



Town of South Bruce Peninsula

Quotation 20-02

Three Quarter-Ton Pickup Truck

Town of South Bruce Peninsula

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The Town of South Bruce Peninsula is seeking bids for the supply and delivery of one (1) new model year 2020 three quarter-ton pickup truck. Sealed bids will be received at the Town of South Bruce Peninsula Municipal Office until **3:00 pm** local time on **January 23, 2020**.

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. 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 **January 23, 2020 at 3:00 pm** in a sealed envelope clearly marked with the following:

Three Quarter-Ton Pickup Truck
Quotation 20-02

Town of South Bruce Peninsula
Attention: Lara Widdifield, C.E.T.
Director of Public Works
315 George St, PO Box 310
Warton 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 – Specifications Checklist
- Quotation Form Q-3 – 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](#). The successful bidder will be required to enter into a contract 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 A quote may be withdrawn any time prior to closing.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 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.

6 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.

7 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.

8 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.

9 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.

Scope and Specifications

1 Scope of Work

This quotation is for the supply and delivery of one (1) new model year 2020 three quarter-ton 4WD pickup truck with extended cab. 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 separate sealed envelopes, each clearly marked, and each submitted bid must have all quotation forms and relevant information included.

2 Specifications

The Town is accepting bids for the supply and delivery of a new extended cab 4WD three-quarter-ton pickup truck. Bidders shall complete Form Q-1, Form Q-2, and Form Q-3 providing details on their supplied unit, including available options.

The vehicle must be supplied with suitable components to comply with the specifications in the Form Q-2 "Specification Checklist". 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 this 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 seeking to obtain pricing for some options for the vehicle, and requests bidders submit pricing for the requested options on Quotation Form Q-3. Bidders may also include details and pricing for any additional options they can offer. The Town does not bind itself to purchase any of the requested 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 to supply a price and specifications for an optional extended warranty as a provisional item. It is anticipated that the truck may travel approximately 10,000 - 20,000 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 (circle) Terms of Payment: _____

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)

Address

E-mail Address

Phone

Fax

Date

Bidder's Initials

Quotation Form Q-2

Specifications Checklist

	Requirements	Confirmation	List Deviations and Product Specifications if Unit Differs from Requirements
General Specifications			
1	Colour – White (to match existing fleet)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Heavy-duty chassis frame	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	6 Litre V8 gas engine (minimum)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	6 speed automatic transmission with transmission oil cooler	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Trailer towing package including factory installed trailer brake controller	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Extended/double cab (or equivalent)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	GVWR 4309 kg (9,500 lb.) minimum	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Two stage multi leaf rear springs (or comparable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	Limited slip differential (3.73) ratio	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	Heavy duty gas shock absorbers	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	Integral power assisted steering	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12	Power assisted brakes	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13	Brakes shall be disk 4-wheel anti-lock type system	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14	Factory installed cab access steps (running boards)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

 Company Name

 Bidder's Initials

	Requirements	Confirmation	List Deviations and Product Specifications if Unit Differs from Requirements
15	Oil filter shall be a full flow replaceable filter	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16	4-wheel drive (4WD)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17	Full size spare tire, wheel wrench and jack	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18	Extended Life Anti-freeze (-32°F)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
19	Block heater - 400 watt immersion type	<input type="checkbox"/> Yes <input type="checkbox"/> No	
20	Four (4) All Season LTX/MS 275/70R-18 radial 10 ply tires (minimum)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
21	Four (4) Blizzak 275/70R18 winter snow tires installed on steel rims	<input type="checkbox"/> Yes <input type="checkbox"/> No	
22	Fuel tank 130 liters minimum capacity	<input type="checkbox"/> Yes <input type="checkbox"/> No	
23	Alternator, minimum 200 amp	<input type="checkbox"/> Yes <input type="checkbox"/> No	
24	Heavy duty dual batteries, minimum 750 CCA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
25	Dual electric intermittent pulse wipers and washers	<input type="checkbox"/> Yes <input type="checkbox"/> No	
26	Standard heater/defroster	<input type="checkbox"/> Yes <input type="checkbox"/> No	
27	Factory installed Air Conditioning	<input type="checkbox"/> Yes <input type="checkbox"/> No	
28	Interior dome roof reading light supplied	<input type="checkbox"/> Yes <input type="checkbox"/> No	
29	12 Volts accessories power plug	<input type="checkbox"/> Yes <input type="checkbox"/> No	
30	Factory installed AM/FM radio – with Bluetooth	<input type="checkbox"/> Yes <input type="checkbox"/> No	

 Company Name

 Bidder's Initials

	Requirements	Confirmation	List Deviations and Product Specifications if Unit Differs from Requirements
31	USB Ports	<input type="checkbox"/> Yes <input type="checkbox"/> No	
32	Windshield and windows standard tinted glass	<input type="checkbox"/> Yes <input type="checkbox"/> No	
33	Wide load exterior mirrors – dual split with convex and extension	<input type="checkbox"/> Yes <input type="checkbox"/> No	
34	Standard cloth 40/20/40 split bench seat	<input type="checkbox"/> Yes <input type="checkbox"/> No	
35	Accessory Switches – 4 x 30-amp circuits to facilitate installation of aftermarket electrical accessories	<input type="checkbox"/> Yes <input type="checkbox"/> No	
36	Power windows and power door locks with remote keyless entry	<input type="checkbox"/> Yes <input type="checkbox"/> No	
37	Tilt steering	<input type="checkbox"/> Yes <input type="checkbox"/> No	
38	WeatherTech rubber floor liners	<input type="checkbox"/> Yes <input type="checkbox"/> No	
39	Interior Vinyl floors	<input type="checkbox"/> Yes <input type="checkbox"/> No	
40	Back Up Alarm	<input type="checkbox"/> Yes <input type="checkbox"/> No	
41	Krown dripless undercoating	<input type="checkbox"/> Yes <input type="checkbox"/> No	
42	Full trailer towing package with a minimum Class III hitch, 7-pin wiring, and factory installed brake controller	<input type="checkbox"/> Yes <input type="checkbox"/> No	
43	Electric power pack with dash mounted controls and 150-amp inline circuit protection wired to key switch	<input type="checkbox"/> Yes <input type="checkbox"/> No	
44	Vehicle shall be plated and licensed (max allowable weight.) to the end of 2020	<input type="checkbox"/> Yes <input type="checkbox"/> No	
45	P.M.C.V.I inspection sticker affixed	<input type="checkbox"/> Yes <input type="checkbox"/> No	

 Company Name

 Bidder's Initials

Quotation Form Q-3

Pricing for Options

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

Company Name

Bidder's Initials



Statement by Bidder

Bid Document Name: Three Quarter-Ton Pickup Truck

Bid Document Number: 20-02

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