



Town of South Bruce Peninsula

Tender PW 18-01

Half Ton Pickup Trucks (3)

Town of South Bruce Peninsula

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The Town of South Bruce Peninsula is seeking bids for the supply and delivery of three (3) new model year 2018 or 2019 half ton pickup trucks. The Town will also consider purchasing a demonstration vehicle with less than 6000 kilometres provided that it carries the same full warranty of a new vehicle. Sealed tenders will be received at the Town of South Bruce Peninsula Municipal Office until **2:00 pm** local time on **February 28, 2018**.

Bid packages and details may be obtained from the Town of South Bruce Peninsula Municipal Office, at the address below, or on the Town website at www.southbrucepeninsula.com

Award is subject to Town of South Bruce Peninsula approval and subject to budgetary constraints. The lowest or any bid will not necessarily be accepted. The Town of South Bruce Peninsula acknowledges and strives to abide by the MASH Annex.

**Manager of Financial Services
Town of South Bruce Peninsula
315 George St., PO Box 310
Warton ON N0H 2T0**

Information to Bidders

1 General

Sealed tenders will be received until **February 28, 2018 at 2:00 pm** in a sealed envelope clearly marked with the following:

<p style="text-align: center;">Half Ton Pickup Trucks (3) Tender PW 18-01</p> <p style="text-align: center;">Town of South Bruce Peninsula Attention: Manager of Financial Services 315 George St, PO Box 310 Warton ON, N0H 2T0</p>

The envelope is to include the bidding company name and return mailing address.

The bid must be submitted on the tender forms as provided by the Town of South Bruce Peninsula. No changes may be made to bids after they have been received. If more than one (1) tender is submitted by a bidder, the only one considered and opened will be the envelope with the most recent time/date of receipt. Electronically transmitted tender (i.e. fax or email) will not be considered.

2 Tender Requirements

The following **must** be completed and submitted with your bid:

- Tender Form T-1
- Tender Form T-2 – Pricing for Options
- Individual quote with all specifications for each offered unit
- Warranty and Service Agreement
- Statement by Bidder
- Addendum(s) (If any)

Bidders are required to prepare their bid in accordance with this tender document, as well as the Town of South Bruce Peninsula's Purchasing Procedures (<https://southbrucepeninsula.civicweb.net/filepro/documents/33329?preview=42721>).

The successful bidder will be required to enter into a contract with the Terms and Conditions as set out in the tender.

Bids shall be submitted on our tender form. A tender may be withdrawn any time prior to closing. Tenders that do not comply strictly with our terms and conditions or bids which are incomplete, obscure or made subject to further conditions or qualified may be rejected as informal or disqualified by the Town of South Bruce Peninsula.

The Town does not bind itself to accept the lowest or any tender. Bids must be legible and completed in ink or typewritten with all blanks filled in.

3 Bribery or Corrupt Practice

Should the successful bidder or any of his agents give, or offer any gratuity to, or attempt to bribe or influence any member of the Town Council, officers or servants of the Town, the Town of South Bruce Peninsula shall be at liberty to disqualify or cancel the purchase agreement forthwith.

4 Assignment and Sub-Letting

Potential bidders should be aware that the successful bidder shall not assign or sublet the agreement or any part thereof or any benefit or interest therein or thereunder, without the written consent of the Town of South Bruce Peninsula.

5 Payments

Payment by the Town of South Bruce Peninsula to the successful bidder will be made in accordance with the tender submission. Upon delivery of the unit, the successful bidder will submit an invoice to the Town of South Bruce Peninsula. Payment by the Town of South Bruce Peninsula to the successful bidder will be made within forty five (45) days of the date of the delivery of the invoice.

6 Sales Tax

The bidder will not include the Harmonized Sales Tax (HST) in the tender purchase price; within Tender Form T-1 there is a separate line item for HST.

Scope and Specifications

1 Scope of Work

This tender is for the supply and delivery of three (3) new model year 2018 or 2019 half ton pickup trucks, as specified. The Town will also consider purchasing a demonstration vehicle with less than 6000 kilometres provided that it carries the same full warranty of a new vehicle. Tenders submitted which do not meet the specifications will be considered incomplete and will therefore be disqualified.

The Town is willing to accept multiple bid submissions from bidders if bidders can offer units with differing options. If a bidder has the ability to offer both new or demo units, or can offer multiple units with different options, the Town will accept more than the requested three (3) submissions from the same bidder. Bidders shall include information for all offered units in a sealed envelope, clearly marked, and each submitted bid must have all quotation forms and relevant information included.

The Town does not guarantee that it will award the purchase to one bidder; depending on the submissions received, the Town may purchase units from one or multiple bidders.

2 Specifications

The Town requests that the units to be supplied meet or exceed the following criteria:

Quantity:	Up to Three (3)
Colour:	White (to match existing fleet)
Engine:	Gas, 6 or 8 cylinder
Transmission:	Automatic
Drivetrain:	Two (2) units to be 4 wheel drive (4WD) and one (1) to be two wheel drive (2WD), anti-slip differentials
Interior:	Cloth seats with 40/20/40 split front bench seats, air conditioning, factory installed AM/FM radio with Bluetooth, power windows, remote keyless entry, rubber or vinyl flooring and rubber or vinyl floor mats required
Tires:	All-terrain tires on minimum 17" rims with one spare tire included
Body:	Regular wheel base, rear bumper with Class III hitch and 7-pin wiring, mud flaps on all four wheels, box liner or spray-on bed liner, block heater, dripless undercoating, two (2) units (one 4WD and one 2WD) to be regular cab with standard (8') box and one (1) 4WD unit to be double cab (or equivalent) with 6.5' box

The vehicles must be supplied with suitable components to comply with the above specifications. Where minimums are called for, the vehicles must meet or exceed the capacity, size or performance specified.

