



**THE MUNICIPALITY OF WEST GREY
REQUEST FOR TENDER**

FOR

**ONE (1) – NEW 2018 ONE TON DUALY 2WD REGULAR CAB AND
CHASSIS**

OR

**ONE (1) – NEW 2018 ONE TON DUALY 4WD REGULAR CAB AND
CHASSIS**

RFT WG18-02

ISSUE DATE:	Thursday, January 11 2018
CLOSING DATE:	Wednesday, January 24, 2018
TIME:	11:00 a.m., Local Time
LOCATION:	Municipality of West Grey Administration Building, 402813 Grey Rd. 4 Durham, ON N0G 1R0
LATE SUBMISSIONS WILL NOT BE ACCEPTED	

You are hereby invited to bid the lowest net prices for which you are prepared to furnish the merchandise or services described, all in accordance with the Terms and Conditions and other instructions as stated in this document.

NOTE: It is the vendor's sole responsibility to ensure their submissions are received by the time and date specified within the document.

The Lowest or Any Bid Will Not Necessarily Be Accepted.

Company Name:

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Section A – Terms and Conditions

1. Form of Tender

All Tenders must be upon the forms provided, submitted in **sealed packages**, clearly marked with **RFT number and project description and Bidder's company name**. The package shall include one (1) original. Please see "Completion of Tender" for a listing of documents to include for this submission.

2. Definitions

Municipality: Refers to "The Municipality of the West Grey"
Owner: Refers to "The Municipality of the West Grey"
Bidder: Refers to "any eligible entity providing a Tender"
Successful Bidder: Refers, in the event of an award, "to the selected Bidder"
RFT: Refers to "Request for Tender"

3. Tender Closing

Tender submissions must be received by the:

**Municipality of West Grey,
Administration Building,
402813 Grey Road 4,
Durham, On. N0G 1R0**

Attention: Brent Glasier C.E.T., Director of Infrastructure and Public Works

No later than 11:00 am local time, Wednesday, January 24, 2018.

The Municipality is not responsible for Submissions which are not properly marked and/or delivered to any other location than that specified.

4. Late Submissions

Tenders received after the official closing time will **NOT** be considered during the selection process and will be returned unopened to the respective Bidder.

5. Electronic Submissions

Electronically transmitted submissions (email, fax, etc.) will **NOT** be accepted for this Tender.

6. **Tender Opening**

Bidders are advised there will be a public opening for this RFT. Submissions received, by the date and time of closing, will be opened administratively by respective members of the Municipality.

7. **Completion of the Tender**

All entries shall be clear and legible, and made in a non-erasable medium, and signed in ink. All items shall be submitted according to any instruction in the Request for Tender Documents.

Alterations may be made, providing they are legible and initialed by the Bidder's signing officer. Tenders which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted or irregularities of any kind may be rejected.

8. **Tender Withdrawal**

Any Tender may be withdrawn prior to the scheduled time for Tender Closing, or authorized postponement thereof.

9. **Bidder Expense**

Any expenses incurred by the Bidder in the preparation of the Tender submission are entirely the responsibility of the Bidder and will **NOT** be charged to the Municipality.

10. **Examination of Request for Tender Documents**

Each Bidder must satisfy himself/herself by a personal study of the RFT documents respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after Submission of Tenders, that there is a misunderstanding with respect to the conditions imposed by this RFT.

Prices must include **all incidental costs** and the Bidder must be satisfied as to the full requirements of the RFT. No claims for extra work will be entertained and any additional work must be authorized in writing prior to commencement. Should the Bidder require more information or clarification on any point, it must be obtained prior to the submission of the RFT.

11. **Inquiries, Discrepancies and Interpretations**

Should a Bidder find omissions from or discrepancies in any of the RFT documents, or should the Bidder be in doubt as to the meaning of any part of such documents, the Bidder shall notify the designated contact person and office without delay. If the designated contact person considers that a correction, explanation or

interpretation is necessary or desirable, an addendum will be issued to all who have received RFT documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Tender documents.

Inquiries must be received no later than three (3) business days prior to the closing date of the RFT; otherwise, a response may not be provided.

12. Acceptance or Rejection of Tenders

- a. The Municipality reserves the right to reject any or all Tenders, and to waive formalities as the interests of the Municipality may require without stating reasons therefore.

