



The Corporation of North Algona Wilberforce Township

1091 Shaw Woods Road, Eganville, Ontario
TEL: (613) 628-2080 ☎ FAX: (613) 628-3341
WEBSITE www.nalgonawil.com

REQUEST FOR PROPOSAL

RFP-NAW-2024-04

ONE (1) ONLY

**Gas 150/1500 Series (1/2 Tonne) Truck
Sealed Proposals will be received until:**

Closing Date: 2:00 p.m. Friday, May 17, 2024.

The Township office will be open for drop-off at this time. (Reception).

**RFP will be opened on May 17, 2024, at 2:15 p.m. Local Time at the
Township Office, 1091 Shaw Woods Road, Eganville, ON.**

**No decision will be made at the opening,
only the opening and recording of the proposals received.**

**For the Supply and Delivery of the above equipment.
Interested parties may obtain RFP documentation by emailing the undersigned.**

Sealed Proposals with the words:

“NAW-2024-04”

150/1500 Series (1/2 Tonne) Truck

**Electronic Submissions are acceptable to the undersigned.
Lowest or any quotation not necessarily accepted.**

Mr. Adrian Tomasini
Public Works Superintendent
North Algona Wilberforce Township
1091 Shaw Woods Road
Eganville, Ontario, Canada K0J 1T0
Phone: (613) 628-2080 Ext. 206 Cell: (613) 639-5612
publicworks@nalgonawil.com

CONTRACT REVIEW CHECKLIST

The Corporation of North Algona Wilberforce Township

This is NOT a Contract Document.

Proponents are solely responsible for the regularity of their own bids; however, to assist Proponents, the Corporation advises all Proponents to review their bids with the following questions in mind:

1. Has your firm's name and address been entered?
2. Has your firm's Total Proposal Price been entered?
 - is it in words?
 - is it in numbers?
 - do the words and the numbers agree?
3. Has the Proposal been signed properly?
 - Corporation – signed and sealed
 - Partnership – two partners sign and a witness signs
 - Sole Proprietorship – owner signs and a witness signs
4. Has EACH ITEM in the Schedule of Prices been completed?
5. Has the Sub Total been entered?
6. Has the Total been entered?
7. Does the Total in the Schedule of Prices agree with the Total in the Proponent's Offer?
8. Have any strikeouts or changes been made to the Schedule of Prices? If so, have they been initialled?
9. Have all the documents been completed in ink or in type?
10. Has your firm checked to see that it has received all Addenda?
11. Have all Addenda been submitted with the Proposal Documents?
12. Has your firm used the Forms provided by North Algona Wilberforce Township to submit a bid?
13. Has your firm obtained and reviewed all RFP Documents?
14. Has your firm ensured that the bid is NOT QUALIFIED by any restrictive statements written in the documents by your firm?
15. Have ANY changes (overwriting's, strikeouts, erased, etc.) been initialled by the Proponent?
16. Has the Proposal Deposit been included, if required?
17. Is it in a sealed envelope?

PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS

SEALED PROPOSALS on forms supplied by the North Algona Wilberforce Township will be received by the undersigned until **2:00 p.m. Friday, May 17, 2024**, for the following:

RFP-NAW-2024-04
150/1500 Series (1/2Tonne) Truck

**The
Corporation
of North Algona Wilberforce Township**

**RFP-NAW-2024-04
150/1500 Series 4X4 (1/2 Tonne) Truck - Gas**

Proponent	Total Tender Amount (From Section FT-4)
	\$ _____

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SECTION A
Proposal

SECTION A INDEX
Proposal

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PART I Proposal

Sealed Proposals are invited for the execution of the works described herein.

Proposal Number **RFP-NAW-2024-04**

Described as **150/1500 Series (1/2 Tonne) Truck**

Proposals shall be addressed to:

Corporation of North Algona Wilberforce Township
1091 Shaw Woods Road
Eganville, ON
K0J 1T0

Attn: Public Works Superintendent

(Hereinafter the Corporation)

Proposals shall be received **until 2:00 p.m. local time, Friday, May 17, 2024**, in the office of the Public Works Superintendent, at the address given above.

