



2026 Capital Procurement

2026-21 Request for Proposals

Supply and Delivery of a New Sweeper

Closing date: April 16, 2026 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:

dwood@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: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Project Name: _____

***Email: dwood@lambtonshores.ca
Attention: Community Services Department***



REQUEST FOR PROPOSAL

The Municipality of Lambton Shores invites Request for Proposals for the supply of **one (1)** new Sweeper.

RFP's must be sealed and returned in an envelope marked:

“Request for Proposal for the Supply of a Sweeper”

The responding organization or individual must have their name and full mailing address clearly marked on the outside of the envelope.

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 **April 16, 2026 @ 11:00 am** to the Northville Community Services Office, 9577 Port Franks Road, Thedford, Ontario N0M 2N0. RFPs will be opened in public immediately following the closing.

Dan Wood, CRS-I, CIT
Transportation Manager
519-243-1400 Ext 8216

INSTRUCTIONS

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

SUPPLY OF SWEEPER

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 **April 16, 2026 @ 11:00 am** to the Northville Community Services Office, 9577 Port Franks Road, Thedford, Ontario N0M 2N0.

3. BIDDER REGISTRATION

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 Bidder Registration Form and return this form via email:

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

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 fax, by email, or by 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 Sweeper”

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, 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

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 city 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:

First Phase

Product Specifications & ability to meet the operational needs of the Municipality of Lambton Shores
Product Warranty
Timely Delivery Schedule
References
Parts and Service availability
Relevant documentation and information regarding the equipment
Purchase Cost

Second Phase

Demonstration – The Municipality may require a formal demonstration of the equipment to verify that it meets the needs of the Municipality.

If requested the supplier shall arrange to have a similar model to what they are proposing available for a demonstration either on site at the Municipality Public Works depot or at a location not more than one hours driving time from the Municipality. The demonstration will be conducted to confirm that the equipment is suitable for the Municipality's needs and will be used as part of the evaluation process to select the successful proponent.

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 will consider proposals for Vacuum or Mechanical sweepers. Please fill out the sections applicable to the proposed unit.

To be considered the following are considered mandatory basic requirements:

- **A full frame, diesel powered street sweeper**
- **A minimum 4.5 cubic yard hopper**
- **Two person, all weather, sound insulated cab**
- **Provisions for a full unit width sweeping path**
- **Two years or 2,000 hours full warranty**
- **Less than 66dB at 50 foot distance**
- **Auto greaser installed**
- **Parts and service manuals**

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 and will be a factor in determining the successful Proponent.

There a sections identified by italicized font and gray fill that are only to be filled out for the type (mechanical or vacuum) of sweeper that they apply to.

| ITEM | SPECIFICATIONS | SUPPLIED | SPECIFY |
|----------------|---|----------|---------|
| General | Make | | |
| | Model | | |
| | Year (to be latest model year) | Yes / No | |
| | Sweeper Type (Mechanical or Vacuum) | | |
| Chassis | Chassis shall be cab over chassis | Yes / No | |
| | Specify GVW - Front: | | |
| | Specify GVW - Rear: | | |
| | Heavy duty steel frame construction w/exterior metal surfaces powder coated and painted black acrylic enamel | Yes / No | |
| Dimensions | Specify width (cm) | | |
| | Specify Height (cm) | | |
| Chassis Engine | Electronic controlled 4 cylinder diesel engine suitable for vehicle with a minimum of, 200HP @ 2400 RPM for continuous stop-start operation | Yes / No | |
| | State displacement of diesel engine | | |
| | State torque | | |
| | Heavy duty radiator assembly | Yes / No | |

