



## REQUEST FOR TENDER

DOCUMENT NO. PW-2021-01

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**TENDER FOR:**

**One (1) New 2020/2021 Model Year 19,500 lbs. GVWR Regular Cab and Chassis, Four Wheel Drive, Gas Engine Truck with Painted Steel Landscaping Dump Box, Aluminum Cross Storage Box and Western MVP 3 V- Plow**

**CLOSING DATE:**

**25th day of February 2021 at 11:00 a.m.**

**SUBMITTED BY:**

\_\_\_\_\_  
*(Insert company name)*

**SUBMITTED TO:**

**Municipality of Centre Hastings  
7 Furnace Street  
Madoc, Ontario  
K0K 2K0**

**Attn: Typhany Choinard, CAO/Clerk**

## Table of Contents

1.0	Introduction	Page 4
1.1	Attachments included	Page 4
1.2	Appendices Included	Page 4
2.0	Closing Time	Page 4
3.0	Tender Opening and Results	Page 4
4.0	Municipal Contact Persons	Page 5
5.0	Instructions to Proponents	Page 5
5.1	Addenda	Page 5
5.2	Tender Submission	Page 6
5.2.1	Originals	Page 6
5.2.2	Pricing	Page 6
5.2.3	Submission	Page 6
5.2.4	Couriered or Mailed Submissions	Page 6
5.2.5	Faxed or E-mailed Submissions	Page 6
6.0	General Terms and Conditions	Page 7
6.1	Freedom of Information Act	Page 7
6.2	Employees	Page 7
6.3	Costs Incurred	Page 7
6.4	Accept/Reject	Page 7
6.5	Causes for Rejection	Page 7
6.6	Cancellation of Contract	Page 8
6.7	Changes to Work When Contract Underway	Page 8
6.8	Rights of the Municipality	Page 8
6.9	Municipality's Right To Terminate Contract Under Certain Conditions	Page 8
6.10	Approvals	Page 9
7.0	Tender Details and Specifications	Page 9
7.1	Introduction	Page 9
8.0	To Include In Tender	Page 9
8.1	Tender Format	Page 9
8.2	Acknowledgments	Page 10
8.3	Pricing and Completion Schedule	Page 10
8.4	Company Profile	Page 10
8.5	Meets Specifications	Page 10
8.6	Warranty and Maintenance	Page 10
9.0	Project Schedule	Page 11
9.1	Recommendation of Award	Page 11
10.0	Errors and Omissions	Page 11
11.0	Tender Checklist	Page 12
Attachment 1	Contact Information	Page 13
Attachment 2	Sample Contract	Page 14
Appendix A	Acknowledgements	Page 20
Appendix B	Pricing and Completion Schedule	Page 21
Appendix C	Details, Finishes and Warranty	Page 23
	Glossary and Definitions	Page 35

## **POLICIES AND PROCEDURES**

**The following pages outline the general intention of this contract and the procedures that will be followed throughout the Tender process- introduction to award. These procedures apply to all competitive bids and are in addition to any project specific requirements identified in the body of this document.**

## **1.0 INTRODUCTION**

The Municipality of Centre Hastings (the "Municipality") appreciates your interest in this Request for Tender ("RFT").

This RFT covers the supply and delivery of **One (1) New 2020/2021 Model Year 19,500 lbs. GVWR Regular Cab and Chassis, Four Wheel Drive, Gas Engine Truck with Painted Steel Landscaping Dump Box, Aluminum Cross Storage Box and Western MVP 3 V- Plow**. See **Section 7.0** for further details.

In this RFT, the successful Proponent shall be referred to as the "Supplier".

### **1.1 Attachments (included)**

The following Attachments are provided for informational purposes:

Attachment 1 – Company Information

Attachment 2 – Sample Contract

### **1.2 Appendices (included)**

To be completed and submitted with Tender:

Appendix A – Acknowledgements

Appendix B – Pricing and Delivery Schedule

Appendix C – Details, Finishes and Warranty

## **2.0 CLOSING TIME**

Tender Bids are to be submitted to the Municipality of Centre Hastings, 7 Furnace Street, Madoc, Ontario, Attention: Typhany Choinard, CAO/Municipal Clerk **before 25th day of February 2021 @ 11:00 a.m.**

The time registered on the Municipality of Centre Hastings digital phone system will be considered the official time of day when determining exact time of submission.

Bids received after the Closing will not be accepted and will be returned to the Proponent unopened.

## **3.0 BID OPENING AND RESULTS**

All Bids received on time will be opened on 25th day of February 2021 at the Municipal Office at 11:05 a.m.

The names of the respondents submitting bids and total bid amounts will be announced; however, no other Tender information will be released at this time.

A list of Proponents will be available after the opening in the "Bid Record Book", located in the Municipality of Centre Hastings Municipal Office; or from Typhany Choinard, CAO/Municipal Clerk at 613-473-4030 ext. 212.

Proponents will not be notified in writing of the bid results.

Proponents acknowledge that by submitting a Tender, they have made themselves fully aware of the requirements and that any and all inquiries pertaining to this Tender have been satisfied and are included as part of the submitted price.

#### **4.0 MUNICIPAL CONTACT PERSONS**

Proponents with questions related to the detailed specification or the nature of the work required may contact Kevin Hart only, **in writing only**, by email to [khart@centrehastings.com](mailto:khart@centrehastings.com), or by fax 613-473-5444.

Questions related to the Tender process itself, should be emailed to Typhany Choinard, CAO/Clerk, Municipality of Centre Hastings, **in writing only**, by email to [tchoinard@centrehastings.com](mailto:tchoinard@centrehastings.com), or by fax 613-473-5444.

