

TENDER PACKAGE for
The CORPORATION OF THE UNITED TOWNSHIPS
OF HEAD, CLARA & MARIA
#2020-05

Purchase of one Pick-Up Truck,
4-Wheel Drive, Crew Cab



TENDERS MUST BE RECEIVED NO LATER THAN
12:00 PM local time on September 18, 2020.

CONTRACT REVIEW CHECKLIST
UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

Guidelines for Tenderers – This is NOT a Contract Document

Tenderers are solely responsible for the regularity of their own bids. However, to assist Tenderers, the Corporation advises all Tenderers to review their bids with the following questions in mind:

Form of Tender – Part III of the Tender

1. Have your firm's name and address been completed on Page A-8?
2. Has your firm's total Tender price been filled in, in Section FT-4.3 on Page A-8?
 - is it in words?
 - is it in numbers?
 - do the words and the numbers agree?
3. Has the Tender been signed properly?
 - corporation – sign and seal
 - partnership – two partners sign and witness signs
 - sole proprietorship – owner signs and witness signs
4. Has EACH ITEM in the Schedule of Prices been completed?
5. Have the subtotals been entered?
6. Has the total been entered?
7. Does the total in the Schedule of Prices agree with the total in Section FT-4.3?
8. Have any strikeouts or changes been made to the Schedule of Prices?
If so, have they been initialled?

Tender – General

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 Tender documents?
12. Has your firm used the Corporations forms to bid?
13. Has your firm obtained and reviewed all Tender Documents?

CONTRACT REVIEW CHECKLIST
UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

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 (over writings, strikeouts, erasures, etc.) been initialled by the Tenderer?

Tender – Submission

16. Has a delivery date been included?
17. Does the envelope have the Tender Information Form (FT-5) securely attached?
Does the label identify your firm's name, address and phone number?
18. Is the envelope sealed?



REQUEST FOR TENDER

#2020-05

ONE LIGHT DUTY PICK-UP TRUCK

SEALED TENDERS on forms supplied by the United Townships of Head, Clara & Maria will be received until **12:00 p.m.** on **September 18, 2020** for the purchase and delivery of **One Light Duty Pick-Up Truck**.

A public tender opening will be held immediately following closing time.

Fax submissions or any other electronic submissions are not acceptable. The lowest or any tender will not necessarily be accepted and the municipality reserves the right to award any portion of this tender.

For further information please contact:

Charlotte Toope
Clerk-Treasurer
clerk@headclaramaria.ca

15 Township Hall Rd
Stonecliffe, ON K0J 2K0
Phone: 613-586-2526 Fax: 613-586-2596

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SECTION A
TENDER

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PART I TENDER CALL

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

Contract Number **2020-05**

Described as **One Light Duty Pick-Up Truck**

Tenders shall be addressed to:

**Charlotte Toope
Clerk-Treasurer
Corporation of the United Townships of Head, Clara & Maria
15 Township Hall Rd
Stonecliffe, ON K0J 2K0**

(Hereinafter the Corporation)

Tenders shall be received until **12:00 p.m. on September 18, 2020**, in the office of the Clerk-Treasurer at the address given above.

Tenders received by the time, date and at the location specified above shall be opened and read in public as soon as possible after that time. Public reading of a Tender does not imply any decision by the Corporation on whether a Tender is or is not irregular.

PART II **TENDER CONDITIONS****TC-1** **Completion and Submission of Tenders**

- 1.1 The Tenderer shall complete all documents pertaining to this Contract in ink or in type.
- 1.2 If the Tenderer is a corporation, an authorized officer of the corporation shall sign the Form of Tender and shall affix the corporate seal and shall sign the Schedule of Prices attached as Schedule "A".
- 1.3 If the Tenderer is a partnership, a minimum of two partners shall sign the Form of Tender and the signatures shall be witnessed.
- 1.4 If the Tenderer is a sole proprietorship, the sole proprietor shall sign the Form of Tender and the signature shall be witnessed.
- 1.5 The Tenderer shall submit its Tender by the date and time specified in Part I of the Tender.
- 1.6 The Tenderer shall submit to the Corporation:
- (a) the Tender, comprised of the completed tender document; completed schedule of prices and tender information form;
 - (b) all Addenda issued by the Corporation with respect to this; Tender/Contract;
- 1.7 This document is a Public Tender. The Tenderer is hereby advised that financial and all other pertinent information related to this Contract may be made publicly available by the Corporation.