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| | | | |
|--|--|----------|--|
| | Engine meets latest emissions standards | Yes / No | |
| | The cooling system shall be protected to -34 degrees F | Yes / No | |
| | Engine shall be equipped with CSA approved block heater. | Yes / No | |
| Transmission axles, wheels, and brakes | Automatic transmission with oil heavy duty oil cooler shall be provided and external spin on transmission oil filter is to be included. | Yes / No | |
| | The 2-speed rear axle shall have minimum ratio of 5.86:1 for proper sweeping and transport speeds of at least 60km/hr. | Yes / No | |
| | Minimum rating of 12,000lb front axle | Yes / No | |
| | Minimum rating of 21,000lb rear axle | Yes / No | |
| | Tires shall be sufficient size and rating to obtain the required GVW rating plate. Specify tires: | Yes / No | |
| | Brakes shall be full anti-lock air brakes | Yes / No | |
| | Parking break shall be included | Yes / No | |
| Cab | Maximum visibility, forward line of sight from the chassis front bumper to the point on the ground visible to the operator shall not exceed 8 feet for an SAE 98 th percentile size operator. | Yes / No | |
| | Dual operator controls | Yes / No | |
| | Dual throttle pedals and foot brake valves must conform to CMVSS standards | Yes / No | |
| | Each steering shall be full power with full operator controls | Yes / No | |
| | Each steering column shall have tilt and telescopic adjustment | Yes / No | |
| | Seats shall be adjustable, covered with cloth for air circulation and include 3 point seat belts. | Yes / No | |
| | Sweeper shall include two (2) outside west coast type mirrors with lower 8 inch convex lens for easy viewing of the side broom during sweeping. | Yes / No | |
| | Pressurized cab | Yes / No | |
| | Dual Windshield wipers | Yes / No | |
| | Wipers shall have intermittent feature. | Yes / No | |
| | For safety during night sweeping, switches shall be illuminated so that they can be readily identified without the use of the cab dome light. | Yes / No | |

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| | Cab interior environment shall be fully air-conditioned including a fresh air heater/ventilator/defroster. | Yes / No | |
| | Cab shall have full flow through ventilation for optimal temperature control and operator comfort. | Yes / No | |
| | Interior of cab shall have acoustical insulation for low operating noise, automotive type trim, and center sweeper console. | Yes / No | |
| | All glass shall be tinted safety glass. | Yes / No | |
| | Cab shall include 12V power supply | Yes / No | |
| Instruments | Chassis left side operator instrument panel shall be chassis OEM, full vision illuminated with tachometer, speedometer, odometer, trip odometer, fuel gauge, water temperature gauge, air pressure gauge, and volt gauge. | Yes / No | |
| | Chassis right side operator instrument panel shall be chassis OEM, full vision illuminated with tachometer, speedometer, odometer, trip odometer, fuel gauge, water temperature gauge, air pressure gauge, and volt gauge. | Yes / No | |
| | Chassis gauges shall include speedometer, odometer, coolant temperature, tachometer, voltmeter, oil pressure, fuel level and air pressure. | Yes / No | |
| | Chassis engine instruments shall include warning light and chime for low coolant level and high coolant temperature to warn the operator of a potential problem before any damage to the engine occurs. | Yes / No | |
| | Sweeper engine instruments shall include tachometer, hour meter, oil pressure, fuel, voltage, and coolant temperature for complete information for the operator on the condition of the auxiliary engine. | Yes / No | |
| | Instruments shall include a "full load" indicator to notify the operator the body is fully loaded. | Yes / No | |
| Steering | Integral power assist steering | Yes / No | |
| | Specify actual turning radius | | |

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|--|--|----------|--|
| Electrical | Batteries should be located in an enclosed accessible environment for long life and ease of service. | Yes / No | |
| | Chassis shall have two (2) maintenance free batteries, 12 volt. | Yes / No | |
| | Chassis lighting shall include sealed multi-beam halogen head-lights, stop lights, tail lights, backup lights, license plate lights, clearance lights, signal lights, illuminated gauges and instrument panel, and directional lights with hazard switch. | Yes / No | |
| | Chassis engine shall have 130 amp alternator | Yes / No | |
| Auxiliary Engine (if present) | Diesel engine shall have 4 cylinders, Turbocharged. | Yes / No | |
| | Make: | | |
| | Model: | | |
| | State HP at 2400 rpm: | | |
| | Shall share chassis fuel | Yes / No | |
| | Sweeper engine instruments shall include tachometer, hour meter, oil pressure gauge and lamp, low coolant level lamp, voltage, auxiliary engine running lamp, coolant temperature gauge and lamp, air filter restriction indicator for complete information for the operator on the condition of the auxiliary engine. | Yes / No | |
| MECHANICAL SWEEPER ONLY: ELEVATOR NO LESS THAN 58" WIDE | | | |
| <i>Side Brooms Trailing Arm Design – Mechanical Sweeper</i> | <i>Specify side broom protrusion beyond outside of the chassis tire while sweeping:</i> | | |
| | <i>Specify side broom diameter:</i> | | |
| | <i>Specify full sweeping width with both side brooms in position:</i> | | |
| | <i>Broom down pressure shall be adjustable by the operator from the cab while moving or stationary.</i> | Yes / No | |
| | <i>To provide flexibility for varying sweeping conditions, broom speed shall be variable. Specify RPM range:</i> | Yes / No | |
| | <i>Broom rotation, forward or reverse, shall be selectable without leaving the cab.</i> | Yes / No | |