Any questions, requests for information, or comments on this RFT should be addressed **not later than 3:00 p.m. on 18th day of February 2021** to allow staff time to respond or to prepare and distribute an addendum as necessary, and to allow time for Proponents to receive and process the new information.

Unless otherwise indicated, the RFT is available on the Municipal website at [www.centrehastings.com/tenders](http://www.centrehastings.com/tenders) or from Typhany Choinard by contacting the office at 613-473-4030 ext. 212.

In accordance with of the Municipality's Purchasing Policy By-law, Municipal Council members and employees, other than the employees who are the official contact persons identified in the RFT, are prohibited from discussing any aspect of a Tender process with a prospective Proponent from the time the RFT is issued until such time as an award report has been prepared and submitted to the appropriate approval authority.

Proponents are cautioned, therefore, to deal exclusively with the Municipal Contact persons referenced in this Section.

#### **5.0 INSTRUCTIONS TO PROPONENTS**

##### **5.1 Addenda**

It may be necessary for a variety of reasons to issue addenda that may include, but not be limited to:

- a. Correction to, or clarification of, the RFT;
- b. Extension of the closing date;
- c. Retraction or cancellation of the RFT.

Potential Proponents must **provide the Municipality with company information**, including street address, fax number and email address, to be advised of addenda when issued or further information. Information should be provided to the Municipal Contact persons referenced in Section 4.0.

All addenda issued to potential Proponents who have provided contact information will include a covering letter asking the recipient to confirm receipt of the most recent addendum and any previous addenda.

Addenda will be faxed, emailed, or mailed to the latest address as provided by the Proponent. It is the Proponent's responsibility to notify the appropriate Department Head and issuer of the RFT of any change to their fax number, email or mailing address.

Although the Municipality will make every reasonable effort to ensure a Proponent receives all addenda issued, it is the Proponent's ultimate responsibility to ensure all addenda have been received and are reflected in their Tender.

## 5.2 Tender Submission

### 5.2.1 Original

The Tender shall include:

- a. All addenda that have been issued;
- b. All requirements of this RFT, as set out in **Section 8.0 "To Include in Tender"**.

The Tender shall be typed or written in ink. It shall contain original signatures where required.

**5.2.2** The Tender shall be made upon the forms provided. The prices tender shall be valid for a period of one hundred twenty (120) days from the Closing.

**5.2.3** A Tender shall be accepted only when submitted in an envelope sealed and clearly addressed to "**Municipality of Centre Hastings, 7 Furnace Street, Madoc, Ontario, K0K 2K0**", **Attention Typhany Choinard, CAO/Clerk** and marked One (1) New 2020/2021 Model Year 19,500 lbs. GVWR Regular Cab and Chassis, Four Wheel Drive, Gas Engine Truck with Painted Steel Landscaping Dump Box, Aluminum Cross Storage Box and Western MVP 3 V- Plow – **Document # PW-2021-01** and include the name and address of the Proponent.

**5.2.4** Proponents are cautioned not to send Tenders **collect** by courier, or with insufficient postage. **Costs for Tenders determined to be received "COLLECT" by courier, or with insufficient postage, will not be accepted.**

**5.2.5** Faxed or emailed Tenders will not be accepted

## **6.0 GENERAL TERMS AND CONDITIONS**

### **6.1 Freedom of Information Act**

The Proponent hereby consents to the disclosure of the information contained in this Tender, pursuant to **The Municipal Freedom of Information and Protection of Privacy Act**, R.S.O. 1990, C.M. 56 (“MFIPPA”).

This RFT is a public document. By responding to this RFT, respondents waive any challenge to the Municipality’s decisions in this regard. If any submittal contains confidential technical, financial, or other types of information, the respondent must clearly label the specific portions sought to be kept confidential and specify the exemption that the respondent is relying upon. Marking all or substantially all of a response as confidential may result in the response being considered non-responsive.

Notwithstanding the foregoing, respondents recognize and agree that the Municipality will not be responsible or liable in any way for any losses that the respondent may suffer from the disclosure of information or materials to third parties.

Any decision made under MFIPPA may be appealed to the Information and Privacy Commissioner of Ontario, who may direct the release of such information.

The identity of Proponents, as well as the successful Tender amount, may be available to the public on the Municipal website as part of the award process.

The MFIPPA Coordinator for the Municipality is the Municipal Clerk. Any questions regarding the MFIPPA may be directed to the Municipal Clerk at 613-473-4030 extension 212.

### **6.2 Employees**

In the performance of this Contract, the Supplier shall be an independent Supplier. Neither the Supplier nor any of their employees shall be deemed to be employees of the Municipality.

### **6.3 Costs Incurred**

The Municipality shall not, under any circumstances, be responsible for any costs incurred by the Proponent in the preparation of the Tender.

### **6.4 Accept/Reject**

The Municipality reserves the right to reject any or all Tenders, for any reason whatsoever; to accept only Tenders considered best for its interest; to waive formalities as the interests of the Municipality may require without stating a reason. Therefore, the lowest or any Tender may not necessarily be accepted.

### **6.5 Causes for Rejection**

#### **6.5.1** The following represent circumstances that would result in a Tender being rejected:

- a. Tender received late (will not be opened);

- b. Tender received where a pre-qualification process or meeting is mandatory and has not been met by the Proponent (will not be opened);
- c. Correct version of Tender form not used;
- d. Tender not complete;
- e. Tender not legible in whole or in part;
- f. Tender not completed in ink or type;
- g. Tender not signed;
- h. "Agreement to Terms and Conditions", when required, is not executed or included with the Tender;
- i. Other mandatory forms or details required and clearly shown in the RFT as being required upon submission of a Tender are omitted.