TC-2 **Tender Information Form**

- 2.1 Tenderer shall submit the Tender on the forms supplied by the Corporation in a sealed envelope. The completed tender information form, attached in section FT-5 must be affixed to the envelope. A tender submission without the required tender information form may not be accepted.

TC-3 **Tender Deposit**

- 3.1 A Tender Deposit is not required for this contract.

TC-4 **Agreement to Bond**

- 4.1 An agreement to Bond is not required for this contract.

TC-5 **Addenda**

- 5.1 The Tenderer 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-11 of the Tender.
- 5.2 All Addenda will be listed on the municipality's website.

TC-6 **Work Schedule**

- 6.1 A Work Schedule is not required for this contract.

TC-7 **Irregular Tenders**

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

TC-8 **Unbalanced Tenders**

- 8.1 The Tenderer shall not submit an unbalanced Tender.
- 8.2 The Corporation shall have the right to:
- (a) deem a Tender to be unbalanced; and
 - (b) reject a Tender which it deems to be unbalanced.

TC-9 **Collusion**

- 9.1 The Tenderer shall not engage in collusion of any sort and, in particular, shall:
- (a) ensure that no person or other legal entity, other than the Tenderer has any interest in the Tenderer's Tender; and
 - (b) prepare its Tender without any knowledge of, comparison of figures with or arrangement with any other person or firm preparing a Tender for the same work.

TC-10 **Right to Accept or Reject Tenders**

- 10.1 Notwithstanding any other provision in this Contract, the Corporation shall have the right to:
- (a) accept any Tender;
 - (b) reject any Tender; and
 - (c) reject all Tenders.

10.2 Without limiting the generality of Section TC-10.1 the Corporation shall have the right to:

- (a) accept an irregular Tender;
- (b) accept a Tender which is not the lowest Tender; and
- (c) reject a Tender even if it is the only Tender received by the Corporation.

10.3 Acceptance of the Tender shall occur at the time the Corporation awards the Tender and not necessarily at the time the award is communicated to the successful Tenderer.

TC-11 Contract Documents

11.1 The Tenderer shall obtain and review all Contract Documents listed in the Form of Tender, and all addenda issued by the Corporation pertaining to the Contract.

TC-12 Errors, Omissions and Discrepancies in the Contract Documents

12.1 If the Tenderer finds any errors or omissions in or discrepancies among the Contract Documents, it shall immediately notify the Corporation at the address specified in Part I of the Tender.

12.2 No oral explanation or interpretation by any person shall modify any of the Contract Documents.

TC-13 Irrevocability of Offer

13.1 The Tenderer shall not revoke its offer until after the expiration of ninety (90) days after the opening of Tenders by the Corporation.

13.2 If the Tenderer revokes its offer prior to the expiration of ninety (90) days after the Tender opening, the Tenderer shall forfeit its Tender deposit but this shall not prohibit the Corporation from pursuing any other legal remedy which it may have.

TC-14 Successful Tenderer - Bonds

14.1 Bonds are not a requirement of this contract.

TC-15 Successful Tenderer - Workplace Safety & Insurance Board Certificate of Clearance

15.1 The successful Tenderer shall provide the Corporation with a valid Workplace Safety and Insurance Board Certificate of Clearance to the satisfaction of the Corporation.

TC-16 **Occupational Health and Safety**

16.1 A statement of work and worker safety procedures is not a requirement for this contract.

TC-17 **Successful Tenderer - Execution of Form of Agreement**

17.1 Execution of a form of agreement is not a requirement of this contract.

17.2 The municipality shall issue a written notice to the successful Tenderer as a means of approval of the contract within five (5) business days from municipal Council Approval.

