



THE MUNICIPALITY OF
LAMBTON SHORES

2022 Capital Procurement

202205 - One (1) NEW COMPACT TRACK LOADER

Closing date: March 1, 2022 at 11:00 a.m.



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

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: 202205 - One (1) NEW COMPACT TRACK LOADER

Fax to: 519-243-3500
Email: 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 ONE (1) NEW COMPACT TRACK LOADER

RFP's 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 **March 1, 2022 @ 11:00:00 am local time** to the Northville Public Works 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

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 and delivery of One (1) NEW COMPACT TRACK LOADER”

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 of Lambton Shores presents these specifications for the purpose of obtaining bids for the purchase of new equipment for its Community Services Department.

The specifications are to set minimum standards acceptable to the Municipality of Lambton Shores and not to limit bids. Bidders may offer alternatives to the municipality.

Any exceptions or deviation from these specifications must be stated in writing and included with bid.

The Municipality of Lambton Shores reserves the right to approve as equal, or to reject as not being equal, any article a bidder proposes to furnish which contains major or minor variations from specifications. The decision of the Municipality of Lambton Shores is final.

Equipment being offered must be of the manufacturer's standard model, and there must be units in the area for comparison. Tenders will be considered only from manufacturers or authorized dealers who can assure parts/service availability in the immediate area for a minimum of 10 years from the date of final acceptance.

No award will be made to a dealer for equipment to be delivered and serviced outside his territory. The manufacturer's standard warranty and inspection service shall cover all components of the equipment furnished and the seller guarantees to furnish this service anywhere within the vicinity of the Municipality of Lambton Shores.

Prior to delivery, equipment shall be completely serviced by the dealer in his own shop including complete engine tune-up, complete lubrication, wheel alignment and balance and all other services and adjustments necessary to permit immediate full time use. All equipment engines, transmissions, differentials and other components shall be serviced and protected to withstand a continuous temperature of at least 32 degrees Celsius below zero.

The Municipality of Lambton Shores is part of the Broader Public Service of the Province of Ontario and such is entitled to the concessions (discounts) as arranged by the Ministry of Government Services under VOR: OSS 074423.

The make and model of each component must be stated with the bid and disclosed on an attached specification sheet.

The bidder will be required to ensure that the tractor being supplied is identical, in every aspect. Submittals for repainted, altered, retrofitted, or different model years will be rejected.

Bidders may submit proposal from more than one different manufacturer or model.

SPECIFICATIONS

ONE NEW COMPACT TRACK LOADER

1. GENERAL

- 1.1 It is the intent of these specifications to describe a diesel powered **COMPACT TRACK LOADER** in 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 to the requirements, unless deviations have been cited by the bidder and acceptance made in writing on that basis.

Where minimums are called for, the vehicle must meet or exceed the capacity, size or performance specified.

The Municipality would be interested in the following makes and models or equivalent:

Case TR270B

CAT 259D3

John Deere 319D or 323D

Specification	Specify	Yes	No
Manufacturer & Model #			
Engine			
Minimum Gross Peak Power of 65hp			
Transmission			
2 Speed- Low & High Hydrostatic			
Track			
Smooth Ride Rubber track with steel inserts			
Minimum track width of 310mm			
Cab			
Enclosed cab			
Heat and air conditioning			
AM/FM Radio with Bluetooth and USB port			
Electronic over hydraulic controls			
Lighting			
LED lighting			
Whalen amber beacon light on roof			
Dimensions			
Maximum length with bucket 3.5m			
Maximum height of cab of 2.5m			
Maximum width without bucket of 2.0m			
Minimum ground clearance of 220mm			
Performance			
Tipping Load minimum of 2400kg			
Operating Capacity at 35% minimum of 850kg			
Operating Capacity at 50% minimum of 1250kg			
Attachments			
Heavy Duty Bucket (1.83m wide)			
Pallet Forks (minimum 1.2M tine length)			
Grapples (log & brush)			
Other			
Auto greaser			
Hydraulic quick couplers for attachments			
Operating Manuals			
On Site Training for Operators (1 day or less)			
Warranty (term and components covered)			

Literature and specifications must be enclosed with bid. Additionally, at least one photo (either of an existing unit or supplied by the manufacturer) clearly illustrating the compact track loader configuration that is being proposed must accompany the bid. Exceptions will be considered with prior notification. The Municipality of Lambton Shores reserves the right to reject delivery of any vehicle that was misrepresented prior to award of bid.

Delivery on or before November 15, 2022

Specify Anticipated Delivery: _____

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) NEW COMPACT TRACK LOADER pursuant to all terms and conditions outlined in the Specification Section herein.

Price \$ _____

HST \$ _____

TOTAL RFP SUM \$ _____

2. Credit for Trade In One John Deere 313 with bucket, forks, Snowblower, extra set of tires and add on tracks with 1329 hours at time of tender

Price (\$ _____)

Supplier:

Name: _____

Address: _____

City/Province: _____

Postal Code: _____

Phone Number: _____

Signature of Authorized Person

Print Name

Title

Date

Signature of Witness

Print Name

Title

Date