



# Request for Tender

Project Title: Supply of one (1) 2019/2020  $\frac{3}{4}$  Ton crew cab short box truck

Request #2019-07

April 24, 2019

Municipality of French River  
44 St. Christophe Street, Suite 1  
P.O. Box 156  
Noëlville, ON, P0M 2N0

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## Confidentiality Statement

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document please respond to the originator of this message and permanently dispose any copies and any attachments.

## Submission Details

### Submission Deadlines and Methods

All submissions for responding to this request must be submitted to our office, as stated below, no later than:

**Submissions accepted no later than - Friday May 24, 2019 -No later than 2pm Local Time**

Successful candidate will be notified within 30 days of the proposal closing date

The use of mail for delivery of a tender will be at the risk of the respondent. Submissions sent in electronic format will **not** be accepted.

Tenders must be submitted in a sealed envelope and shall be clearly marked with the following:

- The Name and Address of the Respondent
- The Request Number
- The Project Title

Administration staff will affix on the sealed envelope:

- Date and time of receipt

### Submission Delivery Address, Submission Questions and Clarifications

You may contact the following Lead Person if you have any questions or require clarification on any topics covered in this Request for Proposal. The delivery address to be used for all submissions is:

**Robert Martin**

Acting Director of Operations  
Municipality of French River  
44 St. Christophe Street, Suite 1  
P.O. Box 156  
Noëlville, ON, P0M 2N0  
Tel: 705-898-2900  
Fax: 705-898-2181  
Email: [pwdirector@frenchriver.ca](mailto:pwdirector@frenchriver.ca)

## Submission Opening

Tenders will be publicly opened, and recorded on **Friday May 24, 2019 at 2:05 PM** at the Municipal Office. Staff will review the proposal and the successful candidate will be presented at the Regular Council Meeting of **Wednesday June 5, 2019**.

## Amendment and Withdrawal of Submission

Requests for withdrawal of a submission shall be allowed if the request is made before the closing time for the contract to which it applies. Requests shall be directed to the Lead Person by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests shall not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

## Addendums

The Municipality may, at its discretion, amend or supplement the documents for this request by addendum at any time prior to the closing date for receipt of Proposals. Changes to the request documents shall be made by ADDENDUM ONLY. Such changes made by addendum shall be supplementary to and an integral part of the request. All addendum must be signed and included in the final submission acknowledging all addenda issued by the Municipality. While the Municipality will endeavor to provide notification of the issuance of an addendum to prospective Proponents, the Municipality assumes no liability for the notification and it is the responsibility of each Proponent monitor and determine whether any addenda have been issued by the Municipality.

## Introduction & Background

The Municipality of French River is a vibrant, welcoming and family-based community that is committed to positive, sustainable growth. A scenic environment, friendliness of neighbors, diversity of cultures and small Municipality feel make French River the community of choice to live, work, visit and vacation.

## Detailed Specifications/Scope of Work

The Municipality of French River (herein after referred to as the Municipality) is requesting Tenders for The Purchase of one (1) 2019/2020 ¾ Ton Crew Cab Short Box truck”  
The detailed specifications are attached in Schedule “A”

## Assumptions & Constraints

The Municipality will not be held liable for any errors or omissions in any part of this Request. The information contained herein is supplied solely as a guideline for responding Proponents. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the Request is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Request. Should the Municipality be contacted, no oral explanation or interpretation will modify any of the requirements or provisions of the proposal documents.

The successful Proponent will ensure all services and products provided in respect to this proposal are in accordance with, and under authorization of all applicable authorities, municipal, provincial and/or federal legislation.

The successful Proponent and its employees may have access to information confidential to the Municipality. This information may include, but is not limited to, terms of this agreement, business methods and systems, contractual terms, pricing, personal information, etc. subject to disclosure by force of law, the successful Proponent agrees that it and its employees who have access to this information will not either during the term of the agreement or at any time thereafter reveal to any third party any of this confidential information or use in any way, whether on the successful Proponent's behalf or on behalf of any third party, any such information

The information, reports, documentation, plans, etc. that are a product of this award by the successful Proponent, will become the exclusive property of the Municipality of French River.