This specification lists only the major details of a unit. Therefore, it is the supplier's responsibility to deliver a fully-equipped vehicle with compatible components to provide dependable, efficient service. Dealer markings or transfers are not to be applied to any vehicle.

Bidders shall include an individual quote, on company letterhead, for each vehicle being offered. The quote shall include all available specifications of the units including, but not limited to, each vehicle's engine size/rating, safety features, mechanical specifications, fuel efficiency information, and interior and exterior features.

The Town is also providing bidders with the opportunity to offer details and pricing for available options for the vehicle(s), and allows bidders to submit pricing for the options on Tender Form T-2. The Town does not bind itself to purchase any of the available options.

3 Delivery

The complete unit(s) is (are) to be delivered within 60 days of award of the tender. Delivery is to the South Bruce Peninsula Works Yard at 441048 Elm St, Wiarton, ON N0H 2T0, and is to be coordinated with Town staff during the hours of operations of the Public Works Yard (7:30 am – 3:00 pm). Within the bid submission, each bidder shall provide their work plan which shall indicate their schedule and ability to meet the Town's deadlines; preference will be given to bidders that can commit to an earlier delivery time.

4 Warranty and Service Agreement

The Town requires a minimum five (5) years or 160,000 km powertrain and body rust-through warranty. Bidders shall submit their full warranty package and available service agreement information. The Town also requests bidders supply a price and specifications for an optional extended warranty.

Note: 'Optional' warranties are not to be included in tender bid price – they will be decided on at a later date by the Town.

Within the bid submission, bidders shall indicate if they provide mobile repair services and/or provide the location of the nearest service department where the Town could have the new vehicles(s) serviced when required.

Tender Form T-1

Truck #1

Make: _____ Year: _____

Model: _____ New or Demo Unit
(circle)

Guaranteed delivery date: _____ If Demo, Specify number of kms: _____

Purchase Price (Delivery Included): \$ _____ (Excluding HST)

Any applicable taxes (other than HST): \$ _____ (Excluding HST)

HST: \$ _____

Total Tender Price (Delivery & taxes Included): \$ _____

Price firm for 30 days: Yes / No _____ Terms of Payment: _____
(circle)

Enclose an individual quote, on company letterhead, for the above vehicle. The quote shall include all available specifications of the units including, but not limited to, the vehicle's engine size/rating, safety features, mechanical specifications, fuel efficiency information, and interior and exterior features.

Company Name

Bidder's Initials

**Tender Form T-1
(continued)**

Truck #2

Make: _____ Year: _____

Model: _____ New or Demo Unit
(circle)

Guaranteed delivery date: _____ If Demo, Specify number of kms: _____

Purchase Price (Delivery Included): \$ _____ (Excluding HST)

Any applicable taxes (other than HST): \$ _____ (Excluding HST)

HST: \$ _____

Total Tender Price (Delivery & taxes Included): \$ _____

Price firm for 30 days: Yes / No _____ Terms of Payment: _____
(circle)

Enclose an individual quote, on company letterhead, for the above vehicle. The quote shall include all available specifications of the units including, but not limited to, the vehicle's engine size/rating, safety features, mechanical specifications, fuel efficiency information, and interior and exterior features.

Company Name

Bidder's Initials

**Tender Form T-1
(continued)**

Truck #3

Make: _____ Year: _____

Model: _____ New or Demo Unit
(circle)

Guaranteed delivery date: _____ If Demo, Specify number of kms: _____

Purchase Price (Delivery Included): \$ _____ (Excluding HST)

Any applicable taxes (other than HST): \$ _____ (Excluding HST)

HST: \$ _____

Total Tender Price (Delivery & taxes Included): \$ _____

Price firm for 30 days: Yes / No _____ Terms of Payment: _____
(circle)

Enclose an individual quote, on company letterhead, for the above vehicle. The quote shall include all available specifications of the units including, but not limited to, the vehicle's engine size/rating, safety features, mechanical specifications, fuel efficiency information, and interior and exterior features.

Company Name

Bidder's Initials

**Tender Form T-1
(continued)**

Having read and understood the Tender PW 18-01 for three (3) model year 2018 or 2019 half ton pickup trucks, I/we the undersigned hereby offer to supply the units for the quoted price, equipped in accordance with the attached tender specifications and delivered to the Town of South Bruce Peninsula Works Yard at 441048 Elm St, Warton, ON.

Company Name

Signature of Authorized Person

Name (Please Print)

Address

E-mail Address

Phone

Fax

Date

Bidder's Initials

Tender Form T-2

Pricing for Options

	Type/Specification/Description	Price
Extended Warranty (specify details)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		

 Company Name

 Bidder's Initials



Statement by Bidder

Bid Document Name: **Half Ton Pickup Trucks (3)**

Bid Document Number: **PW 18-01**

Bidder Company Name: _____

Bidder Company Address: _____

1. I/We have reviewed all terms and conditions of all forms included as part of this bid package.
2. I/We have read and understand all of the terms and conditions of the forms included as part of this bid package.
3. I/We understand that if our bid is successful, all requirements of the successful bidder as outlined in this bid document will be completed by the time and in the format required.

Dated at _____ this _____ day of _____, 20____.

Witness

Signature of Authorized Person

Name (Please Print)

Position