



The Corporation of the Township of Melancthon
157101 Highway 10
Melancthon, Ontario L9V 2E6

TENDER 03-2024

SUPPLY AND DELIVERY OF ONE (1) NEW 2025 FULL 4-DOOR 4X4 CREW CAB PICK UP TRUCK TO BE DELIVERED TO THE CORPORATION OF THE TOWNSHIP OF MELANCTHON NO LATER THAN FEBRUARY 1ST, 2025

SEALED TENDERS, shall be submitted to the Corporation of the Township of Melancthon on forms as supplied by the Township by hand delivering the Tender in a sealed envelope, to Township staff at the front counter at 157101 Highway 10, Melancthon Ontario L9V 2E6 during regular business hours (Monday to Friday 8:30am to 12pm and 1pm to 4:30pm), no later than

Tuesday, October 15th, 2024 at 12:00 p.m.

Tender forms may be picked up at the above address during regular business hours prior to the closing date.

THE LOWEST OR ANY PARTICULAR BID NOT NECESSARILY ACCEPTED. THE TOWNSHIP OF MELANCTHON RESERVES THE RIGHT TO ACCEPT, REJECT OR DELETE PORTIONS OF ALL OR ANY TENDERS, OR TO CANCEL THE BID AT ANY TIME, FOR ANY REASON AS SO DETERMINED BY THE TOWNSHIP.

For further information, please contact:

Craig Micks
Public Works Superintendent
Phone 519-925-5525 Ext.105
Fax 519-925-1110
E-mail: roads@melancthontownship.ca

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PAGES: 24

TENDER DOCUMENTS

TENDER 03-2024

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TOWNSHIP OF MELANCTHON – PUBLIC WORKS

DEPARTMENT

TENDER 03-2024

**SUPPLY AND DELIVERY OF ONE (1) NEW 2025 FULL 4-DOOR 4X4 CREW CAB
PICK UP TRUCK TO BE DELIVERED TO THE CORPORATION OF THE
TOWNSHIP OF MELANCTHON NO LATER THAN FEBRUARY 1ST, 2025**

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SECTION A

INFORMATION TO BIDDERS

1. Tender Bid Requirements

- 1.1 **The Tender Forms as supplied for this Tender must be used and will be received by the Contract Administrator or their duly authorized representative until 12:00 p.m. local time on Tuesday, October 15th, 2024. Bids received after closing time will not be considered. The Bidder must submit the Tender in a large opaque envelope and on the Tender Submission Form supplied and must deliver such Tender so that it is in the hands of Township staff at the address below within the time and at the location specified in the submission requirements. Envelopes must be clearly marked with the Tender Number (03-2024) and the company submitting the Tender.**

**Township of Melancthon
Public Works Department
157101 Highway 10
Melancthon, Ontario
L9V 2E6**

Please note: it is important that the Bidder ensures that the outside packaging (courier package) clearly states the Tender Number (03-2024).

- 1.2 The Bidder must:
- 1.2.1.1. Complete and fully execute the Tender Submission Form supplied in all respects with appropriate documents and all requisite information including the following:
 - 1.2.1.1.1. Tender Submission Form
 - 1.2.1.1.2. Section C – Specifications (Pages 13-19)
 - 1.2.1.1.3. Section D – Tender Form (Pages 20-24)
- 1.3 The Bid must be legible and prepared in ink or typed and ALL ITEMS MUST BE BID with the unit price for each item and other entries being fully clear. Any erasures or overwriting of prices must be initialed.
- 1.4 The submission must not be restricted by a statement added to the Tender Submission Form or by a covering letter, or by alterations to the Tender Submission Form, as supplied by The Corporation of the Township of Melancthon, unless otherwise provided herein.

- 1.5 Adjustments to a Tender already submitted can only be made prior to the closing time and date of the Tender by an official of the organization submitting the Tender. Any adjustments made after the closing time are not permitted and thus will not be considered. A Bidder desiring to make adjustments to a Bid must withdraw the Bid and supersede it with a later Bid submission.
- 1.6 Faxed or emailed Tenders will not be accepted.
- 1.7 All bids shall be irrevocable after the due date and are to remain open to acceptance for a period of ninety (90) days or until a contract is signed with the Successful Bidder(s) or the Tender is cancelled, whichever comes first.
- 1.8 All expenses involved with the preparation and submission of bids to The Corporation of the Township of Melancthon, or any work performed in connection therewith shall be borne by the Bidder.
- 1.9 The Corporation of the Township of Melancthon expects that all costs shall be included in the Tender. Additional costs identified must be submitted in writing and approved by The Corporation of the Township of Melancthon prior to completion of the work.
- 2.0 The Tender Submission Form must be signed and witnessed in the spaces provided on the Form, with the signature of the Bidder or responsible official of the submitting firm. If a joint submission is submitted, it must be signed and addressed on behalf of each Bidder.
- 2.1 The HST shall be shown separately.

