



REQUEST FOR TENDER FOR:
ONE (1) 3/4 TON CREW CAB 4X4 PICK UP TRUCK

RFT#NIP-PW-1-2024

ISSUE DATE: April 8th, 2024

SUBMISSION DEADLINE:
12:00 NOON, May 10th, 2024

**THE TOWNSHIP OF NIPISSING
45 BEATTY STREET
NIPISSING, ONTARIO
P0H 1W0**

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PART A - INFORMATION AND INSTRUCTIONS TO BIDDERS

1. Invitation

The Corporation of the Township of Nipissing ("Township") is inviting prospective bidders to submit bids for the provision of one (1) 3/4 Ton crew cab 4x4 Pick Up Truck.

Vehicle is to be provided in accordance with the specifications outlined in Part C of this tender document.

2. Delivery of Bids

All proponents shall submit sealed proposals, clearly marked with the name of the bidder on the outside of the envelope as well as the following:

RFT NIP-PW-1- 2024	3/4 Ton Crew Cab 4X4 Pick Up Truck Attn: Dan MacInnis Operations Superintendent Township of Nipissing 45 Beatty Street Nipissing, ON P0H 1W0
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Bidders are advised to deliver their bids well before the deadline and making submissions near the deadline is done at their own risk.

Bids received after the official closing time will be declared non-compliant and shall not be considered during the selection process.

Bids delivered in person, or by a courier service that are not delivered to the designated location by the proponent or courier service may be rejected.

3. Summary of Events

Task	Date
Date of Posting	April 8 th , 2024
Deadline for receipt of Questions	April 24 th , 2024
Issue Answers on or before	May 3 rd , 2024
Submission Deadline	May 10 th , 2024

Note: Although every attempt will be made to meet all dates, the Township reserves the right to modify any or all dates at its sole discretion.

4. Inquiries

All inquiries concerning this Request for Tender ("RFT") including scope of work, process and results shall be submitted **in writing** (e-mail) by the date listed above, to:

Mr. Dan MacInnis
Operations Superintendent
roads@nipissingtownship.com

Inquiries shall not be directed to any other Township employees. No clarification requests will be accepted by telephone.

5. Omissions, Discrepancies and Interpretations

Should a bidder find omissions or discrepancies in any of the bid documents or should they be in doubt as to the meaning of any part of such documents, they should notify the Township, in writing before submitting their bid and, not later than the deadline for receipt of questions. If the Township considers that a correction, explanation or interpretation is necessary or desirable, the Township will issue an addendum.

The Township shall not be held liable for any errors or omissions in any part of this document. While the Township has used considerable efforts to ensure an accurate representation of information in this document, the information contained herein is supplied solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the Township, nor is it necessarily comprehensive or exhaustive. Nothing in the document is intended to relieve the Township from forming their own opinions and conclusions with respect to the matters addressed in this document.

Addenda, if required, will be issued by the Township and shall hereby form part of the said project. All addenda shall be issued on or before May 3rd, 2024 before the closing date and time and shall be forwarded to all registered bidders. No oral explanation or interpretation will modify any of the requirements or provisions of the documents. The Township will assume NO responsibility for oral instructions or suggestions.

6. Withdrawal and Amendment of Bids

Bidders may withdraw their bid at any time up to the official closing time by submitting a letter, signed by an authorized representative on their company letterhead to the RFT contact.

Bidders may amend their bid up to the official closing time by withdrawing their bid and submitting a new bid.

7. Bid Preparation & Cost

All expenses incurred through the preparation and submission of a Tender or in providing any additional information necessary for the evaluation of the Tender by the Township shall be borne by the bidder.

8. Completion of Bid Form

Bids are required to be submitted on the Bid Form included in this package, together with any further forms or sheets which bidders are instructed elsewhere herein, or in any addendum hereto, to include with their bids. Bidders may retain the rest of the bid documents issued to them.

All entries in the Bid Form shall be in ink or typewritten, with original signatures.

9. Irrevocability of Bids

Bids shall be irrevocable and shall remain open for acceptance for a period of ninety (90) calendar days from the bid submission deadline.

10. Tender Opening

Tenders will be opened at the Township Office at 12:00 p.m. on May 10th, 2024
45 Beatty Street, Nipissing, ON and shall be open to the public.
Results will be reviewed by Council at the May 16th, 2024 Council meeting for anticipated award.

11. Reservation of Rights and Privilege

The Township has the right to accept or reject any and all Bids, in whole or in part.