TC-18 **Successful Tenderer - Insurance**

18.1 Insurance is not a requirement for this contract.

TC-19 **Successful Tenderer - Time for Completion**

19.1 The successful Tenderer shall schedule their work under this contract to comply with the following requirements:

a. Delivery of the completed units shall occur on or before:

November 1st, 2020

19.2 The successful Tenderer shall complete the work by the time specified in the Tender, unless an extension of time is granted.

19.3 In the event that the Clerk-Treasurer grants the Contractor an extension of time, the Contractor shall deliver the units by the revised specified time for completion.

TC-20 **Successful Tenderer –Liquidated Damage**

20.1 Liquidated damages do not apply to this contract.

TC-21 **Successful Tenderer - Submission of Documentation**

21.1 Not Applicable.

TC-22 **Successful Tenderer - Commencement of the Work**

22.1 Not Applicable.

TC-23 **Statutory Holdback**

23.1 Not applicable.

TC-24 **Subcontracting by the Contractor**

24.1 Not applicable

TC-25 **Registering to Tender**

25.1 Not applicable

TC-26 **Pricing**

26.1 Prices quoted shall be the net cost to the Corporation and shall include all associated costs (i.e. labour, equipment, material, applicable licenses and permits) and all other associated costs required to perform the service to the complete satisfaction of the Corporation.

26.2 Prices quoted shall remain firm for the period of the Agreement.

TC-27 **Payment**

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

TC-28 **Tax Status**

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

28.2 The Harmonized Sales Tax (HST) shall be extra to the item prices quoted.

TC-29 **Basis of Award**

29.1 It is the Corporation's intent to award on a total aggregate price as Tendered; 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.

29.2 The Corporation reserves the right to disqualify any Tender 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 Tenders, should it be deemed to be in the best interest of the Corporation. Should only one (1) Tender be received, the Corporation reserves the right to reject it.

PART III **FORM OF TENDER**

Tender by:

NAME OF TENDERER

ADDRESS OF TENDERER

after this called the Tenderer.

FT-1 **Contract Documents**

1.1 The Contract Documents for Contract Number **2020-05** are:

- (a) Tender:
 - (i) Part I - Tender Call;
 - (ii) Part II - Tender Conditions; and
 - (iii) Part III - Form of Tender.

- (b) Special Provisions – General

- (c) All Addenda issued pertaining to the Contract.

FT-2 **Tenderer's Declarations**

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

- 2.2 The Tenderer 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 Tenderer declares that it has, at the time of tendering, fulfilled all of those obligations under the Contract which are required to be fulfilled by the time of tendering.

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

FT-3 **Schedule of Prices**

3.1 The Schedule of Prices attached as Schedule "A" is deemed to be Section FT-3.2 of the Tender and is composed of 1 page.

FT-4 **Tenderer's Offer**

4.1 The Tenderer offers to do the work in accordance with the Contract Documents.

4.2 The Tenderer offers to do the work and to accept payment at the unit prices specified in the Schedule of Prices in Section FT-3 of the Tender, in accordance with the Contract Documents.

4.3 The Tenderer's total Tender price, based on the estimated quantities in the Schedule of Prices including HST, is:

_____ **DOLLARS**

(\$).

****Delivery Date:** _____

This offer is made this _____ day of _____, 2020.