**6.5.2** The following represent circumstances where a Tender is questioned but may be accepted after examination or correction:

- a. Tender containing simple arithmetic errors as determined during evaluation process;
- b. Tender not acknowledging correct number of addenda issued.

## **6.6 Cancellation of Contract**

The Municipality reserves the right to cancel the Contract if the goods or services are unsatisfactory if delivery requirements are not met or if invoice amounts do not match with the Tender prices. The Municipality may also cancel the Contract without cause by means of a thirty (30) day advance written notice.

## **6.7 Changes to Work When Contract Underway**

No deviation from the specifications shall be made by the Supplier in the execution of the work, without the written approval of the Municipality.

The Supplier shall furnish a complete breakdown of any costs beyond the Tender amount to support the additional amount in the form of a "Request for Change Order".

The Municipality will not pay the Supplier any amounts over and above the Tender amount unless the Municipality and the Supplier agree to a price change as the result of changes in the work required before the additional work is undertaken.

## **6.8 Rights of the Municipality**

The Municipality will retain the right to ensure that an acceptable standard of use, service and operation is maintained.

The Municipality reserves the right to communicate with one or more Proponents following the Tender close to clarify elements of the submission.

## **6.9 Municipality's Right to Terminate Contract Under Certain Conditions**

If the Supplier is adjudged as bankrupt; or if he should make a general assignment for the benefit of his creditors; or if a receiver should be appointed on account of his insolvency; or if he should except in case of any event beyond his reasonable control, refuse or fail to supply enough properly skilled workmen or proper materials



or equipment, after having received seven days' notice in writing from the Municipality to supply additional workmen, or materials, or equipment; or persistently disregard laws, ordinances, or instructions of the Municipality, or otherwise be guilty of a substantial violation of the provisions of the contract, then the Municipality, upon notification to the Supplier that sufficient cause exists to justify such action, may without prejudice to any right or remedy, by giving the Supplier seven (7) days written notice, terminate the contract of the Supplier, and finish the work by whatever method is considered expedient, but without undue delay.

In such case, the Supplier shall not be entitled to receive any further payment until all work is finished. If the outstanding balance due on the contract price shall exceed the expense of finishing the work, including compensation to the Municipality for its additional services, such excess shall be paid to the Supplier. If such expense shall exceed unpaid balance, the Supplier shall pay the difference to the Municipality. The Municipality shall determine the expenses incurred by the Municipality through the Supplier's default.

#### **6.10 Approvals**

It shall be the Suppliers' responsibility to ensure that they are in compliance with all Provincial and Federal legislation and regulations that pertain to the type of work being carried out under this contract.

**In the event that the Contractor fails to execute the Contract in accordance with the foregoing requirements, the Contractor agrees that the Municipality may at its discretion, enter into a contract with the next qualified Proponent.**

### **7.0 TENDER DETAILS AND SPECIFICATIONS**

#### **7.1 Introduction**

The Municipality requires the supply of **One (1) New 2020/2021 Model Year 19,500 lbs. GVWR Regular Cab and Chassis, Four Wheel Drive, Gas Engine Truck with Painted Steel Landscaping Dump Box, Aluminum Cross Storage Box and Western MVP 3 V- Plow.**

### **8.0 TO INCLUDE IN TENDER**

#### **8.1 Tender Format**

The Proponent shall provide the information requested below to support the scope of work. Note that the required information must be clear and concise and, therefore, should not exceed ten (10) single-sided pages in total length, excluding information relating to the Proponent contact information, profile and **Appendices A to D.**

**The Tender must be organized with headings and order of presentation as listed below.**

## 8.2 Acknowledgements

The Proponent shall provide completed **Appendix A – Acknowledgements**, confirming any addenda received.

## 8.3 Pricing and Completion Schedule

The Proponent shall provide completed **Appendix B – Pricing and Completion Schedule**, providing the firm price for supply, delivery One (1) New 2020/2021 Model Year 19,500 lbs. GVWR Regular Cab and Chassis, Four Wheel Drive, Gas Engine Truck with Painted Steel Landscaping Dump Box, Aluminum Cross Storage Box and Western MVP 3 V- Plow, in Canadian Funds, at the Municipality of Centre Hastings, H.S.T. extra.

The Proponent shall provide their GST/HST registration number or indicate if they operate as a Small Trader with the Federal Government.

The Proponent shall provide a completion schedule in **Appendix B**. Prices shall remain firm for a period of 120 days from the date of the Tender Closing.

## 8.4 Company Profile

The Proponent shall clearly identify full name, addresses, phone numbers, and fax numbers, of the Company. The Tender should also identify the individual authorized as a signing authority to negotiate the Tender in the event the Proponent is selected.

## 8.5 Meets Specifications

The Proponent shall provide sufficient details that provide confirmation that all equipment and work meet the requirements of **Sections 7.0. with specification set out in Appendix D**.

The Proponent is to complete **Appendix D**.

**Failure by the Proponent to provide such confirmation may result in rejection of the Tender as null and void.**

## 8.6 Warranty and Maintenance

The Proponent shall provide written information on warranty on all components supplied and installed with this Tender, including OEM warranties.

The Proponent shall supply a fully executed manufacturer's warranty on the vehicle, minimum 5 years or 100,000 kms bumper to bumper including roadside assistance.

The Proponent shall outline any additional extended warranty available, including costs. Warranty coverage is to begin on the Municipality's first "in-service" date.

