or damages that the Township may suffer, incur or be liable for resulting from the performance or non performance of the contractor of his slash herds obligations under any resulting contract.

## **Invoicing**

The Vendor will be solely responsible for invoicing the Municipality ensuring to include the name of the project on all invoices to ensure timely payment. All invoices are subject to prior review and approval by the Municipality and approved invoices will be paid on a net 30 calendar days from the date of the invoice as per the Township of Madawaska Valley standard terms of payment.

## **Conflict of Interest**

All firms are required to disclose to the Township of Madawaska Valley prior to accepting the assignment any potential conflict of interest. If a conflict of interest does exist, the Township of Madawaska Valley may at its sole discretion, withhold the assignment from the Contractor until the matter is resolved to the satisfaction of the Township. If during the contract, a contractor is retained by another client giving rise to a potential conflict of interest, then shall inform the Township and if a significant conflict of interest is deemed to exist as determined by the Township, then the contractor shall:

1. Refuse the new assignment, OR
2. Take such steps as are necessary to remove the conflict of interest.

## **Fraud or Bribery**

Should the Contractor, any of his/her agents give or offer and gratuity to, or attempt to bribe any member of the awarding body, officer or servant of the Township of Madawaska Valley, to commit fraud against Township of Madawaska Valley, the Township shall be at liberty to declare the RFP void forthwith.