Notwithstanding and without restricting the generality of the statement immediately above, the Municipality shall not be required to award or accept a Tender, or recall the Tenders at a later date:

- i. When only one Tender has been received as a result of the Tender call;
 - ii. Where the lowest responsive and responsible Bidder substantially exceeds the estimated cost of the goods or service;
 - iii. When all Tenders received fail to comply with the Specifications or Tender Terms and Conditions; and
 - iv. Where a change in the scope of work or specifications is required.
- b. The Municipality shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Bidder by reason of the acceptance or the non-acceptance by the Municipality of any Tender or by reason of any delay in the acceptance of a Tender, except as provided in the Tender document.
 - c. Each Tender shall be open for acceptance by the Municipality for a period of thirty (30) calendar days following the date of closing.
 - d. Where the Tender documents do **NOT** state a definite delivery/work schedule and a submitted Tender is based on an unreasonable delivery/work schedule, the Tender may be rejected.

13. Errors and/or Omissions

The Municipality shall not be held liable for any errors and/or omissions in any part of this RFT. While the Municipality has used considerable efforts to ensure an accurate representation of information in this RFT, the information contained in the RFT is supplied solely as a guideline for Bidder(s). The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the RFT is intended to relieve the

Bidder from forming their own opinions and conclusions with respect to the matters addressed in the RFT.

14. Addenda

If required by the Municipality, Addenda will be distributed to all Bidders registered as a document taker for this Tender. The Addenda will be distributed using the latest contact information as provided by the Bidder. It is the Bidder's responsibility to notify the Municipality of any changes to their email or mailing address. It is the Bidder's ultimate responsibility to ensure all Addenda's have been received.

Bidder shall be required to acknowledge receipt of Addenda on the Bidder's Information/Addenda Acknowledgement Form contained in the Tender document.

15. Tender Award Procedures

Unless stated otherwise, the following procedures will apply:

- a. The Municipality will notify the Successful Bidder of the award within thirty (30) calendar days of the Tender Closing.
- b. Notice of Acceptance of Tender will be by telephone and by written notice.
- c. Following receipt of the required documents, the Successful Bidder will receive written authority, in the form of a Professional Services Agreement and/or official Purchase Order, to proceed with the Work.

16. Notification of Award

The Municipality will notify only the Bidder presenting the awarded Tender in writing.

17. Harmonized Sales Tax (HST)

All prices within this document shall be quoted exclusive of HST.

18. Terms of Payment

The normal terms of payment for the Municipality will be net thirty (30) calendar days. Invoices shall be forwarded to:

Municipality of West Grey
402813 Grey Rd. 4
Durham, ON N0G 1R0

19. Assignment of Contract

The successful Bidder shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or Municipality, without the previous consent, in writing, of the Municipality's officials, which consent shall not be unreasonably withheld.

20. Contact(s)

All enquires enquiries relative to this RFT shall be directed to:

Brent Glasier, C.E.T.
Director of Infrastructure and Public Works
Municipality of West Grey
402813 Grey Rd. 4
Durham, ON N0G 1R0
Phone: (519) 369-2200, ext. 227
bglasier@westgrey.com

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFT will be circulated in writing as a RFT Addendum to all Bidders who have received the RFT document from the Municipality.

Inquiries must be received no later than three (3) business days prior to the closing date of the RFT; otherwise, a response may not be provided.

21. Tender Evaluation

All submissions must be in compliance with the requirements of the RFT process in order to be considered.

22. Cancellation

The Municipality reserves the right to immediately terminate the Contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

23. Conflict of Interest

This Tender is made by the Bidder without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a Tender for the same work, and is in all respects fair and without collusion or fraud.

The tendered price must conform to the Municipality of West Grey's specifications attached hereto and forming part of this tender.

24. Freedom of Information

All correspondence, documentation and information provided shall become the property of the West Grey. Any personal information required on the documentation presented is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. This information will be an integral component of the quote submission.

All written Tenders received by the West Grey become a public record. Once a Tender is accepted by the West Grey, and a contract is signed, all information contained in the contract is available to the public, including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

Mark Turner, Hons BA, AMCT, Clerk
Municipality of West Grey
402813 Grey Rd. 4
Durham, ON N0G 1R0
Phone: (519) 369-2200, ext. 229
mturner@westgrey.com

The Clerk has been designated by the Municipality of the West Grey Council to carry out the responsibilities of the Act.

25. Patent, Copyright or Other Proprietary Rights

In accordance with Municipal Freedom of Information and Protection of Privacy Act, Bidders are reminded to clearly identify in their Tender material, any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage.

Bidders are encouraged to place all such details and information within a separate section of their submission. Complete Tender details are **not** to be identified as "Confidential".

