



THE MUNICIPALITY OF

**LAMBTON SHORES**

2022 Capital Procurement

202202 - Request for Proposals

**Supply and Delivery of 1- Half Ton 4x4 Pickup  
Truck**

Closing date: February 15, 2022 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 Public Works 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

Or

[mhoule@lambtonshores.ca](mailto: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: 202202 - Half Ton Pickup Truck

**Fax to: 519-243-3500**  
**Email: [mhoule@lambtonshores.ca](mailto:mhoule@lambtonshores.ca)**  
**Attention: Public Works Department**

## **INSTRUCTIONS**

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

### **SUPPLY OF A PICKUP TRUCK**

**RFP's not submitted in strict accordance with these instructions or not complying with the requirements of these 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](http://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 **February 15, 2022 @ 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 Public Works office general reception area.

#### **3. BIDDER REGISTRATION**

Bidders downloading this document from the Municipality of Lambton Shores website are **required** to register with the Public Works 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](mailto: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 an 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 1- Half Ton 4x4 Pickup 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 for each truck.

### **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.

Request for Proposals  
202202- Supply of a ½ Ton 4 x 4 Truck

**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 4x4 ½ Ton Pickup Truck. 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 specify 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 AND CONFIRMATION**

**½ TON FOUR WHEEL DRIVE EXTENDED CAB PICKUP TRUCK**

**SPECIFICATIONS**

**CONFIRMATION**

1. **GENERAL**

- 1.1 It is the intent of these specifications to describe a new 2022-23 gasoline powered four wheel drive extended cab pickup truck within sufficient detail to secure bids on comparable equipment. All parts not specifically mentioned which are necessary in order to provide a complete unit, shall be included in the bid, and shall conform in strength, quality of material and workmanship to what is usually provided to the trade in general. Any units not conforming to the Specifications as outlined, may be rejected, and it will be the responsibility of the supplier to conform within the requirements, unless deviations have been cited by the bidder and acceptance made in writing on that basis.

**Delivery Date is by October 15, 2022.**

2. **Vehicles Accepted**

- 2.1 New 2022 or 2023

Dodge – Ram 1500  
Ford ---- F150  
Chev ---- 1500

**Note**

Any make/model comparable to those listed above may also be included in this tender

Year: \_\_\_\_\_  
Make: \_\_\_\_\_  
Model: \_\_\_\_\_

3. **VEHICLE WEIGHT**

- 3.1 G.V.W. shall be 6700lbs/ 3039 kg. minimum. \_\_\_\_\_ lbs./kg.

4. BODY

- 4.1 Extended cab – four door. Yes: No:
- 4.2 Wheelbase shall be 140 in / 3556 mm. min. \_\_\_\_\_ In/mm.
- 4.3 Fleet side - 6ft.4" / 1930 mm. min. cargo box. \_\_\_\_\_ Ft./mm

5. ENGINE

- 5.1 Engine shall be gasoline powered with electronic fuel injection. Yes: No:
- 5.2 Displacement shall be 3.4 litres minimum. \_\_\_\_\_ Litres

6. POWER PLANT PARTS

- 6.1 Alternator - 160 Amp. minimum \_\_\_\_\_ Amp.
- 6.2 Battery - 700 C.C.A. minimum - 12V \_\_\_\_\_ C.C.A.
- 6.3 Heavy duty cooling system shall be supplied. Yes: No:  
(trailer package)
- 6.4 Power steering shall be supplied Yes: No:
- 6.5 R134A air conditioning to be supplied. Yes: No:

7. TRANSMISSION

- 7.1 Automatic Transmission – five speed with overdrive min. Yes: No:  
Specify: \_\_\_\_\_  
\_\_\_\_\_
- 7.2 Heavy duty transmission cooler to be supplied. Yes: No:
- 7.3 Electronic shift on demand part time transfer case. Yes: No:

8. AXLES

- 8.1 Four wheel drive axles to be supplied. Yes: No:
- 8.2 Front axle to be supplied with automatic locking hubs. Yes: No:  
Specify: \_\_\_\_\_
- 8.3 Front axle capacity – manufacture’s recommendation. \_\_\_\_\_ Lbs./kg
- 8.4 Rear axle capacity – manufacture’s recommendation \_\_\_\_\_ Lbs./kg
- 8.5 Limited slip rear axle shall be supplied. Yes: No:

9. BRAKES

- 9.1 Power assisted hydraulic brakes to be supplied Yes: No:
- 9.2 Four wheel disc brakes with four wheel anti-lock brake system (ABS) to be supplied. Yes: No:  
Specify: \_\_\_\_\_

10 SUSPENSION

- 10.1 Front spring capacity – as per manufacture’s recommendation \_\_\_\_\_ Lbs./kg
- 10.2 Rear spring capacity – as per manufacture’s recommendation \_\_\_\_\_ Lbs./kg
- 10.3 Front shock absorbers - heavy duty gas Yes: No:
- 10.4 Rear shock absorbers - heavy duty gas Yes: No:
- 10.5 Front & rear stabilizer bar shall be supplied Yes: No:  
Specify:

11 INTERIOR

11.1	All seat fabric to be cloth	Yes:	No:
11.2	Front seat shall be <u>premium</u> cloth 40/20/40 bench with fixed integral head rest and flip up center arm rest/storage. Specify:	Yes:	No:
<hr/>			
11.3	Rear seat to be premium cloth split bench.	Yes:	No:
11.4	All seats shall be equipped with seat belts.	Yes:	No:
11.5	Driver and passenger airbags shall be supplied.	Yes:	No:
11.6	Floor covering - heavy duty vinyl to be supplied.	Yes:	No:
11.7	Air conditioning shall be supplied.	Yes:	No:
11.8	AM/FM clock radio with four speakers & Blue tooth shall be supplied.	Yes:	No:
11.9	Power door locks	Yes:	No:
11.10	Power windows to be supplied.	Yes:	No:
11.11	Cruise control to be supplied	Yes:	No:
11.12	Tilt steering wheel to be supplied	Yes:	No:
11.13	Windshield wipers - two-speed intermittent wipe with windshield washers shall be supplied	Yes:	No:
11.14	One inside rear view mirror shall be supplied	Yes:	No:
11.15	Front seat reading light to be supplied.	Yes:	No:
11.16	2 min. - 12 volt auxiliary power point outlet	Yes:	No:
11.17	Interior color - manufacturer's standard - gray. (Optional with off lot vehicle.)	Yes:	No:

12 EXTERIOR

- |      |   |               |               |
|------|---|---------------|---------------|
| 12.1 | Two outside heated rear view mirrors shall be supplied.   | Yes:          | No:           |
| 12.2 | Fuel tank shall be a minimum of 121litres.  | Yes:<br>_____ | No:<br>Litres |
| 12.3 | Chrome or matte Black front bumper.   | Yes:          | No:           |
| 12.4 | Chrome or matte Black rear step bumper.   | Yes:          | No:           |
| 12.5 | Exterior painting –vehicle manufacture’s standard - white clear coat. (optional with off lot vehicle) | Yes:          | No:           |

13 WHEELS AND TIRES

- |      |  |             |     |
|------|--|-------------|-----|
| 13.1 | Tires shall be first line all season steel belted radials. Size based on vehicle manufacture’s recommendation as per vehicle G.V.W.<br>Specify:<br>_____ | Make & Size |     |
| 13.2 | Spare wheel to be full size all season steel belted radial<br>Specify:<br>_____  | Make & Size |     |
| 13.3 | All wheels to be complete (wheel covers, bright hub covers, trim rings, etc.)<br>Specify:<br>_____   | Yes:        | No: |
| 13.4 | Tire carrier shall be supplied   | Yes:        | No: |

14 LIGHTS

- |      |   |      |     |
|------|---|------|-----|
| 14.1 | Headlights, parking lights, brake lights, front and rear signal lights and four way emergency flashers shall be supplied as per Canadian Motor Vehicle Safety Standards | Yes: | No: |
| 14.2 | Fog lamps/Road lamps, to be supplied  | Yes: | No: |
| 14.3 | Rear cargo light to be supplied.  | Yes: | No: |

14.4 Trailer wiring harness with 4 and 7pin plugs supplied to trailer hitch. Yes: No:

15 ATTACHMENTS

15.1 Class IV trailer hitch receiver. Yes: No:

15.2 Electronic trailer brake control. Yes: No:

15.3 Manufacturer's front and rear molded mud flaps shall be supplied Yes: No:

15.4 Running boards to be supplied. Yes: No:

15.5 Front tow hooks. Yes: No:

15.6 Jack and wheel wrench shall be supplied Yes: No:

15.7 Spray in bed liner to be supplied. Yes: No:

15.8 Shop repair manuals/cd to be supplied. Yes: No:

Specify: \_\_\_\_\_

15.9 Vehicle registration and plating to be completed by dealer. Yes: No:  
Note: (not to be included in tender price)

16 WARRANTY

16.1 Bidder hereby guarantees all workmanship, parts and equipment for a period of \_\_\_\_\_ months from time of delivery, or for \_\_\_\_\_ kilometers.

17 17.1 All items are deemed to be supplied and installed. Yes: No:

**SCHEDULE C - 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) ½ Ton Four Wheel Drive Pickup Truck pursuant to all terms and conditions outlined in the Specification Section herein.

Price \$ \_\_\_\_\_

HST \$ \_\_\_\_\_

**TOTAL RFP SUM \$ \_\_\_\_\_**

Supplier:

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

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

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Request for Proposals  
202202- Supply of a ½ Ton 4 x 4 Truck

This vehicle shall be delivered FOB Northville ON no later than **October 15, 2022**. (if different date is proposed, please specify):

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Signature of Authorized Person

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Print Name

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Title

---

Date

---

Signature of Witness

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Print Name

---

Title

---

Date