## Terms and Conditions

Relating to the submission document:

- Provincial and Federal Taxes (H.S.T.)** - Tenders shall include applicable H.S.T. taxes. This tax shall be shown separate from the unit price. The proponent shall include with the executed documents, at the time of submission, on company letterhead, notification to the Municipality of their H.S.T. Registration Number (if any)
- Costs, Deliverables & Timelines** – as set out in Schedule B
- Declaration** - Signed declaration must be submitted (Page #8)
- Other** - Proponents may include any additional information regarding their firm and/or services that may prove beneficial to the evaluation of the proposal. These would be provided in the form of appendices.

Relating to the Successful Candidates:

- **Contract** - The successful proponent may, within ten (10) days after being advised that they are the successful proponent, execute a contract in duplicate to the Municipality. A delivery date will also be agreed upon.
- **Purchase Order** - purchase order issued by the Municipality or French River must be obtained prior to commencement of any work or ordering of materials. The Municipality will not be held liable for any work/materials that do not comply with the details specified on the purchase order.
- **Notice of Acceptance** - Notice of acceptance may be made by fax or telephone, with written confirmation of same to follow, to the successful proponent at the number given by the proponent.
- **Payment** - shall be made upon receipt of invoice following the receipt of the product (net 30 days) with completion of the work to the satisfaction of the Municipality. The security deposit will be released upon completion of any deficiencies and receipt of payment by the Municipality of French River of any late fees owing as per the contract clause above.
- **Servicing manuals** - need to be provided with the final product.
- **Parts and Service** – Parts and services must be available regionally within the (Sudbury or Nipissing district)
- **Price** - The Proponent shall abide by the total price stated in the submission document. No further payments beyond the contract amount will be made for any additional services required to provide a satisfactory deliverable. If additional requirements are requested by the Municipality beyond the original scope of work described in this Request, the cost of these services would be negotiated between the Municipality and the company that has been selected to perform the work. Any additional work will only be undertaken based on a request in writing from the Municipality of French River.
- **Termination** - The Municipality reserves the right to immediately terminate the contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

- **Warrantee** – Details of the warrantee need to be provided to the Municipality before the install is commenced.
- **Public Record** - Any personal information required on the proposal form is received under the authority of the Municipality. This information will be an integral component of the quote submission. All written proposals received by the Municipality become a public record; once a proposal is accepted by the Municipality, and a contract is signed, all information contained in it is available to the public including personal information.
- **Conflict of Interest** - Proponents shall immediately disclose to the official point of contact any potential or real conflict of interest whether direct or indirect in nature as it may relate to the Municipality, it's elected officials, officers, employees and/or the present Bid Solicitation. Where, in the Municipality's opinion, a significant conflict of interest is found to exist and cannot be sufficiently mitigated, the Municipality reserves the right to disqualify the Proponent from participating in the Bid Solicitation.

### Selection Criteria

A combination of quality, experience and price will determine the successful firm. More specifically:

- The Proponent's experience overall and particularly in relation to similar projects.
- The Proponent's project management experience in managing subcontractors and delivering a seamless product to the client.
- The quality of the proposal.
- The quality of the proposed product.
- The proven ability to stay within project budget and meet project completion target date.
- Any additional features or advantages uniquely proposed by the Proponent which the Municipality has not identified in the project deliverables or description.
- The Proponent's financial proposal

The Municipality of French River is not obligated to award the service contract to the lowest or any firm. The Municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the Municipality may require without stating reasons. The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent by reason of the acceptance or the non-acceptance by the Municipality of any proposal or by reason of any delay in the acceptance of a proposal as well Any expenses incurred by the Proponent in the preparation of the proposal submission are entirely the responsibility of the Proponent and will not be charged to the Municipality.

## Declaration

To: The Municipality of French River

Sirs: I/We the undersigned acknowledge receipt of and having carefully examined the Request and "Specifications" set forth in schedule "B" and hereby offer to submit this quote for the Compensation and Pay Equity Review in accordance with, and as required by the said documents at the price set forth in "Schedule "A" hereto.