The Proponent will guarantee the work for two (2) years from first "in-service" date against all defects in material, equipment, and workmanship. Repairs must be made promptly at no cost to the Municipality.

**9.0 Project Schedule**

This project is on a tight timeline, and must adhere to the following schedule as closely as possible:

Closing date of RFT 25th day of February 2021

**9.1 Recommendation of Award**

Based on the evaluation criteria a recommendation on Contract award will be prepared and presented to the Corporation of the Municipality of Centre Hastings' Council.

Council shall review the recommendation and make an award.

Where two or more responsible bidders have submitted bids and have scored the same and that score is the best score bid by the responsible bidders, bidders shall be advised in writing by the Manager of Public Works that the Tender to be recommended for acceptance will be decided by means of a draw.

The names of the bidders in question shall be placed in a container and the name of the bidder who's whose Tender shall be recommended for acceptance shall be drawn in the presence of at least two witnesses.

Should any bidder elect not to be represented at the draw, the draw will proceed regardless.

By responding to this Tender call, Bidder(s) accept the terms and conditions outlined in this Bid call and that the decision of the Corporation's Council is final and binding and will not be subject to review.

The Corporations reserves the right to accept or reject all or any portion of the Tender, as may be in the best interests of the Corporations.

On approval of the Tender, the Manager of Public Works or their designate shall immediately send a Notification of Acceptance to the successful Bidder advising them that their bid has been accepted and advising when the documents will be available for execution.

**10.0 ERRORS AND OMISSIONS**

It is understood and agreed that this RFT includes specific requirements and specifications. The Municipality shall not be held liable for any errors or omissions in any part in this RFT.

Nothing in the RFT is intended to relieve the Proponent from forming their own opinions and considerations with respect to the matters addressed in the RFT.

There will be no consideration of any claim after submission of Tender, that there is a misunderstanding with respect to the conditions imposed by the contract.

**11.0 TENDER CHECKLIST**

The Proponent is responsible for ensuring that the submission is complete, by providing the following in a sealed envelope:

**11.1 One (1) original to include:**

- a. All addenda issued, with original signatures; and
- b. All documentation to address **Section 8.0 “To Include in Tender”**.

**11.2 Two (2) copies of the following:**

- a. All documentation to address **Section 8.0**.

**Attachment 1**

**CONTACT INFORMATION**

\_\_\_\_\_   
Dated of Tender Picked Up

\_\_\_\_\_   
Firm or Organization Name

\_\_\_\_\_   
Signing Authority

\_\_\_\_\_   
Street Address

\_\_\_\_\_   
Signature

\_\_\_\_\_   
City Postal Code

\_\_\_\_\_   
Telephone Number

\_\_\_\_\_   
Email Address

\_\_\_\_\_   
Fax Number

**Email to: [khart@centrehastings.com](mailto:khart@centrehastings.com) or Fax to: 613-473-5444**

Potential Proponents must **provide the Municipality with company information**, including street address, fax number and email address, to be advised of addenda when issued or further information. Information should be provided to the Municipal Contact persons referenced in Section 4.0.

**Attachment 2****SAMPLE CONTRACT**

**Supply of One (1) New 2020/2021 Model Year 19,500 lbs. GVWR Regular Cab and Chassis, Four Wheel Drive, Gas Engine Truck with Painted Steel Landscaping Dump Box, Aluminum Cross Storage Box and Western MVP 3 V- Plow.**

**THIS AGREEMENT** dated the                      day of                      2021

**BETWEEN**

**THE Municipality of Centre Hastings**  
(the "Municipality")

**AND**

**XXXXXXXXXX Company**  
(the "Supplier")

**WHEREAS** the Municipality desires to purchase a New 2020/2021 Model Year 19,500 lbs. GVWR Regular Cab and Chassis, Four Wheel Drive, Gas Engine Truck with Painted Steel Landscaping Dump Box, Aluminum Cross Storage Box and Western MVP 3 V- Plow hereinafter called the "Project"

**AND WHEREAS** the Supplier has agreed to furnish all required professional services in connection with the Project;

**NOW THEREFORE WITNESSETH** that in consideration of the covenants contained herein, the Municipality and the Supplier mutually agree as follows:

**ARTICLE 1 - GENERAL CONDITIONS**

1.1        **Retainer**

The Municipality hereby retains the services of the Supplier in connection with the Project and the Supplier hereby agrees to provide the services described herein under the general direction and control of the Municipality.

In this Contract, the word Supplier shall mean professionals and other specialists engaged by the Municipality directly and whose names are party to this Contract.

1.2        **Services**

The services to be provided by the Supplier and the Municipality for the Project are set forth in Article 2, as supplemented pursuant to Section 1.16, and such

services as changed, altered, or added to under Section 1.4 are hereinafter called the "services".

### 1.3 Compensation

The Municipality shall pay the Supplier in accordance with the provisions set forth in Article 3.

### 1.4 Changes and Alterations and Additional Services

- a) The Municipality, in consultation with the Supplier, may in writing, at any time after the execution of this Contract, delete, extend, increase, vary or otherwise alter the Services required under this Contract.
- b) In the event that the Municipality increases the overall Services required, the Municipality shall where appropriate, pay the Supplier for the additional service based on an approved Change Order in accordance with Article 3 of the Contract.
- c) In the event that the Municipality decreases the overall Services required under this Contract, the Municipality may reduce the amounts prescribed, at its sole discretion, in accordance with Article 3 of this Contract.

### 1.5 Suspension or Termination

The Municipality may at any time for non-performance or not complying with the agreed work schedules by notice in writing to the Contractor suspend or terminate the services. Upon receipt of such written notice, the Contractor shall perform no further Services. In such an event, the Contractor shall not be entitled to payment for work related to the services accordance with Subsection 3.1.