Signature of Witness
(Only if required by TC-1)

Signature of Tenderer

(Print name in full)

**Company Name
Return Address
Phone Number**

**Charlotte Toope
Clerk-Treasurer
Corporation of the United Townships of Head, Clara & Maria
15 Township Hall Rd
Stonecliffe, ON K0J 2K0**

**Tender 2020-04
Purchase of one Pick-Up Truck,
4-Wheel Drive, Crew Cab**

Closing Date: _____

**THE CORPORATION OF THE
UNITED TOWNSHIPS OF HEAD, CLARA & MARIA**

ONE LIGHT DUTY PICK-UP TRUCK

SCHEDULE OF PRICES

| Item | TENDER |
|--|----------------------------|
| Light Duty Pick-Up Truck | \$ Price to include HST |
| Optional #1 – Snow Plow Package | \$ Price to include HST |
| Optional #2 – Winter Wheels & Tires | \$ Price to include HST |

TENDER #2020-05

SECTION B
SPECIAL PROVISIONS – GENERAL

TENDER

SPECIAL PROVISIONS - GENERAL

INDEX FOR SECTION 'B' - SPECIAL PROVISIONS - GENERAL

SPG-1 Specification & Confirmation
 Pick-Up Truck, 4-Wheel Drive, Extended Cab

TENDER

SPG-1 **Specification & Confirmation**

2.1 The specifications describe an extended cab pick-up truck, with 4-wheel drive, 8 cylinder automatic, a GVWR of 4,300 kg (9,480 lbs) and a box length of 2.4 metres (8 feet).

***These specifications are the minimum requirements for the vehicles/equipment being tendered.**

The following are approved makes and models that comply with the specifications:

| MAKE | MODEL |
|-------------|----------------|
| Chevrolet | Silverado 2500 |
| GMC | Sierra 2500 |
| Dodge | Ram 2500 |
| Ford | F-250 |

The make and model quoted should comply with the specifications in all aspects.

Only the major details are listed. It is the supplier's responsibility to deliver fully equipped units, with compatible components that will provide dependable, efficient service. Where minimums are given, the units must meet or exceed the capacity, size and performance specified.

***Please note that licensing will be the responsibility of the United Townships of Head, Clara & Maria.**

2.2 The completed units shall be delivered to the United Townships of Head, Clara & Maria, 15 Township Hall Rd, Stonecliffe, Ontario.

2.3 The units must be current standard production models, for the model year in which they will be delivered and must comply with all Federal and Provincial Legislation in effect, at the time of delivery.

2.4 Complete the form below.

TENDER

| No. | DETAILED SPECIFICATIONS – PUBLIC WORKS | CONFIRMATION |
|-----|---|---|
| 1. | <p><u>Year, Make, Model & Engine</u></p> <p>The vehicle year shall be 2020 and new.</p> <p>Specify the make, model and engine of the units being quoted.</p> | <p>Yes: _____</p> <p>Make: _____</p> <p>Model: _____</p> <p>Engine: _____</p> |
| 2. | <p><u>Vehicle Weight</u></p> <p>GVWR of 4,300 kg (9,480 lbs).</p> <p>A tag shall be supplied showing the GVWR as it is equipped.</p> | <p>Specify: _____</p> <p>Yes: _____</p> |
| 3. | <p><u>Body</u></p> <p>Pick-up type with internal fenders.</p> <p>Platform 2.4 metres (8 feet) long, minimum.</p> <p>Full width hinged tailgate.</p> | <p>Yes: _____</p> <p>Specify: _____</p> <p>Yes: _____</p> |
| 4. | <p><u>Axles</u></p> <p>Front axle 1,900 kg (4,189 lbs) minimum capacity.</p> <p>Rear axle 2,800 kg (6,173 lbs) minimum capacity.</p> <p>Limited slip differential shall be supplied.</p> | <p>Specify: _____</p> <p>Specify: _____</p> <p>Yes: _____</p> |
| 5. | <p><u>Brakes</u></p> <p>Service brakes - power assisted.</p> | <p>Yes: _____</p> |