Proposals received by this time, date and at the location specified above, shall be opened and read at 2:15 p.m. local time at the Municipal Office. **Public reading of a Proposal does not imply any decision by the Corporation on whether a Proposal is or is not irregular.**

PART II **RFP CONDITIONS****TC-1** **Completion and Submission of Proposal**

- 1.1 The Proponent shall complete all documents pertaining to this Contract in ink or in type.
- 1.2 If the Proponent is a Corporation, an authorized officer of the Corporation shall sign the Form of Tender and shall affix the Corporate Seal.
- 1.3 If the Proponent is a partnership, a minimum of two partners shall sign the Form of Proposal and the signatures shall be witnessed.
- 1.4 If the Proponent is a sole proprietorship, the sole proprietor shall sign the Form of Proposal and the signature shall be witnessed.
- 1.5 The Proponent shall submit their Proposal by the date and time specified in Part I of the RFP.
- 1.6 The Proponent shall submit to the Corporation:
- a. the Proposal and
 - b. all Addenda issued by the Corporation, with respect to this Contract.
- 1.7 The Proponent shall submit the Proposal on the forms provided by the Corporation and the Proponent shall submit the Proposal in a sealed envelope.

TC-2 **Deposit**

- 2.1 A Deposit is not required for this Contract.

TC-3 **Agreement to Bond**

- 3.1 An Agreement to Bond is not required for this Contract.

TC-4 **Addenda**

- 4.1 The Proponent shall ensure that its name and address for receipt of Addenda are included on the Corporation's list of firms to whom Addenda to this Contract, if any, are to be sent. Inclusion on the Corporation's list does not absolve the Tenderer of its responsibilities set out in Section TC-9.1 of the Tender.

TC-5 **Irregular Proposals**

- 5.1 The Corporation shall be the sole judge of whether or not a Proposal is irregular.

TC-6 **Unbalanced Proposals**

6.1 The Proponent shall not submit an unbalanced Proposal.

6.2 The Corporation shall have the right to:

- a. deem a Proposal to be unbalanced and
- b. reject a Proposal, which it deems to be unbalanced.

TC-7 **Collusion**

7.1 The Proponent shall not engage in collusion of any sort and in particular, shall:

- a. ensure that no person or other legal entity, other than the Proponent, has any interest in the Proponent's Proposal, and
- b. prepare their Proposal without any knowledge of comparison of figures with or arrangement with any other person or firm preparing a Proposal for the same work.

TC-8 **Right to Accept or Reject Proposals**

8.1 Notwithstanding any other provision in this Contract, the Corporation shall have the right to:

- a. accept any Proposal;
- b. reject any Proposal, and
- c. reject all Proposals.

8.2 The Corporation reserves the right to reject a Proposal of any Proponent who does not furnish satisfactory evidence of sufficient capital, plant and experience to successfully execute and complete the work.

8.3 Without limiting the generality of Section TC-8.1 the Corporation shall have the right to:

- a. accept an irregular Proposal;
- b. accept a Proposal which is not the lowest Bid, and
- c. reject a Proposal even if it is the only Bid received by the Corporation.

8.4 Acceptance of the Proposal shall occur at the time the Corporation awards the Proposal and not necessarily at the time the award is communicated to the successful Proponent.

TC-9 **Contract Documents**

9.1 The Contractor shall obtain and review all Contract Documents listed in the Form of Proposal and all addenda issued by the Corporation, pertaining to this Contract.

TC-10 **Errors, Omissions and Discrepancies in the Contract Documents**

- 10.1 If the Proponent finds any errors or omissions in or discrepancies among the Contract Documents, they shall immediately notify the Corporation at the address specified in Part I of the RFP.
- 10.2 No oral explanation or interpretation by any person shall modify any of the Contract Documents.

TC-11 **Irrevocability of Offer**

- 11.1 The Proponent shall not revoke its offer until after the expiration of Thirty (30) days after the opening of the Proposals by the Corporation.