### 1.6 Indemnification

The Supplier shall indemnify and save harmless the Municipality, their employees, officers, and agents from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever which the Municipality, their employees, officers, or agents may suffer as a result of the negligence of the Supplier, their employees, officers or agents in the performance of this Contract.

### 1.7 Assignment

Neither party may assign this Contract without the prior consent in writing of the other.

### 1.8 Approval by Other Authorities

Unless otherwise provided in this Contract, where the work of the Supplier is subject to the approval or review of an authority, department of government, or agency other than the Municipality, such applications for approval or review shall be the responsibility of the Supplier, but shall be submitted through the offices of the Municipality and unless authorized by the Municipality in writing, such applications for approval or review shall not be obtained by direct contact by the Supplier with such other authority, department of government or agency.

### 1.9 Inspection

The Municipality, or persons authorized by the Municipality, shall have the right, at all reasonable times, to inspect or otherwise review the Services performed.

### 1.10 Publication

The Supplier agrees to obtain the consent in writing of the Municipality before publishing or issuing any information regarding the Project.

### 1.11 Confidential Data

The Supplier shall not divulge any confidential information communicated to or acquired by them or disclosed by the Municipality in the course of carrying out the services provided for herein. No confidential information shall be used by the Supplier on any other project without the approval in writing of the Municipality.

### 1.12 Time

The Supplier shall perform the Services expeditiously to meet the requirements of the Municipality.

### 1.13 Schedules

#### 1.13.1 Subsequent Changes in the Schedule of Fees and/or Schedule of Progress

The Supplier will require prior written approval, from the Municipality for any of the following:

- a) Any increase in the fees beyond those approved under Section 3.1.



#### 1.14 Federal and Provincial Requirements

The Supplier shall abide by all applicable Federal and Provincial Legislation and Regulations thereto as these may relate to, but not limited to, the employment of staff, compensation, Workplace Safety & Insurance Board (WSIB), OHSAA etc.

#### 1.15 Appendix

**Appendix A** – Completed Tender Submission for Tender Document No. 2021-01, attached.

The Appendix supplements Articles 2(a) ("Services to be provided by the Supplier") If any conflicts exist between the Appendix and Articles 2(a) the Municipality shall, acting reasonably, resolve such conflict.

#### 1.16 Conflict of Interest

The Supplier shall disclose to the Municipality prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the Municipality may, at its discretion, withhold the assignment from the Supplier until the matter is suitably resolved.

### ARTICLE 2 - SERVICES

Services to be provided as part of this Contract include the following:

#### **ARTICLE 2 a) - SERVICES TO BE PROVIDED BY THE SUPPLIER**

- Supply of One (1) New 2020/2021 Model Year 19,500 lbs. GVWR Regular Cab and Chassis, Four Wheel Drive, Gas Engine Truck with Painted Steel Landscaping Dump Box, Aluminum Cross Storage Box and Western MVP 3 V- Plow.
- All as described in Section 7.0 of RFT # PW-2021-01.

### ARTICLE 3 - FEES AND DISBURSEMENTS

#### 3.1 Fees for Completion of the Project

The total fees and disbursements paid by the Municipality to the Supplier shall not exceed the total amount of \$ (budgeted amount) for the provision of:

- **The supply of One (1) New 2020/2021 Model Year 19,500 lbs. GVWR Regular Cab and Chassis, Four Wheel Drive, Gas Engine Truck with Painted Steel Landscaping Dump Box, Aluminum Cross Storage Box and Western MVP 3 V- Plow.**

All fees Tendered in Article 3.1 are exclusive of applicable taxes. Under no circumstances whatsoever shall the Supplier's total fees and disbursements exceed the fees Tendered in Article 3.1 without the prior written approval of the Municipality.

### 3.2 Payment

#### 3.2.1 Lump Sum Fee Basis

- a) Fees for the scope of work covered under this Contract will be on a lump-sum fee basis, inclusive of all designs, specifications, labour and material costs.

**IN WITNESS THEREOF the parties hereto have executed this agreement by officers properly authorized on the day and year set out below.**

SIGNED, SEALED AND DELIVERED at \_\_\_\_\_, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

**SUPPLIER:** NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized  
Official or Principal

\_\_\_\_\_  
WITNESS (required if the  
Supplier is not a Corporation)

\_\_\_\_\_  
(Print Name and State Title)

\_\_\_\_\_  
WITNESS (if required)

\_\_\_\_\_  
Signature of Authorized  
(Corporate Seal)  
Official or Partner

I/We have authority to bind the corporation.

**THE CORPORATION OF THE MUNICIPALITY OF CENTRE HASTINGS**  
7 Furnace Street, Madoc, ON K0K 2K0

\_\_\_\_\_  
Tom Deline, Mayor

\_\_\_\_\_  
Typhany Choinard, CAO/Clerk

**Appendix A****ACKNOWLEDGEMENTS**

**I/WE ACKNOWLEDGE** that this Tender is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Tender for the same work and is in all respects fair and without collusion or fraud.

**I/WE ACKNOWLEDGE** that all matters stated in the submitted Tender are in all respects true.

**I/WE ACKNOWLEDGE** that \_\_\_\_\_ addenda have been received and that it is my/our ultimate responsibility to ensure all addenda issued have been received.