TENDER

| No. | DETAILED SPECIFICATIONS – PUBLIC WORKS | CONFIRMATION |
|-----|---|--|
| 6. | <p><u>Chassis & Suspension</u></p> <p>Extended Cab wheel base 4,000 mm (157 inches) minimum.</p> <p>Heavy-duty shock absorbers, front and rear.</p> <p>Heavy-duty suspension, front and rear.</p> <p>Payload, specify.</p> <p>Number of greaseable points on front end.</p> | <p>Specify: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>_____ kg (_____) lbs</p> <p>Number: _____</p> |
| 7. | <p><u>Wheels & Tires</u></p> <p>Five (5) first line, full size 17 inch minimum, all-season belted radial tubeless tires, shall be supplied.</p> <p>Five (5) wheel rims – 932 mm (17 inches) minimum, shall be supplied.</p> <p>Full size spare tire, mounted on the rear, under the frame.</p> | <p>Yes: _____</p> <p>Specify Size: _____</p> <p>Specify Ply: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> |
| 8. | <p><u>Engine</u></p> <p>Eight (8) cylinder gasoline engine shall be supplied.</p> <p>Displacement shall be 5.7 litres minimum.</p> | <p>Yes: _____</p> <p>Specify: _____</p> |
| 9. | <p><u>Transmission</u></p> <p>Four (4) speed automatic transmission (minimum) shall be supplied.</p> <p>Tow/Haul Mode.</p> | <p>Specify: _____</p> <p>Yes: _____</p> |

TENDER

| No. | DETAILED SPECIFICATIONS – PUBLIC WORKS | CONFIRMATION |
|------------|---|--|
| 10. | <u>Engine Equipment</u> Block heater - 400 watt, immersion type. Voltage heat and oil gauges shall be supplied. | Yes: _____ Yes: _____ |
| 11. | <u>Steering</u> Power steering shall be supplied. | Yes: _____ |
| 12. | <u>Cab</u> Extended Cab. Extended Cab Truck shall have 4 doors that open. Cloth upholstery. Intermittent wiper system shall be supplied. Floor mat - rubber/vinyl. With removable floor mats. Electronic AM/FM Radio shall be supplied. Electronic Speed Control System. Splash guards front and rear. | Yes: _____ Yes: _____ Yes: _____ Yes: _____ Yes: _____ Yes: _____ Yes: _____ |
| 13. | <u>Paint</u> The paint color shall be white. | Yes: _____ |
| 14. | <u>Air Conditioning</u> Factory installed air conditioning shall be supplied. | Yes: _____ |

TENDER

| No. | DETAILED SPECIFICATIONS – PUBLIC WORKS | CONFIRMATION |
|-----------|--|--|
| 15. | <p><u>Attachments</u></p> <p>A trailer towing package shall be supplied with factory installed electric brake controller etc.).</p> <p>Note: A Class III (minimum) weight carrying hitch shall be part of this package.</p> | <p>Yes: _____</p> |
| 16. | <p><u>Warranty</u></p> <p>Manufacturer's factory warranty shall be supplied.</p> | <p>Yes: _____</p> |
| 17. | <p><u>General Specification</u></p> <p>Vehicles must be supplied with suitable components to comply with these specifications in all aspects.</p> <p>Where minimums are called for, the vehicles must meet or exceed the capacity, size and performance specified.</p> <p>These specifications only list the major details of a unit; therefore, it is the supplier's responsibility to deliver fully equipped vehicles with compatible components, to provide dependable, efficient service.</p> <p>Vehicles must meet the provisions of the Canada Motor Vehicle Safety Act and the Regulations made there under, which are in effect on the date of manufacturing of each vehicle.</p> | |
| Opt 1. | <p><u>Snow Plow Package</u></p> <p>Appropriate snow plow and all necessary fixtures for installation and use.</p> | <p>Yes: _____</p> <p>Specify: _____</p> |
| Opt 2. | <p><u>Winter Wheels & Tires</u></p> <p>Five (5) first line, full size 17 inch minimum, winter belted radial tubeless tires, shall be supplied.</p> <p>Five (5) wheel rims – 932 mm (17 inches) minimum, shall be supplied.</p> | <p>Yes: _____</p> <p>Specify Size: _____</p> <p>Specify Ply: _____</p> <p>Yes: _____</p> |

TENDER

Bidder's Comments: _____

Signature of Bidder: _____