26. Consultants

Any consultant involved in developing the specifications intended to be used with the Tender process cannot be involved in the creation of the response to those specifications.

27. Conflict of Interest

This Tender is made by the Bidder without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a Tender for the same work, and is in all respects fair and without collusion or fraud.

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FORM OF TENDER

FOR THE PROVISION OF:

One (1) New One Ton Dually 2WD Regular Cab & Chassis
or
One (1) New One Ton Dually 4WD Regular Cab & Chassis

AS SUPPLIED BY:

Name of Company

Address

(Hereinafter called the Bidder)

To: **The Municipality of West Grey
402813 Grey Rd. 4
Durham, ON N0G 1R0**

(Hereinafter called the Municipality)

THE BIDDER DECLARES

1. No person(s), firm or Municipality, other than the Bidder, has any personal interest in this Tender or in the award for which this Tender is made.
2. No member of Council, officer or employee of the Municipality is or will become interested directly or indirectly as a contracting party, partner, shareholder, and surety or in any portion of the profits thereof, or in any of the monies to be derived, there from.
3. This Tender is made without any connection, comparison of figures, or arrangements with, or knowledge of any other Municipality, firm or person making a Tender for the same and is in all respects without collusion or fraud.
4. By signing this submission, I confirm I have read and understood the content and requirements of this Tender document.

Acknowledgement to receipt of Addenda

This will acknowledge receipt of the following addenda and that the pricing quoted includes the provision set out in the addenda.

Addendum No. _____

Date Received _____

Check here if NO Addenda received.

Dated at _____ this _____ day of _____ 2018.

Signature of Witness

Signature of Bidder

By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal/board, to sign on behalf of the above named.

2. Bidder Information

1.	Full Legal Name of Bidder:	
2.	Street Name:	
3.	City, Province:	
4.	Postal Code	
5.	Office Phone Number:	
6.	Office Fax Number:	
7.	HST Account Number:	
8.	Contact Person's Name & Title:	
9.	Contact Person's Cell: Phone Number:	
10.	Contact Person's Email:	

BIDDER NAME & TITLE

SIGNATURE

DATE

3. Information to Bidder

The following specifications listed are the preferred minimum specifications the Municipality is requesting. The Municipality will objectively review bids to determine which makes and models conform to or exceed the specifications listed. The Municipality shall be the sole judge of the review in determining what make and model will be selected.

The Bidder must submit actual specifications or descriptive literature of all components along with the tender being submitted, especially if 'NO' under 'confirmation' is checked.

Please complete and answer all bidders' actual specifications. **(THIS IS MANDATORY).**

Any deviation from Municipality specifications must be explained and accompany the completed tender.

Specification definitions shall be to S.A.E. and ISO standards unless otherwise stated.

This unit shall be supplied with all standard equipment, plus all other equipment required by this specification.

Price to be F.O.B. West Grey Bentinck Patrol Depot.

4. Vendor of Record

The Municipality of West Grey is part of the Broader Public Service of the Province of Ontario and as such is entitled to the concessions (discounts) as arranged by the Ministry of Government Services.

The tendered price must conform to the Municipality of West Grey's specifications attached hereto and forming part of this tender.

5. Condition of Award

The Municipality reserves the right to come on-site to inspect and evaluate any or all Bidders' equipment that may meet Municipality specifications prior to award of contract.

6. General Specifications

Minimum Truck Models for One Ton Dually 2WD Cab and Chassis

- Chevrolet Silverado 3500 2WD Cab and Chassis
- Dodge, D3500, 2WD Cab and Chassis
- Ford, F350 2WD Cab and Chassis
- G.M.C. Sierra 3500 2WD Cab and Chassis

The Municipality of West Grey has indicated accepted minimum truck models. West Grey wishes the following specifications also be included with supplier's base line model of One Ton dually rear tire truck.