**I/WE ACKNOWLEDGE** that I/WE have carefully read Request for Tender # PW-2021-01, **One (1) New 2020/2021 Model Year 19,500 lbs. GVWR Regular Cab and Chassis, Four Wheel Drive, Gas Engine Truck with Painted Steel Landscaping Dump Box, Aluminum Cross Storage Box and Western MVP 3 V- Plow**, and have satisfied ourselves as to the conditions under which the work is to be carried out, and do hereby make an offer with the Corporation of the Municipality of Centre Hastings to provide the necessary services for the completion of the **New 2020/2021 Model Year 19,500 lbs. GVWR Regular Cab and Chassis, Four Wheel Drive, Gas Engine Truck with Painted Steel Landscaping Dump Box, Aluminum Cross Storage Box and Western MVP 3 V- Plow** at pricing indicated in **Appendix B – Pricing and Completion Schedule**.

**I/WE ACKNOWLEDGE** and warrant that the price submitted shall be firm for a period of one hundred-twenty (120) days from the date of the Tender Closing.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Firm or Organization Name

\_\_\_\_\_  
Signing Authority

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax Number

**Appendix B****PRICING AND COMPLETION SCHEDULE****1. Pricing**

<b>Cab and Chassis with a minimum GVWR of 19,500 lbs with a Gas Engine</b>	\$
<b>Painted Steel Landscaping 11' 9" Dump Body with Fold-down sides, Two-way Tailgate, Headboard and Tarp</b>	\$
<b>Aluminum Cross Storage Box</b>	\$
<b>Western MVP 3 V-Plow</b>	\$
<b>SUBTOTAL</b>	\$
HST	\$
<b>TOTAL</b>	\$

**2. HST**

HST Registration Number is: \_\_\_\_\_

**OR**

Operates as a Small Trader with the Federal Government: \_\_\_\_\_

**3. Completion**The timeframe for **commencement** of the project will be \_\_\_\_\_ (indicate # days after notification of award of the Work).The timeframe for **completion** of the project will be \_\_\_\_\_ (indicate # days after commencing the Work).

**Appendix B – cont'd**

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Firm or Organization Name

\_\_\_\_\_  
Signing Authority

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax Number

**Appendix C****DETAILS, FINISHES AND WARRANTY****1. Detailed Specifications**

The Proponent is to complete the following table identifying all features and components proposed in the supply of One (1) New 2020/2021 Model Year 19,500 lbs. GVWR Regular Cab and Chassis, Four Wheel Drive, Gas Engine Truck with Painted Steel Landscaping Dump Box, Aluminum Cross Storage Box and Western MVP 3 V- Plow.

This specification lists only the major details of a unit; it is the supplier's responsibility to deliver a fully equipped vehicle with compatible components to provide dependable efficient service.

Where minimums are called for the vehicle must meet or exceed the capacity, size or performance specified.

Vehicles for which Tenders are submitted shall conform to the latest laws, rules and regulations for the Province of Ontario and all relevant requirements of the Canadian Motor Vehicle safety Standards at the date of vehicle and equipment manufacture.

## TENDER FOR

**One (1) New 2020/2021 Model Year 19,500 lbs. GVWR Regular Cab and Chassis, Four Wheel Drive, Gas Engine Truck with Painted Steel Landscaping Dump Box, Aluminum Cross Storage Box and Western MVP 3 V- Plow.**

### **CAB AND CHASSIS SPECIFICATIONS:**

#### **1. MAKE AND MODEL:**

Specify the make and model of the unit being Tendered

Year:

Make:

Model:

#### **2. CMVSA:**

Vehicles shall meet or surpass the mandatory requirements of the *Canada Motor Vehicle Safety Act* and its regulations in effect on the date manufactured and the vehicle must bear the National Safety Mark.

YES:

NO:

#### **3. G.V.W.R. RATING**

Minimum Gross Vehicle Weight Rating (GVWR) 19,500 lbs

YES:

NO:

SPECIFY:

#### **4. FRAME AND CHASSIS:**

Cab to Axle length 108 in.  
(TO BE CONFIRMED BY BODY INSTALLER)

YES:

NO:

SPECIFY:

In Cab Trailer Brake Control

YES:

NO:

Factory Installed Tow Package Complete with Class 4 Hitch,  
2" Ball, Receiver, 7 pin Trailer Plug

YES:

NO:

Front Tow Hooks

YES:

NO:

Transfer Case Skid Plates

YES:

NO:



**5. SUSPENSION**

Payload Plus Upgrade Package	YES: SPECIFY:	NO:
Heavy-Duty Snowplow Prep Package	YES: SPECIFY:	NO:
Extra Heavy-Duty Front-End Suspension	YES: SPECIFY:	NO:
Heavy Duty Shock Absorbers	YES: SPECIFY:	NO:
4.88 Rear Axle Ratio	YES: SPECIFY:	NO:
Posi Traction or Locking Rear or Limited Slip	YES: SPECIFY:	NO:

**5. GAS ENGINE**

Please State the Following:

Number of Cylinders	SPECIFY:	
Type (Litres)	SPECIFY:	
Horsepower (HP) (minimum 400 hp.)	SPECIFY:	
Ft-Lbs. Torque (lb.-ft.) (minimum 425 lb-ft)	SPECIFY:	
Two (2) 730 CC minimum, maintenance-free Batteries	YES: SPECIFY:	NO:
Engine Block Heater	YES:	NO:

**6. ALTERNATOR**

Dual Alternators 380 Amp. minimum	YES: SPECIFY:	NO:
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**7. TRANSMISSION (AUTOMATIC)**

Minimum 6 Speed Automatic

YES: NO:  
SPECIFY:

Electric Shift-on-the Fly Transfer Case

YES: NO:  
SPECIFY:**8. BRAKES**

All wheel Anti-lock braking system (ABS)

