



THE MUNICIPALITY OF
LAMBTON SHORES

2021 Capital Procurement

202118 - Request for Proposals

Supply and Delivery of a One Ton Regular Cab Truck

Closing date: May 18, 2021 at 11:00am



THE MUNICIPALITY OF
LAMBTON SHORES

**INFORMATION TO BIDDERS
DOWNLOADING THIS DOCUMENT**

Bidders downloading this document from the Municipality of Lambton Shores website must register with the Community Services Department to be added to the Bidders list. Interested Bidders are required to complete the information below and return this form via fax or email to:

519-243-3500

mhoule@lambtonshores.ca

Bidders who do not register may not receive any additional information or addendums relating to this project.

Bidder Registration Form

Company Name: _____

Address: _____

City: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Project Name: 202118 – One Ton Regular Cab Truck

Fax to: 519-243-3500

Email: mhoule@lambtonshores.ca

Attention: Community Services Department

INSTRUCTIONS

The Municipality of Lambton Shores, here in after referred to as the Municipality, invites RFP's for:

SUPPLY OF A ONE TON REGULAR CAB TRUCK

RFPs not submitted in strict accordance with these instructions or not complying with the requirements laid down in the documents may be rejected.

1. GENERAL

The purpose of this Request for Proposal is to receive proposals from interested suppliers for the supply of equipment as detailed in the Request for Proposals documents.

The Municipality shall not be liable for any costs of preparation of any part of Proposal submissions.

2. RFP DOCUMENTS

Interested suppliers may obtain the proposal documents *online* at www.lambtonshores.ca.

The lowest or any RFP will not necessarily be accepted. Facsimile and electronic tender submissions will NOT be accepted. Duration of offer must be a minimum of ninety (90) days.

The closing date for submissions is **May 18, 2021 @ 11:00:00 am local time** to the Northville Community Services Office, 9575 Port Franks Road, Thedford, Ontario N0M 2N0. Closing time will be determined as shown on the clock within the Community Services office general reception area.

3. BIDDER REGISTRATION

Bidders downloading this document from the Municipality of Lambton Shores website are **required** to register with the Community Services Department to be added to the Bidders list. Interested Bidders are required to complete the Bidder Registration Form and return this form via email or fax to:

mhoule@lambtonshores.ca

or

519-243-3500

Bidders who do not register may not receive any additional information or addendums relating to this project that would disqualify their bid.

A respondent who signs and returns the Bidder Registration is not obligated to submit a RFP.

4. DISCREPANCIES OR OMISSIONS

Proponents that find discrepancies or omissions in the specifications or other documents or having any doubts concerning the meaning or intent of any part thereof, should immediately request in written form, either by email or mail, clarification from the Municipality. Upon receipt of the written request for clarification, the Municipality will send written instructions or explanations to all parties registered as having returned the Acknowledgement Letter. No responsibility will be accepted for oral instructions.

Proponents are responsible to verify that they have received a complete package of proposal documents.

Alterations or amendments to any of the proposal documents shall only be effective by written notice from the Municipality.

Amendments to the proposal documents in the form of an addendum shall become part of the Proposal Documents. Proponents shall be responsible to ascertain that they have received all addendums.

5. EXAMINATION OF CONTRACT DOCUMENTS

The Proponent shall be deemed to have satisfied himself as to the sufficiency of the RFP for the product and the prices stated on the RFP Form. These prices shall cover all obligations under the RFP, and all matters necessary for the proper supply of the product.

6. PROOF OF ABILITY

The Proponent shall be competent and capable of supplying the product. The Municipality may request proof of ability.

7. REQUEST FOR PROPOSAL SUBMISSIONS

Proposal submissions must include, but not limited to the following:

- Schedule A – Bidder Information
- Schedule B – Specification Form
- Schedule C – Form of Proposal

Each proposal and any attachments must be submitted in a sealed envelope clearly marked:

“Request for Proposal for the Supply of a One Ton Regular Cab Truck”

RFP’s submitted by fax or electronically will not be accepted.