TC-12 **Successful Proponent - Bonds**

- 12.1 Bonds are not a requirement for this Contract.

TC-13 **Successful Proponent - Workplace Safety & Insurance Board Certificate of Clearance**

- 13.1 If requested, the successful Tenderer shall provide the Corporation with a valid Workplace Safety and Insurance Board Certificate of Clearance, to the satisfaction of the Corporation's Solicitor.

TC-14 **Successful Proponent - Execution of Form of Agreement**

- 14.1 Execution of a Form of Agreement is not a requirement of this contract.
- 14.2 The Corporation shall issue a Purchase Order to the successful Proponent to indicate acceptance of the contract.

TC-15 **Successful Tenderer - Insurance**

- 15.1 Insurance is not a requirement for this Contract.

TC-16 **Successful Tenderer – Time for Completion**

- 16.1 The Contractor shall schedule their work under this contract to comply with the following requirements:
- a. delivery of the completed unit shall occur on or before:

(Proponent to insert date, ASAP- In Stock if applicable)

- 16.2 The Contractor shall complete the work by the time specified in the Proposal, unless an extension of time is granted.
- 16.3 If the Public Works Superintendent grants the Contractor an extension of time, the Contractor shall complete the work by the revised specified time for completion.

TC-17 **Successful Proponent - Liquidated Damages**

- 17.1 A penalty of 0.5% of the contract price will be assessed for each calendar day that delivery of the completed unit is delayed beyond the time indicated in section TC-16.1.

TC-18 **Successful Proponent - Submission of Documentation**

- 18.1 The successful Proponent shall submit the documentation required by Sections TC-13, TC-14 and TC-15 within seven (7) working days of the day the Corporation notifies the successful Proponent that the documentation should be sent to the Corporation.
- 18.2 If the successful Proponent fails to comply with Section TC-18.1, the Corporation may, in its sole discretion, withdraw its acceptance of the Proposal and the Proponent shall have no recourse whatsoever against the Corporation.

TC-19 **Pricing**

- 19.1 Prices quoted shall be the net cost to the Corporation and shall include all associated costs (i.e. labour, equipment, material, applicable licences, and permits) and all other associated costs required to perform the service to the complete satisfaction of the Corporation.
- 19.2 All Canadian Federal and Provincial of Ontario rebates shall be included in the net cost.
- 19.3 Prices quoted shall remain firm for the period of the Agreement.

TC-20 **Payment**

- 20.1 Payment will be made after delivery and satisfactory acceptance of the vehicle(s).

TC-21 **Tax Status**

- 21.1 The price quoted shall be in Canadian funds and shall include all duty, custom clearances and all other charges now in force.

21.2 Subject to Harmonized Sales Tax (HST), this took effect July 1, 2010 at 13%. Effective July 1, 2010, the schedule of rates and fees applicable to this contract will be adjusted to account for the HST.

TC-22 **Basis of Award**

22.1 It is the Corporation's intent to award on a total unit price as Proposed; however, the Corporation reserves the right to award on a line item basis, to the lowest responsive bidders, if deemed to be in the best interest of the Corporation.

22.2 The Corporation reserves the right to disqualify any Proposal that is incomplete or is otherwise not submitted in strict accordance with the terms and conditions set forth in this Contract. The Corporation reserves the right to accept or reject any or all Proposals, should it be deemed to be in the best interest of the Corporation. Should only one (1) Proposal be received, the Corporation reserves the right to reject it.

PART III **FORM OF RFP**

FT **Proponents Information**

Company Name: _____

Address: _____

City/Province/Postal Code: _____

Phone Number: _____

Fax Number: _____

Contractor's Signature

Business Partner's Signature
(only if required by TC-1)

Witness's Signature
(only if required by TC-1)

Corporate Seal (if applicable)

FT-1 **Contract Documents**

1.1 The Contract Documents for Contract **RFP-2024-04** are:

- a. Request for Proposal
 - i. Part I.....RFP Call
 - ii. Part IIRFP Conditions
 - iii. Part III.....Form of RFP
- b. Special Provisions – General
- c. All Addenda Issued Pertaining to this Proposal

FT-2 **Proponent’s Declarations**

2.1 The Proponent declares that it has obtained and read the Contract Documents.

2.2 The Proponent declares that it understands and agrees to be bound by the Contract Documents.

2.3 Without limiting the generality of Section FT-2.2, the Proponent declares that it has, at the time of Proposal, fulfilled all of those obligations under the Contract, which are required to be fulfilled by the time of Proposal.