YES: NO:  
SPECIFY:

Full Hydraulic/Front Disk Type/Rear Disk Type

YES: NO:  
SPECIFY:**9. STEERING**

Integral Full Power Hydraulic or Electronic

YES: NO:  
SPECIFY:**10. WHEELS AND TIRES**Six (6), steel- belted radial 10 ply traction tires.  
Tire Size: 225/70R19.5 BSW Max Traction TiresYES: NO:  
SPECIFY:Full Size Spare Tire  
(Same Model as Above)YES: NO:  
SPECIFY:

Splash Guards

YES: NO:  
SPECIFY:

Wheel Well Lines

YES: NO:

**11. CAB – INTERIOR**

Padded sun-visors left and right side

YES: NO:  
SPECIFY:Heavy Duty Bench type seat/Cloth Fabric  
40/20/40 Split with centre StorageYES: NO:  
SPECIFY:

**12. CAB – INTERIOR continued**

Vinyl Floor	YES:	NO:
Heavy Duty Molded Rubber Floor Liner Front-two (2) pieces	YES: SPECIFY:	NO:
Front Dome Lights/Map Reading Light/Cargo Box Light	YES: SPECIFY:	NO:
Dual Cup Holders minimum	YES: SPECIFY:	NO:
Full Gauges–Speedometer, Odometer, Tachometer, Oil Pressure, Water Temperature, Fuel Level, Voltmeter, and Hour Meter	YES: SPECIFY:	NO:
AM/FM Radio with Clock and Speakers (Factory installed)	YES: SPECIFY:	NO:
Factory Installed Bluetooth Connectivity	YES: SPECIFY:	NO:
Two (2) Speed Electric Wipers c/w Intermittent Controls	YES: SPECIFY:	NO:
Driver and Passenger Grab Handles	YES: SPECIFY:	NO:
High Output Heater	YES: SPECIFY:	NO:
Air Conditioning	YES: SPECIFY:	NO:
Four-way Emergency Flashers	YES:	NO:
Tilt Steering	YES:	NO:
Remote Keyless Entry	YES:	NO:
Power Windows	YES:	NO:
Power Door Locks	YES:	NO:

**12. CAB – INTERIOR continued**

Factory Tinted Glass, all windows	YES: SPECIFY:	NO:
Heated Rear Window	YES:	NO:
Rear- view Mirrors, with Auto Dimming	YES: SPECIFY:	NO:
12v Auxiliary Power Outlet	YES: SPECIFY:	NO:
110-volts/400-watt A/C Power Inverter Outlet	YES: SPECIFY:	NO:

**13. CAB – EXTERIOR**

Halogen Headlights, Auto	YES: SPECIFY:	NO:
Two (2) Outside Extending and Folding with Lower Convex, Heated and Power Adjustable from Cab Mirrors	YES: SPECIFY:	NO:
LED Roof Clearance Lamps	YES:	NO:
Assist Steps (running boards)	YES:	NO:
Backup Beeper	YES: SPECIFY:	NO:

**14. PAINT**

Base Clear, White	YES: SPECIFY:	NO:
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**15. FUEL TANK**

Extra capacity fuel tank (litres)	YES: SPECIFY:	NO:
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**16. WARRANTY**

State Base Warranty Coverage

YES: NO:  
SPECIFY:

State Powertrain Warranty Coverage

YES: NO:  
SPECIFY:

State Rust Warranty Coverage

YES: NO:  
SPECIFY:**17. INFORMATION**Vehicle to be licensed by the dealer and  
to be invoiced separatelyYES: NO:  
SPECIFY:**18. ATTACHMENTS**

Supply Two (2) Complete Sets of Keys

YES: NO:

Six (6) Ton Jack &amp; Wheel Jack

YES: NO:  
SPECIFY:**19. CROSS STORAGE BOX SPECIFICATIONS**

Construction from Aluminum

YES: NO:  
SPECIFY:

Cross Storage Box Dimensions: 24 in. deep

YES: NO:

48 in. high

YES: NO:

84 in. wide

YES: NO:

Shelf approximately located in the center

YES: NO:

**20. LANDSCAPING DUMP BOX SPECIFICATIONS**

Construction from Steel	YES: SPECIFY:	NO:
Dump Box Dimensions: 11 ft. 9 in. Body	YES: SPECIFY:	NO:
14 in. minimum Side Rack	YES: SPECIFY:	NO:
20 in. minimum Two-way Tailgate	YES: SPECIFY:	NO:
8 in. minimum Cab Guard incorporated with Tarp System	YES: SPECIFY:	NO:
C/W 12-volt H.D hydraulic power pack with dump capacity minimum 7 ton	YES: SPECIFY:	NO:
Minimum dump angle 51 degrees	YES: SPECIFY:	NO:
All steel parts and accessories are to be prepped and painted with high quality black paint guaranteed for minimum 3 years	YES: SPECIFY:	NO:
Fold-down sides with locking handles	YES: SPECIFY:	NO:
Double acting underbody hoist with 7-ton minimum lifting capacity	YES: SPECIFY:	NO:
Dump Body supplied with marker lights and reflectors	YES: SPECIFY:	NO:
Use 7 pin outlet to power marker lights	YES: SPECIFY:	NO:
High crank manual control nylon mesh tarp system	YES: SPECIFY:	NO:

**20. LANDSCAPING DUMP BOX SPECIFICATIONS continued**

Install stand mounted on frame between cab & landscape box to mount one Amber & one Blue LED Strobe lights on top	YES: SPECIFY:	NO:
Six (6) tie down rings, one in each corner and one in middle of both sides of dump box	YES: SPECIFY:	NO:
Spreader chains on tailgate	YES: SPECIFY:	NO:
Plank pockets on both fold-down sides	YES: SPECIFY:	NO:
Rear bumper to incorporate tail/signal/brake LED red lights outer both sides, 6.5"x2.25" amber oval	YES: SPECIFY:	NO:
LED strobes one on both sides, white LED backup lights one each side	YES: SPECIFY:	NO:

**21. LIGHTS AND WIRING SPECIFICATIONS**

Lights will be LED Grote or equivalent, sealed units, rubber mounted	YES: SPECIFY:	NO:
Wiring will be Grote Blue or equivalent. Junction boxes must be sealed units and easily accessible	YES: SPECIFY:	NO:
All lights on unit shall be grounded to battery by copper wire	YES: SPECIFY:	NO:
All electrical cables will be covered with a protective loom	YES: SPECIFY:	NO:

**NOTE: Trailer cable J1128 SAE shall not be acceptable for auxiliary light installation.**

**22. 12 VOLT POWER PACK SPECIFICATIONS**

12-volt electrical driven hydraulic Pump Kit must meet all operational requirements of the dump box operations	YES: SPECIFY:	NO:
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**22. 12 VOLT POWER PACK SPECIFICATIONS continued**

Pump kit to be located on unit to provide easy access to work on unit

YES: NO:  
SPECIFY:

All lights on unit shall be grounded to battery by copper wire

YES: NO:  
SPECIFY:

All electrical cables will be covered with a protective loom

YES: NO:  
SPECIFY:

**23. HYDRAULIC CONTROLS SPECIFICATIONS**

Supply and install electric controls for dumping

YES: NO:  
SPECIFY:

**24. HYDRAULICS SPECIFICATIONS**

All fittings and valves shall be supplied and installed

YES: NO:  
SPECIFY:

All hoses shall be equipped with swivels on both ends

YES: NO:  
SPECIFY:

Oil and supplies to be included

YES: NO:  
SPECIFY:

Hydraulic hoses must be high temperature, high pressure, double braid meeting SAE 100R2AT Spec.

YES: NO:  
SPECIFY:

Wiring will be Grote Blue or equivalent. Junction boxes must be sealed units and easily accessible

YES: NO:  
SPECIFY:

In high-risk areas hydraulic hoses should be protected with a urethane sleeve and secured

YES: NO:  
SPECIFY:

Warranty one-year minimum parts and labour FOB municipal garage in Ivanhoe

YES: NO:  
SPECIFY:



**25. WESTERN MVP 3 V-PLOW SPECIFICATIONS**

The Moldboard to be Construction from Steel (Powder Coated)	YES: SPECIFY:	NO:
9'6" ft. blade width minimum, 31" blade height minimum at Center, 39" ft. blade height minimum at ends	YES: SPECIFY:	NO:
Three (3) Blade 14-gauge Steel minimum	YES: SPECIFY:	NO:
Six (6) Trip Springs minimum	YES: SPECIFY:	NO:
Eight (8) Support ribs minimum	YES: SPECIFY:	NO:
Lift cylinder 1 3/4" x 8" minimum	YES: SPECIFY:	NO:
Angling Rams 1 3/4" x 11" minimum	YES: SPECIFY:	NO:
Blade equipped with standard 1/2" X 6" cutting edge	YES: SPECIFY:	NO:
Blade supplied with standard wear shoes	YES: SPECIFY:	NO:
Mount Type, UltraMount 2	YES: SPECIFY:	NO:
10", 2-ply rubber snow deflector with bolt on steel plate to deflect snow	YES: SPECIFY:	NO:
Unit equipped with quick attach for fast removal of blade, lift frame and power unit	YES: SPECIFY:	NO:
Plow controlled by small Joystick in cab	YES: SPECIFY:	NO:
Two halogen plow lights on lift frame	YES: SPECIFY:	NO:

**26. WESTERN SNOWPLOW SPECIFICATIONS continued**

Accessible switch in cab to allow switching from cab lights  
to plow lights

YES:            NO:  
SPECIFY:

Splicing into truck harness not accepted only proper plug-in  
cables to be used for lights

YES:            NO:  
SPECIFY:

Wiring and harnesses added must be in protective loom and  
Secured

YES:            NO:  
SPECIFY:

## **Glossary and Definitions**

### **Supplier**

A Supplier is a supplier to government who is providing goods or services subject to the terms and conditions of a contract with the Municipality. Most often, the term Supplier is used to refer to a supplier of services.

### **Evaluation Committee**

An evaluation committee is a group of individuals responsible for evaluating Tenders received in a competitive procurement process, such as a response to a Request for Tenders (RFT).

### **Proponent**

The term proponent refers to a vendor who responds to a Request for Tenders (RFT) by submitting a Tender. The successful proponent is the vendor who is selected from the competitive process to supply government with the goods or services required.

### **Request for Tenders (RFT)**

Request for Tenders (RFT) refers to the process and documents used in government to solicit Tenders from vendors which will be evaluated on price as well as other criteria, including vendor qualifications and the proposed solution.

### **Solicitation**

Solicitation involves the act of obtaining bids, quotes, offers, or tenders.

### **Supplier**

The term supplier is often used interchangeably with the term vendor. However, in the context of government procurement, a supplier is a vendor who has been selected through a procurement process to supply government with goods or services.

### **Vendor**

In the context of government procurement, any party that is in the position of being able to sell goods or services to government (i.e., a potential supplier) is a vendor. Solicitation processes are designed to solicit bids and Tenders from many vendors.