Proposals may be rejected for one or more of the following reasons:

- a) Bids arriving after the closing time and date as specified in this document
- b) Bids received in a form other than the forms supplied

- c) Bids not completed in ink or by type
- d) Bids containing any other form of alteration, including but not limited to include; strike-out, white-out, without initials.
- e) Bids not properly signed, witnessed, and/or sealed
- f) Bids that have not acknowledged addendums

The Municipality reserves the right to accept any Proposal or reject any or all Proposal and waive formalities as the interests of the Municipality may require.

Tenders shall remain open for acceptance by the Municipality for a period of ninety (90) calendar days after the closing date.

8. WITHDRAWAL OF PROPOSALS

A proposal submitted in accordance with the instructions in the proposal documents may be withdrawn prior to the date and time of the close of proposals.

Proposals not withdrawn before the date and time of closing shall be irrevocable and remain open for acceptance by the Municipality.

9. NEGOTIATION

The Municipality may award the RFP on the basis of proposals received without discussion. The Municipality reserves the right to enter into negotiations with the selected proponent(s). If the Municipality cannot negotiate an acceptable agreement with the successful proponent the Municipality may terminate negotiations and being negotiations with the next selected proponent. No proponent shall have any rights against the Municipality arising from negotiations.

10. PROPOSAL EVALUATION

The Municipality reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The Municipality reserves the right to accept a proposal other than the lowest price proposal without stating reasons. By the act of submitting its proposal, the proposal waives the right to contest in any proceedings or action the right of the Municipality to award the purchase contract to any proponent in its sole discretion.

THE LOWEST OR ANY PROPOSAL WILL NOT NECESSARILY BE ACCEPTED

The Municipality will evaluate proposals based on the following items:

- Product Specifications and ability to meet the operational needs of the Municipality of Lambton Shores
- Product Warranty
- Timely Delivery Schedule

The Municipality intends to award the proposal to the lowest bidder that meets the Municipalities specifications.

11. ACCEPTANCE OF PROPOSAL

Acceptance of a proposal shall be communicated by written notice from the Municipality to the successful proponent. Such acceptance shall bind the successful proponent to execute a purchase agreement with the Municipality.

12. INQUIRIES

Direct all inquiries regarding the Request for Proposals to the Municipalities contact in the notice page.

13. IDEMNIFICATION AND INSURANCE

The successful proponent will, at all times, indemnify and save harmless the Municipality, their officers, employees and agents from and against all claims, demands, losses, costs, damages, action, suite or other proceedings made, sustained, brought or prosecuted that are based upon, or caused in any way by anything done or omitted to be done by the proponent or any of its officers, directors, employees, or agents in connection with the services performed, purportedly performed or required to be performed by the proponent under this proposal and subsequent contractual agreement.

14. MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

In accordance with MFIPPA, this is to advise that any personal information proponents provide is being collected under the authority of the Municipal Act and will be used exclusively in the selection process. All proposals submitted become the property of the Municipality. Proponents are reminded to identify in their proposal material any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete proposals are not to be identified as confidential. The information contained in this proposal document may be utilized by the proponent solely for the purpose of preparing a proposal for submission to the Municipality. Any other use of the information for any other purpose is not authorized by the Municipality.

SCHEDULE A – BIDDER INFORMATION

Bidders are requested to respond to this Request for Proposals as instructed subject to the provisions contained herein.

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone: _____ Fax No: _____

E-mail: _____

Contact Person: _____

Title: _____

SCHEDULE B – SPECIFICATION FORM

The Municipality is requesting proposals for the supply and delivery of one (1) new 2021 Regular Cab One Ton Truck. The vehicle will be equipped with all manufacturers’ standard features. The equipment must meet or surpass mandatory requirements of the current Canadian Motor Vehicle Safety Regulations as amended or revised.

The following table provides an opportunity for vendors to describe their proposed units and will be used to evaluate proposals. We understand the difficulty of designing a specification sheet that conforms to all of the different manufacturer’s specifications. As a result, we have included a column for the Proponent to confirm compliance with the specification or specify variations. This column must be completed and submitted.

