

# Rosburn Municipality



**Request for Proposal**

**for**

**Municipal Roadside Scrubbing**

**2025**

September 24, 2025

# Municipal Roadside Scrubbing

The purpose of this Request for Proposal is to control the growth of roadside brush on the Municipal rights-of-way with particular attention to the shoulders, side slopes and ditches.

The work to be done under this contract is to clear the road allowances of all scrub brush and trees from the end of the roadside mowing for eight feet which is generally described as the flat bottom of the ditch. All road intersections in the Tender areas/locations must also be scrubbed to give clear view of on coming traffic in any direction.

Proposals will be received by the Municipal Office for the scrubbing of Rosscburn Municipal Roadsides for 2025.

RFP packages are available for pickup at the Rosscburn Municipal office or by email. Completed proposals may be sealed and returned to the municipal office by **October 15, 2025, at 4:00PM CST.**

Mail:

Rosscburn Municipality  
Box 100  
Rosscburn, MB R0J 1V0

Email:

[cao@rossburn.ca](mailto:cao@rossburn.ca)

Questions may be directed to Tracy Reid, Public Works Administrator at 204-859-2779 ext. 104.

## Summary of Request

Rosburn Municipality requires a contractor for Municipal right-of-way scrubbing during the 2025 growing season.

There is approximately 15 miles of scrubbing (Priority 1) and 25 miles of scrubbing (Priority 2) to be completed and to commence as soon as the tender is awarded. Please be advised that this amount may be adjusted or reduced depending on bid amounts as a result of budget constraints.

Maps of the locations requiring scrubbing are attached as Appendix A. Dates for beginning and ending the contract may be adjusted by Council upon consideration of weather conditions.

## Proposal Deadline

Proposals clearly marked **“Municipal Roadside Scrubbing 2025”** will be accepted by the RM Office until 4:00PM CST, Wednesday October 15, 2025.

## Enclosure of Complete Documents

All RFP documents, including those requiring completion, shall be filled in and returned intact.

The RFP submission shall consist of the following:

- FORM A      Schedule of Prices
- FORM B      Schedule of Equipment
- FORM C      Schedule of Subcontractors (if applicable)
- Workers Compensation Board Registration number
- Certificate of Insurance

## Information

RFP forms, specifications, addendums and other information may be obtained at the office of the Rosburn Municipality, Rosburn, MB

## Clarification

The RM reserves the right to inspect the contractors' work at any time to ensure that scrubbing is being completed to the standard expected.

The RM reserves the right to seek clarification with the Bidder(s) to assist in making evaluations.

The term of the contract will be from **October 17, 2025, until the specified areas have been completed or winter weather prevents further completion whichever is earliest.**

Rosburn Municipality is not responsible for any damage incurred to the Contractor's equipment.

The Contractor is to report any damage in writing, to signs or culverts to the PW Administrator within 48 hours.

## Withdrawn

The RM reserves the right to withdraw any or all tenders or any portion thereof. The lowest bid may not necessarily be awarded.

## Prices

The RM is requesting a total cost for the project based on the attached map. Pricing should include all machinery, labour, travel, maintenance and fuel costs required to complete this contract. Goods and Services Tax (GST), where applicable, shall be shown separately.

## Qualifications

- a) The bidder shall provide a minimum of \$2,000,000 third party liability covering Rosburn Municipality during the term of the contract.
- b) The bidder shall provide a current confirmation of good standing with the Worker's Compensation Board.
- c) Each bidder shall be prepared to submit, on request of the RM, the following information:
  - i. Proof that they are incorporated or otherwise authorized to do business in Manitoba

- ii. Proof that they are financially capable of carrying out the terms of the contract
- iii. Proof that they have successfully carried out work similar in scope and value, or are fully capable of performing the work required to be done in accordance with the terms of the contract
- iv. Can handle trees to 18” diameter
- v. Such other pertinent data as may be required by the RM

## Equipment Requirements

All equipment must:

- i. Be equipped with roll-over protection
- ii. Having adequate lighting
- iii. Have and display proper hazard/ slow moving vehicle signs
- iv. Guards and shields must be in place
- v. Be equipped with a minimum rated 6A:80-B:C fire extinguisher

## Subcontracting

Bidders who propose to sublet any portion of the work shall give a complete list of the Subcontractors who they propose to engage with and a description of the work to be sublet. Where the Subcontractors are not identified on FORM C, it will be interpreted that the Bidder proposes to execute that class of the work with the Bidder’s own forces.

## Licensing

The services shall be performed in accordance with the existing Federal and Provincial regulations. The Contractor shall obtain all applicable licenses required for the completion of this work. The Contractor shall be responsible for any and all charges imposed by such regulations.

## Enforcement of Regulation

The Contractor shall abide by all fire, safety, and Environmental Laws in the Province of Manitoba.

## Invoicing

Invoicing shall be submitted monthly during the term of the contract until it is completed, with any final bills required to be submitted by December 31, 2025. Invoices are to be billed by Road and/or Section completed and distance scrubbed and noted on the provided map. Hours worked per day and a weekly report on the number of roads that have been completed are requested to be included with each invoice.

Invoices can be sent to:

Rosburn Municipality  
43 Main Street N, PO Box 100  
Rosburn, MB R0J 1V0  
Attn. Karina at [cfo@rossburn.ca](mailto:cfo@rossburn.ca)

## Payment

Based on the Municipal Council's meeting schedule to approve all invoices; payment will be issued within 30 days of receipt of invoice.

## Evaluation Criteria

This contract will be awarded by Council based on the following criteria:

- i. Bidder's ability to meet or exceed all the requirements as outlined in the proposal
- ii. Demonstrated expertise in providing the service in a timely manner
- iii. Equipment to meet or exceed all the requirements in the proposal documents
- iv. Price
- v. Council reserves the right to select multiple contract providers for its service level requirements
- vi. The lowest priced proposal may not necessarily be selected

# FORM A: SCHEDULE OF PRICES

**SCRUBBING REQUIREMENTS:**

Branches must be scrubbed or chipped into pieces no larger than 4 -6 inches, and the scrub cut, or stump height is to be level with the ground. Debris created by the scrubbing equipment must be cleaned up so that the roadway, shoulders and approaches are free from any debris resulting from scrubbing. The ditch area must remain clear, so drainage is not impeded or negatively affected, or culverts blocked.

Cost for completion per attached map): \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

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Company & Seal

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Printed Name

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Authorized Signature

Date

# FORM B: SCHEDULE OF EQUIPMENT

LIST TYPE AND MINIMUM NUMBER OF PIECES OF EQUIPMENT THAT IS INTENDED FOR USE IN THE PERFORM OF THIS CONTRACT.

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Company & Seal

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Print Name

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Authorized signature

Date

# FORM C: SCHEDULE OF SUBCONTRACTORS

## SUBCONTRACTOR

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

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

Phone number: \_\_\_\_\_

Description of work

To be sublet: \_\_\_\_\_

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Company & Seal

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Print Name

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Authorized signature

Date

# APPENDIX A: MAP OF AREAS TO BE SCRUBBED