2.4 The Proponent declares that all information, which it has provided or will provide to the Corporation, is true.

FT-3 **Proponent’s Offer**

3.1 The Proponent offers to do the work in accordance with the Contract Documents.

3.2 The Proponent offers to do the work and to accept payment at the unit prices specified in the Schedule of Prices in Section FT-4 of the Tender, in accordance with the Contract Documents.

3.3 The Proponent Total Proposal Price, based on the estimated quantities in the Schedule of Prices is:

\$ _____
(price in words)

(\$ _____)
(price in numbers)

FT-4

Schedule of Prices

No.	Item	Price
1.	150/1500 Series (1/2 Tonne) Truck Make _____ Model _____ Year _____ (NEW)	\$ _____ (Item 1 total)

Total Bid Price (items 1) \$ _____

Air Conditioning Tax \$ _____

HST 13 % \$ _____

TOTAL PROPOSAL AMOUNT \$ _____
(Transfer to Front Page)

****Delivery Date:** _____
(Proponent to insert date)

Firm Name

Authorized Signature

Date

SECTION B
SPECIAL PROVISIONS - GENERAL

SECTION B INDEX
SPECIAL PROVISIONS – GENERAL

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Proponent must provide all following specifications as minimums and may provide a higher specification where required.

PART I **SPECIAL PROVISIONS – GENERAL**

SPG-1 **General Information**

- 1.1 The specifications describe a new 4-wheel drive, 150/1500 Series (1/2 Tonne) Truck, Gas powered, V8 engine, automatic transmission The cab shall be a 4 door crew cab with 8’ (foot) box model with cloth seats.
- 1.2 Bids may not be considered if the product on which a price is submitted, does not meet all of the requirements or the Bidder does not confirm compliance with all items by marking “YES” in the confirmation column or does not provide the required information where “SPECIFY” is noted in the confirmation column.
- 1.3 Only the major details are listed. It is the supplier’s responsibility to deliver a fully equipped unit, with compatible components that will provide dependable, efficient service. **Where minimums are given, the unit must meet or exceed the capacity, size and performance specified.**
- 1.4 Quoted units must comply with the following specifications in all aspects. Alternative components that meet the requirements but are not identified in the specifications must be approved by the Public Works Superintendent’s Office, prior to the RFP Closing.
- 1.5 It will be the responsibility of the supplier to obtain any MTO Standards referred to in the following specifications.
- 1.6 The unit must be a new to current year standard production model, for the model year in which it will be delivered and must comply with all Federal and Provincial Legislation in effect, at the time of delivery.
- 1.7 The Proponent is responsible for all Warranty Service.
- 1.8 The vehicle must meet the provisions of the Canada Motor Vehicle Safety Act and the Regulations made thereunder, which are in effect on the date of manufacturing of the vehicle.
- 1.9 **Please note that licencing will be the responsibility of the proponent but at an extra cost to the Township.**
- 1.10 The completed units shall be delivered to the North Algona Wilberforce Township, Township Office, 1091 Shaw Woods Road, Eganville, Ontario
- 1.11 The unit is to be completed & supplied with all equipment and mounted and ready for the road in good operational order.
- 1.12 The proposal will be scored equally by three parameters, Price (33 points), Unit Quoted (33 points) and Earliest Delivery Schedule (33 points).