SPECIFICATIONS FOR SINGLE AXLE TRUCK

| ITEM | SPECIFICATIONS | SUPPLIED (or variation) Indicate yes or no Specify variation |
|---|---|---|
| Model | 2021 four-wheel Drive 1 ton truck | |
| Doors | Regular Cab | |
| Box size / Wheelbase | Minimum 12’ Flatbed w/dump electric hoist. Wheel Base to be 168 inches minimum | |
| Box | Sides fold down and are removable | |
| Box | Anchor points for tie downs or ratchet snaps | |
| Box | Include Tarp | |
| Box | Include Window | |
| Box | Rake and shovel holders | |
| Box | Underbody toolbox | |
| Box | Step down ladder | |
| Engine (diesel) | Bidder to specify | |
| 15,000-lb (6804-kg) GVWR Package (Class IV Truck: Ford 450/Dodge 4500/equivalent) | Bidder to specify | |
| Fuel Economy (please state) | Bidder to specify | |
| Engine Cooling | Bidder to specify | |
| Towing/ Mirrors | Trailer towing package/ Heated Mirrors | |

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| ITEM | SPECIFICATIONS | SUPPLIED (or variation) Indicate yes or no Specify variation |
|----------------------|--|--|
| Towing | Electric brake controller | |
| Towing | Equipped so that truck can take different receivers for different trailer applications 2 inch receiver insert | |
| Towing | 7 pin round trailer plug | |
| Tires | All season full size, with full size spare | |
| Traction Control | ABS and driveline | |
| Battery | HD c/w rundown protection | |
| 4 WD Shift | Electronic ,shift on the fly | |
| Exhaust | Bidder to specify | |
| Transmission | Bidder to specify | |
| Paint | White | |
| Front Bumper | Bidder to specify (matte preferred) | |
| Rear Bumper | Bidder to specify (matte preferred) | |
| Windshield Wipers | Variable Intermittent | |
| Air Conditioning | Bidder to specify | |
| 12V DC Power Outlets | 2 Minimum | |
| Floor Trim | Vinyl/Rubber | |
| Windows | Power | |
| Seat | Front split bench | |
| Seats | Heavy Vinyl | |
| Radio | AM/FM | |
| Bluetooth | Hands-free cellular phone capability | |
| Running Boards | Please identify if these are a standard feature | |
| Warranty | State or attach manufacturers standard warranty terms | |
| Backup Alarm | Installed | |

SCHEDULE C - FORM OF PROPOSAL

FORM OF PROPOSAL

The price shall be in Canadian funds and include duties, royalties, handling, levies, transportation, delivery, dealer preparation, overhead, profit and all other charges. Any and all taxes are to be shown separately.

The Municipality of Lambton Shores is part of the Broader Public Service of the Province of Ontario and as such is entitled to the concessions (discounts) as arranged by the Ministry of Government Services under VOR: OSS 00163907 and VOR: OSS074422

According to the RFP specifications, pricing is to be submitted to provide for the following:

F.O.B. Northville, Ontario and shall be good for the duration of ninety (90) days from date of tender opening:

1. Supply One (1) One Ton Regular Cab Truck pursuant to all terms and conditions outlined in the Specification Section herein.

Price \$ _____

HST \$ _____

TOTAL RFP SUM \$ _____

2. Credit for Trade in One 2012 Dodge 4500HD Truck with 180,565 kilometres at time of tender.

Price \$(_____)

The Municipality reserves the right to not accept trade in price and purchase new truck as tendered above. Viewing of the trade in vehicle can be arranged if requested.

Supplier:

Name: _____

Address: _____

City/Province: _____

Postal Code: _____

Phone Number: _____

This unit shall be delivered FOB Northville, ON no later than:

FRIDAY, SEPTEMBER 10, 2021

Signature of Authorized Person

Print Name

Title

Date

Signature of Witness

Print Name

Title

Date