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| | <i>Electrically operated tilting mechanism allows operator to change inward/outward tip of the right side broom.</i> | Yes / No | |
| | <i>Angle can be changed from the cab while sweeping.</i> | Yes / No | |
| <i>Main Broom – Mechanical Sweeper</i> | <i>Specify width of main broom: Specify diameter of main broom:</i> | | |
| | <i>A hydraulic motor directly mounted to the broom core shall drive the broom.</i> | Yes / No | |
| | <i>To provide flexibility for varying sweeping conditions, broom speed shall be variable by operator from cab while moving. Specify RPM range:</i> | Yes / No | |
| | <i>Main broom down pressure shall be adjustable by the operator from the cab while moving.</i> | Yes / No | |
| | <i>Main broom shall be prefab disposable type.</i> | Yes / No | |
| | <i>For safety, main broom shall automatically stop and raise when transmission is placed in reverse.</i> | Yes / No | |
| | <i>Main broom shall have a work light.</i> | Yes / No | |
| | <i>Specify main broom raising and lowering mechanism:</i> | | |
| <i>Conveyor – Mechanical Sweeper</i> | <i>Conveyor rotation, forward or reverse, shall be selectable rotation without leaving the cab.</i> | Yes / No | |
| | <i>Conveyor speed shall be variable from the cab.</i> | Yes / No | |
| | <i>Conveyor shall be reversible in direction without stopping or reversing any broom.</i> | Yes / No | |
| | <i>For safety, conveyor shall automatically stop and raise when transmission is placed in reverse or when the sweeper is put in transport mode.</i> | Yes / No | |
| | <i>An audible conveyor stall alarm is to be provided as a warning to the operator.</i> | Yes / No | |
| | VACUUM SWEEPER ONLY | | |
| <i>Blower – Vacuum Sweeper</i> | <i>Specify blower rating (CFM):</i> | | |
| | <i>Specify nozzle pick up area (cm²):</i> | | |
| | <i>Specify suction nozzle width (cm):</i> | | |
| | <i>Suction hose shall have quick disconnect coupling</i> | Yes / No | |

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| | <i>Specify Sweep path nozzle only:</i> | | |
| | <i>Specify sweep path side broom and nozzle:</i> | | |
| | <i>Specify Maximum sweep path:</i> | | |
| <i>Side brooms – Vacuum Sweeper</i> | <i>Specify side broom diameter</i> | | |
| | <i>Specify side broom protrusion beyond outside of the chassis tire while sweeping:</i> | | |
| | <i>Side brooms located on both right and left side</i> | Yes / No | |
| | <i>Broom down pressure shall be adjustable by the operator from the cab while moving or stationary.</i> | Yes / No | |
| | <i>To provide flexibility for varying sweeping conditions, broom speed shall be variable. Specify RPM range:</i> | Yes / No | |
| | <i>Broom rotation, forward or reverse, shall be selectable without leaving the cab.</i> | Yes / No | |
| | <i>Electrically operated tilting mechanism allows operator to change inward/outward tip of the right side broom.</i> | Yes / No | |
| | <i>Angle can be changed from the cab while sweeping.</i> | Yes / No | |
| Hopper | Hopper volumetric capacity shall be not less than 4.0 cubic yards. Useable capacity not less than 3.1 yards. | Yes / No | |
| | A hopper inspection door shall be supplied. | Yes / No | |
| | Hopper shall be able to tilt (dump) to an angle not less than 50 degrees to ensure complete removal of all debris. | Yes / No | |
| | <i>Specify lifting system mechanism:</i> | | |
| | Lift capacity shall be not less than 11,000 lbs. | Yes / No | |
| | To prevent over-loading beyond Manufacturer's GVW rating, cab shall have a full load warning indicator light activated by hopper weight. | Yes / No | |
| | Hopper shall be airtight by rubber sealing all doors and openings. | Yes / No | |
| Spray Water System | <i>Specify capacity:</i> | | |
| | <i>Specify pressure capability (PSI):</i> | | |