I/We understand and accept that the prices set forth in this Quote Form include full compensation to furnish all labour, equipment, materials and supplies and transportation necessary or incidental to completing the work in strict accordance with said documents.

I/We understand that this Agreement terminates in the event that I fail to perform the work to the satisfaction of the Municipality.

I/We understand that the lowest or any quote will not necessarily be accepted and that TO BE CONSIDERED, Quote Forms must be in the Municipal Office by the Submission Deadlines and Methods.

### GENERAL CONDITIONS

1. The respondent shall discharge all liabilities incurred by him for labour, materials and services used or reasonably required for use in the performance of this Agreement on the date upon which each becomes due and all liabilities incidental thereto.
2. The respondent understands and agrees that he is not, nor is anyone hired by him, covered by the Municipality under The Workers' Compensation Act, and he shall be responsible for, and shall pay all dues and assessments payable under The Workers' Compensation Act, The Unemployment Insurance Act or any other Act, whether Provincial or Federal, in respect of himself, his employees and operations, and shall, upon request, furnish the Municipality with satisfactory evidence that he has complied with the provisions of any such Act. If he fails to do so, the Municipality shall have the right to withhold payment of such sum or sums of money due to him/her that would be sufficient to cover his/her default and the Municipality shall have the right to same.
3. The respondent declares that he has or will pay forthwith all Provincial and Federal Taxes that apply to the said equipment.
4. Notice of acceptance may be made by fax or telephone, with written confirmation of same to follow, to the respondent at the numbers given by the respondent.



**Name and Address of the Respondent**

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**Phone:**

**Fax:**

**Email:**

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**The Respondent declares:**

- No person, firm or Municipality other than the Respondent, has any interest in this proposal or in the proposed services for this proposal;
- This proposal is made without any connection, comparison of figures or arrangements with or knowledge of any other Municipality, firm or person making a proposal for the same service and is in all respect fair and without collusion or fraud;
- No member of the staff of the Municipality of French River is, or will become interested directly or indirectly; as a contracting party, partner shareholder, surety or otherwise; or in the performance of the service; or in the supplies, service or business to which it relates; or in any portion of the profits thereof; or in any of the monies to be derived there from;
- The content and requirements of this proposal document have been read and understood.
- All prices are quoted in Canadian funds.

**All or any proposals not necessarily accepted.**

Signed at \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Print Name - Witness

\_\_\_\_\_  
Print – Respondent,

\_\_\_\_\_  
Title - Respondent

\_\_\_\_\_  
Signature - Witness

\_\_\_\_\_  
Signature – Respondent

<b>Schedule "A" - Specifications/Scope of Work</b>
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The following details the specific components of the equipment. Substitutions are accepted. Please state in the last box what you would be substituting with and the reason for substitution.

<b>General Specifications</b>	<b>Conforms?</b>		<b>Substitution</b>
Make:			
Model:			
Year:			
Gross Vehicle Weight:			
The vehicle shall meet or surpass the current mandatory requirements of the "Canadian Motor Vehicle Safety Regulations" and bear the national safety mark and CMVI annual sticker.	YES	NO	
Any modifications to the truck that are required to facilitate the installation of the equipment required by this specification shall be the responsibility of the supplier.	YES	NO	
Bolt holes must be drilled to size, not flame cut.	YES	NO	
All hoses and wiring required shall be adequately supported and guarded so as to prevent damage from rubbing, wearing through or ice build-up.	YES	NO	
<b>Detailed Specifications</b>			
Vehicle Shall Be Undercoated	YES	NO	
<b>Engine</b>			
Minimum 6.0 Litre	SPECIFY:		
Diesel	YES	NO	
<b>Transmission</b>			
Automatic	SPECIFY:		
	YES	NO	
<b>Drive Train</b>			
Manual shift 4x4	SPECIFY:		
	YES	NO	
<b>Axles</b>			
<b>Front:</b>			
Shall have solid front axle	YES	NO	
	SPECIFY:		
<b>Rear:</b>			
Shall have a solid rear axle	YES	NO	
	SPECIFY:		
<b>Wheels and Tires</b>			
Minimum 17-inch chromed steel	YES	NO	

