

The Township of Rideau Lakes



Rideau Lakes

Request for Proposal (RFP) One (1) Light Duty Inspection Truck

DS2024-01

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1.0 Information to Bidder

General Description

Bids are hereby requested for the purchase of one (1) 2024 light-duty inspection truck.

All units supplied shall be complete and operational at the time of pickup. The successful bidder shall supply any equipment not specifically mentioned herein necessary for the successful operation of the equipment. The units shall conform to the Motor Vehicle Specifications attached with required optional equipment.

Specifications are for guideline purposes to all bidders and the municipality will consider equal or better options that suit the Municipality's needs. The truck shall be f.o.b. the Dealership, and shall include freight, service and preparatory charges.

The Work

This agreement may not be assigned or subcontracted in whole or in part by the Supplier, without prior written consent of the Manager of Development Services.

All supplies are subject to Council budget approval. The Township reserves the right to discontinue this RFP process and review at any time and not move forward with awarding a contract.

Inquiries During RFP Period

All inquiries relative to these RFP documents shall be directed to Malcolm Norwood, Manager of Development Services at mnorwood@rideaulakes.ca or call 1-800-928-2250 Ext 236.

No information provided orally by the Township shall be binding, nor shall it alter the requirements in any way.

Bid Submission

The Bidder shall comply with the following instructions. Those failing to do so may be subject to disqualification.

Bids shall be made in the format specified in this section and include the forms in Section 2.

The tender forms supplied by the Township of Rideau Lakes must be used and submitted in a sealed envelope, clearly marked with the following:

**Tender DS2024-01
Malcolm Norwood, Manager of Development Services
Township of Rideau Lakes
1439 County Rd 8
Delta, ON K0E 1G0**

Bids must be mailed or delivered to the Township Office. Fax transmissions and emails will not be accepted.

Bids will be received until 3:00p.m. E.S.T., May 9, 2024. It is the Bidder's responsibility to ensure that the bid submission is received by the Township prior to the submission deadline.

All bids received will be held, unopened, and in strict confidence until after the closing date and time.

All entries must be clear and legible and made in ink. All items shall be bid according to any instructions in this document and with entries made for unit price, lump sum, extensions and totals as appropriate.

RFP's that are incomplete, conditional, illegible and obscure or have reservations, erasures, alterations, additions not called for, or irregularities of any kind may be rejected. Erasures, overwriting or strikeouts are to be initialed by the person signing for the Bidder.

The forms must be signed in the space provided by an authorized official of the Bidder. If a joint bid is submitted, it must be signed on behalf of each Bidder.

Price Submission

The price shall include total costs, in Canadian Dollars. All prices in Form "B" Unit Bid Price Form shall not include HST. The Municipality of the Township of Rideau Lakes meets the definition under the Broader Public Sector to access Ontario Government purchasing discounts and Vendors of Record; please price accordingly.

Cost of Submission

The Township will not be liable nor reimburse any Bidder for any costs incurred in developing a submission, attending meetings/interviews, demonstrating the goods and or services, legal services, or any other services that may be required in responding to this RFP.

Alteration to Bid Submission

An RFP price may be altered by submitting another Form "B" Unit Bid Price Form at any time, up to the specified time and date for the closing. The last Form "B" Unit Bid Price Form received shall supersede and invalidate all previously submitted by the Bidder.

Withdrawal of Bid Submission

A Bidder who has submitted a response to this RFP may request that such response be withdrawn. Withdrawals shall be completed and shall be allowed under the following conditions;

- 1 The RFP closing date and time has not passed. There shall be no withdrawals of submissions allowed after the closing date and time for receiving bids;
- 2 The request is made in writing on the Bidder's letterhead and signed by a senior official of the Bidder, and include his direct contact information; and
- 3 The request is made to the Manager of Roads and Drainage by email or by hand.

In all cases, a request for the withdrawal of a submission will be verified by the Township of Rideau Lakes, by way of a telephone call to the senior official representing the Bidder and making the request, to confirm the withdrawal.

All confirmed requests for withdrawal will be placed on record and the associated submission shall be given no further consideration. RFP prices withdrawn under this procedure shall not be reinstated.

Withdrawal of prices subsequent to the opening of the RFP or frequent refusal to accept work would be reviewed by the Township and may impact the Bidder's privilege to submit a RFP to provide services of this nature in the future.

Validity

Price shall remain firm and open to acceptance for 30 (thirty) days after the closing date unless otherwise stated.

Acceptance or Rejection of Bid

The Township reserves the right to reject any or all prices, for any reason whatsoever and to accept only equipment considered best for its interest and to waive formalities as the interests of the Township may require, without stating reasons. Therefore, the lowest price may not necessarily be accepted.

Terms of Payment and Invoices

The Township shall pay for supplies upon receipt of an itemized invoice sent to Malcolm Norwood, Manager of Development Services, at the Township of Rideau Lakes, mnorwood@rideaulakes.ca. Generally, the Township of Rideau Lakes' terms of payment are net thirty (30) calendar days upon receipt of invoice.

2.0 Submission Forms

FORM "A" VENDORS INFORMATION FORM - DS2024-01

Company _____
Name of Firm or Individual (Hereafter referred to as "Bidder")

Address _____

City _____ Postal Code _____

Telephone _____ Fax _____

Name _____
Name of Person Signing for Firm (please print)

Position _____

Email _____

Signature _____

HST No. _____

Dated at _____ this _____ day of _____, 2024.

THIS PAGE MUST BE COMPLETED AND RETURNED WITH RFP

FORM "B" SPECIFICATIONS & UNIT BID PRICE FORM - DS2024-01

MOTOR VEHICLE SPECIFICATIONS

Light-Duty Truck

BODY: Paint – Red Clear Coat

Complies With (Y/N):

• 2023 or 2024 model year	
• 6.5ft box size	
• Automatic Transmission	
• 4-Wheel Drive	
• AM/FM radio	
• Heating/AC	
• Spare tire	
• Power windows and door locks	
• Floor Covering – black vinyl with vetch weather floor mats front and back	
• Air Bags	
• Bluetooth connectivity	
• Full standard warranty	

One (1) 2023/2024 Light Duty Truck

\$ _____

TOTAL BID PRICE \$ _____

All bid prices not to include HST

Company Name: _____

Dated at _____ this _____ day of _____, 2024.

Bidder's Signature: _____

**THIS PAGE MUST BE COMPLETED AND RETURNED WITH RFP
FORM "C" TAX COMPLIANCE DECLARATION - DS2024-01**

I/We hereby certify that, _____ at the time of submitting
this

(Legal Name of Company)

RFP, is in full compliance with all tax statutes administered by the Ministry of Finance for Ontario and that, in particular, all returns required to be filed under all provincial tax statutes have been filed and all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained.

Dated at _____ this _____ day of _____ 2024.

(An Authorized Signing Officer)

(Title)

THIS PAGE MUST BE COMPLETED AND RETURNED WITH RFP