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|------------------|--|----------|--|
| | Specify flow capability (GPM): | | |
| | Water pumps controlled from cab: | | |
| | Water: 3 spray nozzles located at each side broom, 4 on rear boom spray bar & 5 under front bumper | Yes / No | |
| | Specify number of nozzles total: | | |
| Hydraulic System | Specify flow capacity GPM at 2400 RPM: | | |
| | Specify reservoir capacity: Micron return filter: | | |
| Fuel tanks | Specify fuel tank volume: | | |
| Electrical | Sweeper electrical system shall be independent from the chassis electrical system. | Yes / No | |
| | Sweeper lighting shall include rear identification lights, side broom, main broom, and rear clearance lights. | Yes / No | |
| | Sweeper warning lights shall include hydraulic filter restriction, air filter restriction, low spray water, hopper up, hopper full load and voltage. | Yes / No | |
| | For safety and to avoid damage to the main broom, side broom and elevator, all sweeping components shall automatically raise when transmission is put into reverse. | Yes / No | |
| | Sweeper shall have an electronic back-up alarm for additional warning and safety when in reverse | Yes / No | |
| Controls | All sweeper controls to be tactile rocker type style & shall be mounted on a fixed central console located between the left and right operators position. | Yes / No | |
| | The controls shall include all sweep, hopper, elevator, and lighting functions and shall all be located on the fixed operator control console. | Yes / No | |
| | Sweeper instruments shall include a hopper full indicator, main broom down pressure, hydraulic filter restriction indicator, sweeper out of level indicator, spray water indicator, a "raised" hopper indicator and a "full" hopper indicator to notify the operator of hopper conditions. | Yes / No | |

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|----------------|---|----------|--|
| | Two in-cab sweeper console mounted gauges that indicate the air pressure being used to hold the side brooms in its down position shall be supplied. There shall be one gauge for each side broom. | Yes / No | |
| Paint | Unit shall be painted with manufacturer's standard colour: White | Yes / No | |
| Manual | An operation manual shall be provided | Yes / No | |
| | A parts manual shall be provided | Yes / No | |
| | A Chassis operator's manual shall be provided | Yes / No | |
| Warranty | Manufacturer's warranty shall be submitted stating all warranties that comply with requirements, hours on entire sweeper, including all parts and labour | Yes / No | |
| | Specify Terms of warranty: (attach information as required) | | |
| Training | A qualified technician shall provide one (1) day of training for operators at the Community Services Department and shall include safety, operation, and maintenance of the unit. | Yes / No | |
| | Daily Maintenance Sheet to be provided with tender | Yes / No | |
| | Maintenance schedule to be provided with tender | Yes / No | |
| Delivery | Unit shall be delivered to Northville Community Services Yard | Yes / No | |
| | Specify delivery time: | | |
| Servicing | Provide nearest service location. Provide standard parts inventory available within 24 hours of request. | Yes / No | |
| References | Provide three (3) reference for the same make and model of sweeper quoted. Please provide Organization Name, Contact Name, and telephone number. | Yes / No | |
| Specifications | Provide manufacturers standard specification list for proposed unit | Yes / No | |

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) New Sweeper pursuant to all terms and conditions outlined in the Specification Section herein.

Price \$ _____

HST \$ _____

TOTAL RFP SUM \$ _____

2. Options

Provide Price for any recommended Options

Option _____ Price \$ _____

Supplier:

_____ Name

_____ Address

_____ City/Province

_____ Postal Code Phone Number

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

Signature of Authorized Person

Print Name

Title

Date

Signature of Witness

Print Name

Title

Date