Minimum All Terrain Load Range E	YES	NO	
<b>Tire Size</b>			
265 70 R17 (MIN)	YES	NO	
	SPECIFY:		
<b>Interior</b>			
Rubber floor matting with removable floor mats	YES	NO	
40-20-40 Split Front Bench	YES	NO	
Grey Vinyl Seats	YES	NO	
<b>Exterior</b>			
Exterior colour shall be white	YES	NO	
<b>Accessory Equipment</b>			
Snow Plow Prep Package (wiring required)	YES	NO	
Trailer Tow Package including heavy duty trailer hitch and integrated brake controller	YES	NO	
Remote Keyless Entry	YES	NO	
Power Locks	YES	NO	
Power Windows	YES	NO	
Rear Window Defrost	YES	NO	
Power Mirrors	YES	NO	
Windshield wipers with intermittent feature	YES	NO	
High output, fresh air heater/defroster and Air Conditioning	YES	NO	
Heated Mirrors	YES	NO	
AM/FM radio with Bluetooth	YES	NO	
Electric horn	YES	NO	
Two sets of keys	YES	NO	
In dash 12-volt power outlet for cell phone/lap top adapter. 2 Minimum	YES	NO	
Interior dome light	YES	NO	
Four-way flasher	YES	NO	
Self-adjusting backup warning alarm 87-112 decibels	YES	NO	
Back rack	YES	NO	
360 LED Beacon ½ amber ½ blue	YES	NO	
LED Directional Light Bar with in cab control	YES	NO	
Spray in Bed Liner (Over Bed Rails)	YES	NO	
<b>Gauge type instrumentation provided for:</b>			
Vehicle speed	YES	NO	
Engine RPM	YES	NO	
Oil pressure	YES	NO	
Coolant temperature	YES	NO	
Fuel level	YES	NO	

Charge voltage	YES	NO	
Def Fluid	YES	NO	
High and low beam headlights shall be supplied.	YES	NO	
Directional signals shall be self canceling	YES	NO	
	YES	NO	
	YES	NO	
<b>Warranty and Manuals</b>			
Signed manufacturer's factory warranty	YES	NO	
Line sheet shall be provided	YES	NO	
Truck, drive line and supplied equipment operator's manuals shall be provided	YES	NO	
<b>Snow Plow</b>			
9 Foot( Boss V-Plow or equivalent)with Shoe Kit (Municipal Grade)	YES	NO	
<b>Tailgate</b>			
Power Tailgate with 1500lbs lift Manufacturer or equivalent	YES	NO	
Factory Tailgate to be supplied	YES	NO	
<b>SAFETY EQUIPMENT - Mounted in Cab</b>			
Folding reflective triangles	YES	NO	
Fire extinguisher	YES	NO	
First aid kit	YES	NO	
<b>SERVICE AND TRAINING</b>			
Vendors shall have a full parts and service facility within a reasonable distance from the Municipality of French River.	YES	NO	
State location and distance			
State additional locations that may be used for parts/technical support.			
Training shall include safety, operation, maintenance and service.	YES	NO	

<b>Schedule "B" Price, Timetable and Deliverables</b>
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**Price** –For the Supply of one (1) 2019/2020 ¾ Ton Crew Cab Short Box Truck

I \_\_\_\_\_ do hereby submit the following bid price to perform the  
(Name of Company)

related work as outlined in the Scope of Work.

	QTY	Unit Price	Total
Base price for Unit			
Freight and PDI			
Snow plow			
Power Tailgate			
Lights/Back Rack			
Other (please list)			
Subtotal:			
HST			
Total			

**Timetable and Deliverables - (Please provide details in the following format)**

Task	Start Date	Completion Date
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- 
- 
- 
- Proposed Delivery\*:

\*An agreeable delivery date will be chosen upon award

Please note that preferential treatment will be given to those dealers who can provide the truck in a shorter timeframe.

**Name and Address of the Company**

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Signed this \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Print - Name & Title

\_\_\_\_\_  
Signature of person with authority to bind Company