

**REQUEST FOR QUOTATION**

**¾ TON 4X4 PICKUP TRUCK**

**Quote No.**

**2021-008**

**Bid Closing: April 22, 2021**

**Joie de vivre**



[www.westnipissingouest.ca](http://www.westnipissingouest.ca)



West Nipissing Quest

**MUNICIPALITY OF WEST NIPISSING  
¾ TON PICK UP TRUCK**

**SECTION 1**

**INSTRUCTION TO BIDDERS**

**INVITATION TO QUOTE**

The Municipality of West Nipissing is seeking to purchase one (1) NEW ¾ TON PICK UP TRUCK

**Owner:** Municipality of West Nipissing  
101-225, Holditch Street  
Sturgeon Falls, On P2B 1T1  
Phone: 705-753-2250  
Fax: 705-753-3950



**INSTRUCTION TO BIDDERS**

**BID SUBMISSION**

- 1.0)** Bid documents must be returned in a sealed envelope clearly marked “NEW ¾ TON PICK UP TRUCK” complete with bidder’s Company name and Bid reference number to the exterior drop box at the Municipality of West Nipissing town hall, 101-225 Holditch Street, Sturgeon Falls, Ontario P2B 1T1, before 9:30 AM (local time) on April 22, 2021 (the “Official Closing Time”).
- 1.1)** The drop box will be opened immediately after the official closing time. Only bids collected from the drop box will be accepted.
- 1.2)** Bids submitted by facsimile or electronically will not be considered.
- 1.3)** All pages contained in the bid documents form an integral part of this bid.
- 1.4)** Section 3.0 must be completed and submitted in the format provided.
- 1.5)** The lowest or any bid will not necessarily be accepted. The owner may decide, at its sole discretion, that no bid submitted will be accepted and no contract will be awarded pursuant to this bid process. If the owner elects to reject all bids, all bidders will be notified and the owner will not be liable to any bidder in preparing the bid, damages, loss of anticipated profit in connection with the work, or any matter whatsoever.
- 1.6)** Bidders are required to check the Municipality of West Nipissing website for addenda issued before the closing date and time. If the contract administrator determines that an amendment is required to the bid documents, the contract administrator will prepare an addenda and post it to the Municipality of West Nipissing website.
- 1.7)** Partial or incomplete bids will not be considered.
- 1.8)** In case of a corporation that has a corporate seal, the corporate seal shall be affixed to the bid form.



**INSTRUCTION TO BIDDERS**

**QUESTIONS AND CLARIFICATIONS**

- 2.0)** Enquiries, request for explanation, interpretations or clarifications must be submitted by email to [sremillard@westnipissing.ca](mailto:sremillard@westnipissing.ca). Only those inquiries submitted by email will be considered. Emails submitted must include the quotation title and quotation reference number.
- 2.1)** Enquiries will be received up to noon local time on April 15, 2021. Enquiries received after the date and time noted will not receive a response.

**BID OPENING**

- 3.0)** Bids will be opened privately.
- 3.1)** Bid received after the official closing time is considered LATE, and will not be accepted and will be returned unopened to the bidder.

**ADJUSTMENT OR WITHDRAWAL OF BIDS**

- 4.0)** Adjustment by telephone, facsimile or letter for a bid already received will not be considered. A bidder desiring to make adjustment to a bid must withdraw the submission and/or supersede it with another offer.
- 4.1)** Bidders may withdraw its bid at any time prior to closing provided the withdrawal:
- i) is in the form of a letter and,
  - ii) state the name of the bidder and clearly identifies the bid that is being withdrawn and;
  - iii) is signed by the bidder's duly authorized signing officer;

**BID DOCUMENT DISCREPENCIES AND OMISSION**

- 5.0)** Bidders are responsible to review the bid documents and to verify they are complete. If the bidder finds discrepancies or omissions from the drawings, specifications and other documents, the bidder should submit a written request for correction to the contract administrator. Any required correction, addition, deletion or revision to the bid documents will be by written addenda to the bid documents issued by the contract administrator by posting to the Municipality of West Nipissing website.



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**REQUEST OF APPROVED EQUALS AND ALTERNATIVES**

- 6.0)** Request for equals to the material, equipment or methods of fabrications specified, should be submitted in writing to the contract administrator. These requests should contain pertinent data such as specifications, construction and operational characteristics, cost savings etc. in order to assist the contract administrator in his decision. Approvals for equals will be in the form of addenda. The contract administrator is not obligated to review and approve equals prior to the bid closing time.

**GENERAL INFORMATION FOR BIDDERS**

- 7.0)** Municipality's quote form and specification form must be used.
- 7.1)** Dealer must have a service facility within approximately 100 kilometers of municipal yards.

**QUOTE FORM:**

- 1.1)** I/we recognize the right of the owner to reject any and all bids for any reason without explanation and that the lowest bid may not be necessarily be accepted.
- 1.2)** I/we understand that my/our bid will be subject to rejection unless it is prepared in strict accordance with all the requirements of the bid documents.
- 1.3)** All pricing shall be in Canadian funds, all applicable taxes included with the exception of HST which will be considered as extra to the cost
- 1.4)** I/we hereby acknowledge receipt of the following addenda \_\_\_\_ to \_\_\_\_ forming part of the bid documents **(If none have been received, write the word none)**
- 1.5)** Bids shall be irrevocable and shall remain open for acceptance by the owner for a period of 60 calendar days from closing.
- 1.6)** If a discrepancy is found in the bid form between the unit price and the total amount, the unit prices shall be considered as representing the intention of the bid.