SPG-2

Crew Cab 8' Box- V-8 Gas - 4X4, Single Rear Wheel

No.	DETAILED SPECIFICATIONS	CONFIRMATION
1.	<p><u>Year, Make & Model</u></p> <p>Specify the year, make and model of the unit being quoted. New to Current Year</p> <p>The vehicle shall meet or surpass the mandatory requirements of the Canada Motor Vehicle Safety Act and its regulations, which are in effect on the date of manufacturing. The vehicle must also bear the National Safety Mark.</p>	<p>Year: _____</p> <p>Make: _____</p> <p>Model: _____</p> <p>Yes: _____</p>
2.	<p><u>Weight Ratings</u></p> <p>GVWR (Gross Vehicle Weight Rating) equipped from factory to handle potential plow system.</p> <p>.</p> <p>.</p>	<p>Specify: _____</p> <p>Yes: _____</p>

<p>3. <u>Brakes</u></p>	<p>Service brakes – Full Power Assisted - Hydraulic</p> <p>Electronic brake controller with 7 pin socket</p>	<p>Yes: _____</p> <p>Yes: _____</p>
<p>4. <u>Suspension</u></p>	<p>Suspension Front & Rear.</p>	<p>Specify: <u>Front: _____</u></p> <p><u>Rear: _____</u></p>
<p>5. <u>Wheels & Tires</u></p>	<p>5- LT265/70Rx17E 17-inch Steel Wheels, Minimum</p> <p>Less TPMS (Tire pressure monitoring system)</p>	<p>Yes: _____</p> <p>Specify Size: _____</p> <p>Load Range: _____</p> <p>Specify Make: _____</p> <p>Yes: _____</p>

6.	<p><u>Engine</u></p> <p>V-8</p>	<p>Yes: _____</p> <p>Specify: _____</p> <p>_____</p>

7.	<p><u>Transmission</u></p> <p>Minium Automatic 6 Speeds Forward</p> <p>4x4 electronic shift on the fly Transfer case</p>	<p>Yes: _____</p> <p>Specify: _____</p> <p>Yes: _____</p>
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8.	<p><u>Engine Equipment</u></p> <p>Alternator Heavy Duty</p> <p>Heavy Duty Battery Maintenance free shall be provided.</p> <p>Air Conditioning</p> <p>Engine block heater shall be supplied.</p>	<p>Yes: _____</p> <p>Specify: _____</p> <p>Yes: _____</p> <p>Specify: _____</p> <p>Yes: _____</p> <p>Yes: _____</p>
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<p>9.</p>	<p><u>CAB:</u></p> <p>Four (4) door Crew Cab shall be supplied.</p> <p>Seats shall be grey, dark grey or black.</p> <p>40/20/40 Split Style Cloth Seat.</p> <p>Quality Seat Covers shall be supplied and installed</p> <p>Air Conditioning shall be supplied.</p> <p>Tachometer shall be supplied.</p> <p>Rubber floor shall be supplied (installed).</p> <p>Power mirrors -, complete with built in heaters shall be supplied.</p> <p>AM/FM radio (electronic) with clock shall be supplied.</p> <p>Power Windows</p> <p>Aux power switches</p>	<p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p>
<p>10.</p>	<p><u>Lights</u></p> <p>Low profile Construction beacon light- with amber and blue lens installed on a “Back Rack”</p>	<p>Yes: N/A _____</p> <p>Yes: N/A _____</p>
<p>11.</p>	<p><u>Paint</u></p> <p>Unit supplied shall be “white or red” in colour.</p>	<p>Yes: _____</p>
<p>12.</p>	<p><u>Attachments/Exterior</u></p> <p>Operator's manual and line ticket shall be supplied.</p> <p>Service manuals shall be supplied.</p>	<p>Yes: _____</p> <p>Yes: _____</p>

	<p>Fire Extinguisher (mounted behind seat)</p> <p>Spray in box liner</p> <p>A trailer towing package- hitch, wiring harness and other associated equipment shall be provided.</p> <p>Mud flaps/Splash Guards to be supplied and installed</p>	<p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p>
<p>13.</p>	<p><u>Warranty</u></p> <p>The truck shall be covered by the standard manufacturer's warranty, a description of which shall be included with the RFP documents</p>	<p>Yes: _____</p>