The Township has the right to cancel this Tender at any time and for any reason without any liability to any Bidder.

The Township reserves the right, privilege, entitlement and absolute discretion, and for any reason whatsoever to accept a Bid other than the lowest Bid or reject the lowest Bid.

12. Statement of Understanding

Each bidder shall be deemed to have carefully examined the RFT prior to submitting its response, and if it should discover any omissions, errors, discrepancies, ambiguities or other anomalies or have any questions or doubts as to the meaning of any portion thereof, it shall, before submitting its response, communicate the same in writing to the Township.

13. Freedom of Information and Protection of Privacy

Bidders are advised that all submissions received by the Township as part of this procurement become the property of the Township and are subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

Bidders may mark any part of their Tender as confidential except for the total contract price and the bidder's name. The Township will use its best efforts not to disclose any information so marked but shall not be liable to a bidder where information is disclosed by virtue of an order of the Privacy Commissioner or otherwise as required by law.

14. Conflict of Interest

The Township may disqualify a bidder for any conduct, situation or circumstances determined by the Township, in its sole discretion, to constitute a conflict of interest, real or perceived.

15. No Lobbying

Any attempt on the part of a bidder, or its employees, agents, contractors, sub-contractors or representatives, to contact an employee of the Township, Elected Official or Appointed Officer, other than the designated staff detailed in this RFT, to influence the purchasing process or subsequent selection, may result in the disqualification from the bidding process.

16. Illegal or Unethical Conduct

Bidders must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Bidders must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Township; deceitfulness; submitting quotations containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFT

PART B- STANDARD CONDITIONS**17. Notification and Execution of Contract**

The successful bidder selected by the Township to enter into contract will be notified in writing.

18. Pricing

Unit prices quoted shall include **all** costs associated with the required goods including HST. The Township will not pay any additional delivery, service or fuel in addition to the unit prices quoted.

19. Delivery Schedule

The Township expects that the supplier will deliver the vehicle(s) on time as specified in the document/bid submission/contract. If the delivery of the vehicle is delayed beyond the firm delivery date stipulated in the bid submission and/or contract, the successful bidder is required to provide written notice to the Township as soon as the delay becomes known to them but at a minimum no later than 5 business days prior to the stipulated firm proposed delivery date, such notice shall include the new expected delivery date ("Extended Delivery Date") for the vehicle. The supplier is required to provide the same notification for all subsequent Extended Delivery Dates.

20. Payment Terms

The terms of payment by the Township will be upon receipt of the invoice, inspection and acceptance of the said vehicle by the Contract Administrator or designate and on the Township's next regularly scheduled accounts payable run.

PART C – SPECIFICATIONS**21. Specifications**

The vehicle shall be supplied with all standard equipment and features as outlined in the manufacturer's standard specifications for a ¾ Ton crew cab 4x4 Pick Up Truck. The vehicle will also be supplied with the options as outlined on Schedule 1, Items and Unit Prices, attached.

22. Manufacturer's Specifications & Literature

Bidders, upon request, must submit the manufacturers' specifications and literature, which fully describes the item(s) being offered, including any optional equipment.

23. Warranties & Maintenance

Bidders are required to attach to their bid, copies of any and all standard warranties including rust protection warranties that may apply to the vehicles they propose to supply.

24. Licences

The successful bidder shall apply for, obtain and pay for all necessary permits and licences required to supply the vehicle and register the vehicle in the name of The Corporation of the Township of Nipissing. Bidders shall include the costs of any such permits and licences in their bid.

PART D - BID FORM

BID FORM

THE TOWNSHIP OF NIPISSING

45 BEATTY STREET, NIPISSING, ON P0H 1W0

Contract # NIP-PW-1-2024

ONE (1) 3/4 TON CREW CAB 4X4 PICK UP TRUCK

**DOCUMENTS TO BE ENCLOSED WITH THIS FORM
INCLUDING BUT NOT LIMITED TO:**

- Bid Form
- Schedule I – Items and Prices
- Warranty Details

BID FORM

1. Bidder Information

Company Name	
Bidder's Main Contact Individual	
Address	
Office Phone #	
Cellular #	
Fax #	
E-mail Address	
Website	

2. Acceptance of Terms

In responding to this RFT, the bidder acknowledges that they have read and completely understand and accept all terms of the RFT.

By submitting a bid, the bidder agrees and consents to the terms, conditions and provisions of the RFT and offers to provide the services in accordance therewith at the rates set out in the completed Schedule I – Items and Unit Prices.