**MUNICIPALITY OF WEST NIPISSING**  
**RFQ ¾ TON 4X4 PICK UP TRUCK**

**SECTION 2.0**  
**QUOTE FORM**

**FORM OF QUOTE**

Having carefully examined the specifications as well as the quote document including all addenda and instruction to bidders, I/we, the undersigned, hereby offer to furnish the specified equipment, expeditiously and in the satisfactory manner and accept in full payment the stipulated sum of:

**Item A: ¾ TON 4X4 PICK UP WITH PLOW**

Make \_\_\_\_\_  
 Model \_\_\_\_\_  
 Year \_\_\_\_\_ \$ \_\_\_\_\_

**Item B – Plow**

Make \_\_\_\_\_  
 Model \_\_\_\_\_ \$ \_\_\_\_\_

**Total Item A + B** \$ \_\_\_\_\_

**Additional Fees/Tax**

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**HST** \$ \_\_\_\_\_

**Total Price for Delivery to Municipality of West Nipissing** \$ \_\_\_\_\_

**Delivery Time (after date of award):** \_\_\_\_\_ **Days after award notification**



West Nipissing Ouest

**MUNICIPALITY OF WEST NIPISSING  
RFQ ¾ TON 4X4 PICK UP TRUCK**

**SECTION 2.0  
QUOTE FORM**

**Signatures:**

Vendor full business name:

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Vendor full business mailing address:

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Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

*I have the authority to bind this company/corporation*

NAME: \_\_\_\_\_ (Please Print)

TITLE: \_\_\_\_\_ (Please Print)

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

CORPORATE SEAL:





**SPECIFICATIONS FOR ¾ TON 4X4 PICKUP TRUCK**

- 1.0)** Model year 2021 equipment – all quotes are for new equipment only. A new vehicle is considered as one having an odometer reading of 4,000 km or less.
- 1.1)** Bidders must complete all items under the “Yes / No” confirmation columns in the Specifications. The Municipality may reject any tender if the Yes/No confirmation is incomplete, if required items cannot be confirmed, if the alternative is not acceptable, or if the bidder’s specified rating is less than that required in the specifications.

<b>Chassis</b>	<b>YES</b>	<b>NO</b>	<b>If “No”, indicate alternative</b>
Minimum G.V.W. 4,300 kg.			
<b>Engine</b>			
8 Cylinder engine, minimum 5.0 L			
Immersion type engine (block) heater			
<b>Electrical System</b>			
Cargo area lamp			
Safety beacon light Blue and amber with single switch for either option			
Two batteries (plow package)			
<b>Body</b>			
Minimum length pick-up box - 6.0 feet			
Running boards/side step			
Flexible type mud flaps			
<b>Cab</b>			
Crew cab, 4 door			
Defroster, heater and air condition			
Front 60/40 split bench			
Front seat covered supplied			
Dual Air Bags			
AM/FM Radio			
Auto start			



	YES	NO	If "No", indicate alternative
Blue tooth			
Two way radio installed (radio and antennae supplied by Municipality)			
<b>Tires</b>			
Full-size spare tire mounted under box, same make, size and tread design as installed road tires			
<b>Transmission</b>			
Automatic transmission, minimum 4-speed H.D.			
High-low range transfer case			
<b>Front and Rear Axles</b>			
4-wheel drive with automatic locking hubs			
Front axle equipped with stop blocks			
<b>Paint</b>			
Dark blue for model quoted on			
Undercoat & Rust Proofing			
<b>Miscellaneous</b>			
Under rail box liner and tail gate protector			
Supply H.D. jack and wheel wrench			
Vehicle to be completely serviced			
All vehicle standard for model and year but not specified			
Dealer must supply a list of all filter, belt and battery replacement part numbers			
Dealer must provide a list of all factory option codes			
<b>State Warranty period</b>			
Dealer to supply and install back rack			



	YES	NO	If "No", indicate alternative
Blue and amber light shall be mounted on back rack			
Antenna shall be mounted on front fender			
Hitch/towing package			
7 pin trailer plug in			
Trailer brake			
ACE GPS system to be installed (Municipality to supply GPS)			
<b>Additional Equipment</b>			
Boss V plow			
Plow harness			
Ergonomic controls supplied and installed			
Adequate plow lighting installed			

**Completeness of Project**

**2.0)** The unit shall be complete and full operational at the time of the delivery. The successful tenderer shall supply any equipment not specifically mentioned in the tender document that is necessary for the successful operations of the unit.

**Warranties**

**3.0)** The successful bidder shall supply fully executed manufacturer’s warranties on the vehicle and any additional equipment.

**Quoting Additional Equipment or Options**

**4.0)** Suppliers are invited to submit proposals for optional or alternative equipment which they may have available and which may improve the cost effectiveness, durability, efficiency and operation of the equipment specified herein. Such proposals shall not be added to the bid form, but shall be submitted separately, on the supplier’s own letterhead or quotation form, and shall be separate from the price tendered for equipment meeting the Municipality’s specifications.



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**SECTION 3.0**  
**SPECIFICATIONS**

**Delivery**

- 5.0)** The vehicles are to be delivered to the Municipal Garage in Sturgeon Falls, Ontario. The price shall include all taxes, freight, service, and preparatory charges to deliver to this garage. Failure to meet the specified delivery date deadline could result in a \$50/day penalty unless agreed to in writing as a result of unforeseen circumstances.