Item	Minimum Specifications	Confirmation/Specify	
1.	Cab to be painted grey – Supplier will provide colours for confirmation by Municipality.		
2.	Interior trim shall be black or grey colour		
3.	Seat to be heavy duty vinyl with 40/20/40 split bench configuration with fold down centre arm rest.		
4.	Vinyl Flooring with matching all weather floor mats.		
5.	Min. 6.0 L V8 gas engine		
6.	Alternator shall be single phase, extra heavy-duty min. 220 amp.		
7.	Min. 6 speed heavy duty automatic transmission.		
8.	Auxiliary external transmission/oil cooler and high capacity air cleaner.		
9.	Power windows, door locks and cruise control.		
10.	Rims to be 17" painted steel with all season radial tires and mud and snow radial tires (Firestone Transforce AT or equivalent).		
11.	Rear axle ratio shall be 3.73 min.		
12.	Locking rear differential.		
13.	Heavy duty suspension and brake package.		
14.	Rear of cab to rear axle shall be 60" to accommodate a 9.5' dump body.		
15.	Trailer/tow Package.		
16.	Air-conditioning equipped.		
17.	Side mirrors, camper style manual extendable, power operated/heated.		
18.	AM/FM clock radio with Bluetooth capability.		
19.	Recovery Hooks		
20.	Extended Vinyl formed mud guards.		
21.	Bug Deflector		
22.	Manufacturer's Factory Warranty		

Minimum Truck Models for One Ton Dually 4WD Cab and Chassis

- Chevrolet Silverado 3500 4WD Cab and Chassis
- Dodge, D3500, 4WD Cab and Chassis
- Ford, F350 4WD Cab and Chassis
- G.M.C. Sierra 3500 4WD Cab and Chassis

The Municipality of West Grey has indicated accepted minimum truck models. West Grey wishes the following specifications also be included with supplier's base line model of One Ton dually rear tire truck.

Item	Minimum Specifications	Confirmation/Specify	
1.	Cab to be painted grey – Supplier will provide colours for confirmation by Municipality.		
2.	Interior trim shall be black or grey colour		
3.	Seat to be heavy duty vinyl with 40/20/40 split bench configuration with fold down centre arm rest.		
4.	Vinyl Flooring with matching all weather floor mats.		
5.	Min. 6.0 L V8 gas engine		
6.	Alternator shall be single phase, extra heavy-duty min. 220 amp.		
7.	Min. 6 speed heavy-duty automatic transmission.		
8.	Drive train to be 4WD option. Floor mounted lever operated.		
9.	Auxiliary external transmission/oil cooler and high capacity air cleaner.		
10.	Power windows, door locks and cruise control.		
11.	Rims to be 17" painted steel with all season radial tires and mud and snow radial tires (Firestone TransForce AT or equivalent).		
12.	Rear axle ratio shall be 3.73 min.		
13.	Locking rear differential.		
14.	Heavy duty suspension and brake package.		
15.	Rear of cab to rear axle shall be 60" to accommodate a 9.5' dump body.		
16.	Trailer/tow Package.		
17.	Air-conditioning equipped.		
18.	Side mirrors, camper style manual extendable, power operated/heated.		
19.	AM/FM clock radio with Bluetooth capability.		
20.	Recovery Hooks		
21.	Extended Vinyl formed mud guards.		
22.	Bug Deflector		
23.	Manufacturer's Factory Warranty		

West Grey requests that the Supplier provide a detailed list of vehicle specifications which includes:

- Power Train/Chassis Features;
- Exterior Features;
- Interior Features;
- Safety and Security Features;
- Body and Chassis;
- Power Train;
- Tires and Wheels;
- Cab Interior;
- Colour Scheme; and
- Fuel Consumption.

Technical Information:

- Engine;
- Transmission;
- Electrical;
- Suspension and Axles;
- Steering;
- Fuel tank; and
- any other relevant information.

Tendered units must comply with the following specifications in all aspects. Alternative components, which meet the requirement of this specification, but are not identified in the specification, must be approved by the purchaser prior to tender closing.

NOTE: Bidder must submit actual equipment specifications with tender package. Failure to do so will result in disqualification of bid package.

7. SCHEDULE OF PRICING

New 2018 One Ton Dually 2WD Regular Cab and Chassis

Make:	\$ _____
Model:	
Fuel Consumption:	
Price Per Unit	
13% HST	\$ _____
Licence Fee	\$ _____
Plate & Sticker Fee	
Tire Tax (If applicable)	
Total Tender Amount	\$ _____

Anticipated delivery date: _____

Dated at _____ this ____ day of _____, 2018.

Signature of Bidder: _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____

New 2018 One Ton Dually 4WD Regular Cab and Chassis

Make:	\$ _____
Model:	
Fuel Consumption:	
Price Per Unit	
13% HST	\$ _____
Licence Fee	\$ _____
Plate & Sticker Fee	
Tire Tax (If applicable)	
Total Tender Amount	\$ _____

Anticipated delivery date: _____

Dated at _____ this ____ day of _____, 2018.

Signature of Bidder: _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____