BID FORM – AUTHORIZED SIGNATURES

Authorized Signature of Bidder

Name of Bidder Representative

Title of Bidder

Date

**SCHEDULE I
ITEMS AND UNIT PRICES**

SPECIFICATIONS / COMPLIANCE

Vehicles supplied **must include all** of the following features.

Products offered shall be new and unused.

Bidder Note: For each item in the following section you are required to indicate the compliance of your equipment to the Specifications.

Where;

Your Equipment is in Complete ComplianceIndicate **YES** in the **COMPLIANCE** box.

Your Equipment is Different.....Indicate **your specification** in the **COMPLIANCE** box.

ITEM	DESCRIPTION	COMPLIANCE
	Current Production year Heavy Duty 3/4 Ton 4X4 4 Door Crew Cab 6'3/4" box	Make: Model: Year:
	V8 Gasoline powered engine minimum 6.0 litre engine minimum	
	GVWR: 10,000 lbs. minimum Tow trailer weight of approx.10,000 lbs.	GVWR: Trailer Weight:
	Minimum six (6) speed heavy duty automatic transmission	
	Transmission cooler	
	Power assisted breaks	
	Heavy duty suspension & shock absorbers SnowPlow/Camper Package or Equivalent.	
	Power Steering	
	Axles: limited or anti slip differential	Ratio Front: Rear:
	All Season <u>10 PLY</u> Tires: -LT275/65R18E or equivalent LT model -Four (4) steel belted All Season Radial and matched to GVWR rating for rear and one (1) standard spare -Black walls	Size: Make:
	Alternator: dual 200 AMP hr. minimum	
	2 Heavy Duty Batteries	

	Roof Mounted L.E.D. clearance lamps	
	Air conditioning	
	Radio: AM/FM	
	Intermittent wipers with demand type washers	
	Remote Start or Equivalent	
	Bluetooth/Hands free technology equipped	
	Seating: heavy duty bench 40/20/40 in dark vinyl or fabric	
	Centre console storage compartment/arm rest between seat preferred	
	Heated seats	
	Dark coloured flooring in rubber or vinyl	
	Two (2) outside manual telescoping trailer tow mirrors with power heated glass.	
	Bumpers: Chrome Rear step	
	Temperature & oil pressure gauge	
	Front & rear mud flaps	
	Heavy duty trailer package with straight draw bar with heavy duty tri-ball and Reese hitch and Reese hitch with heavy duty tri-ball.	
	Wiring harness for trailer equipped with electric brakes c/w brake controller unit.	
	Bed liner with rail covers and tailgate protector, or spray on.	
	Engine block heater 115V	
	Backup alarm	
	Two (2) Roof Mounted strobe style emergency beacon lights to be provided. One (1) light blue and One (1) light amber. Must be mounted so it is visible from all sides of the truck including from back.	
	Under carriage mount and wiring for a Boss plow and controller	
	Rust proofing, to be applied prior to delivery	
	Exterior paint – Red	
	Standard warranty package	Specify:
	Vehicle shall be supplied with a full tank of fuel.	
	Quality seat covers to protect front seat.	
	Running Boards	

Optional Items

Extended Warranty – A package to augment the manufacturer’s warranty, to provide bumper to bumper coverage to last for approximately a total of 6 (six) years or 200,000 Km. Extended warranty items should include Engine, Transmission, Drive Axels, Suspension, Climate Control, Electrical, Steering etc.

Price: _____

Written details of coverage to accompany bid.

**SCHEDULE I
ITEMS & UNIT PRICES – TOWNSHIP OF NIPISSING**

The Total Price shall include all costs incurred, including supply, delivery and applicable taxes.

<p><u>One (1) 3/4 Ton Crew Cab 4x4 Pick Up Truck</u></p> <p><u>The Bidder shall specify a firm # of calendar days for delivery from receipt of order</u></p> <p><u>DELIVERY DATE</u> _____ Calendar Days From Receipt of Order</p>		
Item 1	One (1) 3/4 Ton crew cab 4x4 pick up Truck	\$
	H.S.T.	\$
	Total Price (including HST)	\$

Optional Items:

Extended Warranty – A package to augment the manufacturer’s warranty, to provide bumper to bumper coverage to last for approximately a total of 6 (six) years or 200,000 Km. Extended warranty items should include Engine, Transmission, Drive Axels, Suspension, Climate Control, Electrical, Steering etc.

Price: _____

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