

REQUEST FOR QUOTATION

½ TON 4X4 PICKUP TRUCK

Quote No.

2026-008

Bid Closing: February 5th, 2026

Joie de vivre



www.westnipissinguest.ca



MUNICIPALITY OF WEST NIPISSING
½ TON PICK UP TRUCK

SECTION 1

INSTRUCTION TO BIDDERS

INVITATION TO QUOTE

The Municipality of West Nipissing is seeking to purchase one (1) NEW ½ 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 ½ TON PICK UP TRUCK.” complete with bidder’s Company name and Bid reference number to the Municipality of West Nipissing town hall, 101-225 Holditch Street, Sturgeon Falls, Ontario P2B 1T1, before 1100 hrs. (local time) on February 5th, 2026 (the “Official Closing Time”).
- 1.1)** Bids will be deemed to have been received when a Municipality representative has stamped the envelope with the time and date of receipt with the time clock located at the Services counter. The time clock located at the services counter is the official time piece. Bids may also be submitted through the exterior drop box at Town Hall, 225 Holditch Street, Sturgeon Falls. Bids submitted through the exterior drop box will be recorded as received when the drop box is opened the following morning.
- 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. 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 1100 hrs. (local time) on January 29th, 2026. 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 DISCREPANCIES 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.



MUNICIPALITY OF WEST NIPISSING
½ TON PICK UP TRUCK

SECTION 1

INSTRUCTION TO BIDDERS

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 ½ 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: ½ TON 4X4 PICK UP TRUCK

Make _____

Model _____

Year _____

\$ _____

Additional Fees/Tax

\$ _____

\$ _____

\$ _____

HST

\$ _____

**Total Price for Delivery to Municipality of West
Nipissing**

\$ _____

Delivery Time (after date of award):

_____ Days after award notification



MUNICIPALITY OF WEST NIPISSING
RFQ ½ TON 4X4 PICK UP TRUCK

SECTION 2.0
QUOTE FORM

Signatures:

Vendor full business name:

Vendor full business mailing address:

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 _____, 2026

CORPORATE SEAL:

SPECIFICATIONS FOR ½ TON 4X4 PICKUP TRUCK

1.0) Model year 2026 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.

	YES	NO	If “No”, indicate alternative
Chassis			
Minimum G.V.W.R 3,300 kg. Including towing package. (½ Ton pick-up truck)			
Engine			
6 Cylinder engine, minimum 3.5L Minimum			
Immersion type engine (block) heater			
Electrical System			
Beacon light Blue and Amber (To be mounted on back rack)			
Backup Alarm			
Body			
Maximum length pick-up box – 6.0 feet			
Running boards/side step			
Flexible type mud flaps			
Cab			
Crew Cab, 4 doors.			
Front 60/40/20 with center console			
Tires			
17" or 18" All Season (LT minimum)			
Full-size spare tire mounted under box, same make, size and tread design as installed road tires			
Transmission			
Automatic transmission			

MUNICIPALITY OF WEST NIPISSING
NEW ½ TON PICKUP TRUCK

SECTION 3.0
SPECIFICATIONS

	YES	NO	If "No", indicate alternative
Front and Rear Axles			
4-wheel drive with automatic locking hubs			
Paint			
White or Approved Alternative			
Undercoat & Rust Proofing			
Miscellaneous			
Sprayed in box liner			
Floor covering – prefer vinyl or rubber			
Fog lamps			
Front tow hooks			
Back rack			
Hitch/towing package			
7 pin trailer plug in			
Trailer brake			
Back up camera			
Blue Tooth			
Box Tunnel Cover			
Remote Start			
Install Owner supplied GPS system			
Install owner supplied Two way radio			
Additional Equipment			

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.

Delivery

5.0) The vehicle shall be delivered to the Sturgeon Falls, Public Works yard. The price shall include all taxes, freight, service, and preparatory charges to deliver to this garage. Delivery must be within 2 months of date of award. Failure to meet this deadline will result in a \$50/day penalty. It is anticipated that the award date will be end of June.

Confirmation of order

6.0) The successful bidder shall provide a formal confirmation of order for each truck by providing the VIN of the truck when created. The confirmation of order shall be provided within 30 days from receiving the purchase order from the Municipality.

The successful supplier shall notify the Municipality immediately if any of the truck specifications included in this section restrain the order confirmation from the Manufacturer.

Owner supplied equipment

7.0) All equipment will be delivered by the owner to the successful vendor. Vendor shall supply all additional accessories, wiring and fittings necessary to complete the installation of each supplied equipment.