



**Town of South Bruce Peninsula**

**Quotation 19-09**

**Half-Ton Pickup Truck**

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#### **Half-Ton Pickup Truck**

The Town of South Bruce Peninsula is seeking bids for the supply and delivery of one (1) new model year 2019 or 2020 half-ton pickup truck. Sealed bids will be received at the Town of South Bruce Peninsula Municipal Office until **3:00 pm** local time on **March 21, 2019**.

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](http://www.southbrucepeninsula.com)

Award is subject to Town of South Bruce Peninsula approval. The lowest or any bid will not necessarily be accepted.

**Lara Widdifield, C.E.T.**  
**Director of Public Works**  
**Town of South Bruce Peninsula**  
**315 George St., PO Box 310**  
**Warton ON N0H 2T0**  
**(519) 534-1400**

## Information to Bidders

### 1 General

Bids will be received until **March 21, 2019 at 3:00 pm** in a sealed envelope clearly marked with the following:

**Half-Ton Pickup Truck**  
Quotation 19-09

**Town of South Bruce Peninsula**  
Attention: Lara Widdifield, C.E.T.  
Director of Public Works  
315 George St, PO Box 310  
Wiarton ON, N0H 2T0

**The envelope is to include the bidding company name and return mailing address and reference the quotation number.**

The bid must be submitted on the quotation 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) quotation 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 quotations (i.e. fax or email) will not be considered.

### 2 Quotation Requirements

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

- Quotation Form Q-1
- Quotation Form Q-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 quotation 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 purchase agreement with the Terms and Conditions as set out in the quotation.

Bids shall be submitted on our quotation form. A quote may be withdrawn any time

prior to closing. Quotations 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 quotation. 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 quotation 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 quotation purchase price; within Quotation Form Q-1 there is a separate line item for HST.

### **7 Accessibility**

As of January 1, 2012, bidders must meet the requirements of the Customer Service Standard of the Accessibility for Ontarians with Disabilities Act (AODA). This document can be made available in other accessible formats, where practicable, upon request.

## **8 Freedom of Information and Ownership of Documents**

Any personal information required on the quotation forms is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act. This information will be an integral component of the quote submission.

All written quotations received by the Town become a public record and once a quotation is accepted by the Town, all information contained in them is available to the public, including personal information. Bidders may mark any part of their submission as confidential except for the total contract/submission price and the bidder's name. The Town will use its best efforts not to disclose any information so marked but shall not be liable to a bidder where information is disclosed by virtue of an order of the Privacy Commissioner or otherwise as required by law. Upon award, the Town may release the name of the successful bidder and the total bid price of the successful bidder.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, as amended, should be directed to:

Town of South Bruce Peninsula  
Attention: Clerk  
315 George St, PO Box 310  
Warton ON, N0H 2T0  
519-534-1400 ext. 122

All documents, including proposals, submitted to the Town of South Bruce Peninsula will become the property of the Town. If bidders desire their quotation submission to be protected from disclosure under the above legislation, please provide a signed letter enclosed with the quotation outlining the part of the submission to be protected. This letter will not guarantee that there will never be disclosure, but it does lay the groundwork for handling an application for disclosure by a third party under this legislation.

## **9 Conflict of Interest**

In addition to complying with the conflict of interest provisions, each bidder must declare in its submission any conflict of interest (actual or potential) which exists now or may exist in the future in respect of its participation in the quotation process, the submission of its quotation, and, if selected, the performance of its responsibilities. The Town will determine, in their sole discretion, whether any situation constitutes or may constitute a real or potential conflict of interest and reserves the right, in its sole discretion, to disqualify any bidder.

Bidders must also describe in the quotation, their process for identifying, disclosing, reporting and dealing with conflicts of interest that may arise in the future.

## Scope and Specifications

### 1 Scope of Work

This quotation is for the supply and delivery of one (1) new model year 2019 or 2020 half-ton pickup truck, as specified. Quotes 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. 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.

### 2 Specifications

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

Quantity:	One (1)
Colour:	White (to match existing fleet)
Engine:	Gas, 8 cylinder
Transmission:	Automatic
Drivetrain:	Unit to be 4-wheel drive (4WD) with anti-slip differentials
Interior:	Cloth seats with 40/20/40 split front bench seats, air conditioning, factory installed AM/FM radio with Bluetooth, USB ports, power outlet-110-volt AC, power windows with factory tinted glass, remote keyless entry, rubber WeatherTech floor mats front and rear installed
Tires:	Four (4) aluminum rims installed with all-season P265/70R17 tires, additionally supply four (4) steel rims installed with P235/75R17 Bridgestone Blizzak snow tires, supply one spare tire
Body:	Regular wheel base, rear bumper with full trailer towing package with a minimum Class III hitch, 7-pin wiring, and factory installed brake controller, mud flaps on all four wheels, spray-on bed liner including tailgate, block heater, Krown dripless undercoating, double cab (or equivalent) with 6.5' box, factory running boards installed, vehicle shall be plated and licensed to the end of 2019

The vehicle must be supplied with suitable components to comply with the above specifications. Where minimums are called for, the vehicle 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 the vehicle being offered. The quote shall include all available specifications of the unit including, but not limited to, the 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 and allows bidders to submit pricing for the options on Quotation Form Q-2. The Town does not bind itself to purchase any of the available options.

### **3 Delivery**

The complete unit is to be delivered within 60 days of award of the quotation. 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 delivery schedule and ability to meet the Town's deadlines; preference may 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 as a provisional item. It is anticipated that the truck may travel approximately 40,000 - 50,000 km annually.

Note: 'Optional' warranties are not to be included in 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 serviced when required. The Town generally performs routine oil changes in-house.

### Quotation Form Q-1

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

Model and Trim Level: \_\_\_\_\_

Guaranteed delivery date: \_\_\_\_\_

**Purchase Price** (Delivery Included): \$ \_\_\_\_\_ (Excluding HST)

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

**HST (13%)**: \$ \_\_\_\_\_

**Total Quotation 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

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bidder's Initials



### Quotation Form Q-2

#### Pricing for Options

	Type/Specification/Description	Price
<b>Provisional Extended Warranty</b> (specify details)		
<b>Other</b> (specify)		
<b>Other</b> (specify)		
<b>Other</b> (specify)		
<b>Other</b> (specify)		
<b>Other</b> (specify)		
<b>Other</b> (specify)		

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Bidder's Initials



## Statement by Bidder

Bid Document Name: Half-Ton Pickup Truck

Bid Document Number: 19-09

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