2. Contact

- 2.1. If a Bidder needs to address any discrepancies, errors and/or omissions in the Bid Document, or if they are in doubt as to any part thereof, they shall submit questions in writing to the Public Works Superintendent at: roads@melancthontownship.ca
- 2.2. Questions or clarification will be answered individually, but response(s) to any question that modifies the scope of the Tender will be circulated in writing as a Tender Addendum to all respondents who have received the Tender document from the Corporation of the Township of Melancthon.
- 2.3. Inquiries must be received no later than five (5) working days prior to the closing date of the Tender; otherwise, a response may not be provided.

3. Bid Security – (not required for this Tender)

4. Acceptance or Rejection of Tenders

- 4.1. Under no circumstances will the Corporation of the Township of Melancthon consider a Tender which is:
 - 4.1.1. Not received at the address provided in Section 1.1 of the Instructions to Bidders;
 - 4.1.2. Not received prior to the closing time as stated on the cover of this Tender; and
 - 4.1.3 Not properly Signed.
- 4.1.4 The Corporation of the Township of Melancthon has the unqualified right to:
 - 4.1.4.1 Accept or reject any Tender or all Tenders; and
 - 4.1.4.2 Waive the formalities in any Tender documents as the interest of the Township of Melancthon may require without giving any reasons for any such action.
- 4.1.5 The Corporation of the Township of Melancthon is not obligated to accept any Tender because it is the lowest tender submitted.
- 4.1.6 The Corporation of the Township of Melancthon may cancel the Tender at any time without giving any reasons for such cancellation.

5. Omissions, Discrepancies and Interpretations

- 5.1 It is understood, acknowledged, and agreed that while this Request for Tender includes specific requirements and specifications, and while The Corporation of the Township of Melancthon has used considerable efforts to ensure an accurate representation of information in this request, the information is not guaranteed by The Corporation of the Township of Melancthon to be accurate, nor necessarily comprehensive or exhaustive. Nothing in the request is intended to relieve the Bidders from forming their own opinions and conclusions with respect to the matters addressed in the Request for Tender. 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.
- 5.2 Should a Bidder find omissions from or discrepancies in any of the Tender Documents or should he/she be in doubt as to the meaning of any part of such documents, he/she should notify the Corporation of the Township of Melancthon in writing. If the Corporation of the Township of Melancthon considers that a

correction, explanation, or interpretation is necessary or desirable, the Corporation of the Township of Melancthon will issue an addendum to all who have received the Tender Documents.

- 5.3 If the Bidder fails to report any discrepancies, errors or omissions to the Corporation of the Township of Melancthon as specified in this document, the Bidder will be deemed to have accepted all such specifications as being accurate and the Owner will not approve any extra charges subsequent to acceptance of the Tender.
- 5.4 No oral explanation or interpretation shall modify any of the requirements or provisions of the Tender Documents.

6. Award of Contract

- 6.1 The Corporation of the Township of Melancthon reserves the right to accept or reject any or all Tender(s), to negotiate with the Successful Bidder(s), split the award or to waive irregularities and omissions, if in so doing the best interests of The Corporation of the Township of Melancthon will be served. No liability shall accrue to The Corporation of the Township of Melancthon for its' decision in this regard. Any Bid or any part of any Bid will not necessarily be accepted. The lowest Bid does not necessarily constitute an award. The Corporation of the Township of Melancthon is not obligated to award a contract to any Bidder pursuant to this Request for Tender.
- 6.2 The Contract shall be deemed to be awarded on the date that The Corporation of the Township of Melancthon advises the Bidder in writing of such award.
- 6.3 If the Bidder alters or withdraws the Bidder's Tender after the date of Tender closing or if the Bidder does not provide performance security, insurance or any other documents, where applicable, or as outlined in the General Conditions, within the times specified by the Corporation of the Township of Melancthon, then the Corporation of the Township of Melancthon may treat the Bidder's Tender and any right of the Bidder to Contract or Contract as terminated, and in addition may take such further action as the Corporation of the Township of Melancthon deems advisable to recover any damages suffered by the Corporation of the Township of Melancthon.
- 6.4 If there is any discrepancy in the Tender Submission Form or documents submitted by the Bidder, between any amount shown in writing and in figures, the Corporation of the Township of Melancthon may choose to accept the amount in writing or to reject the Tender.

7. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

- 7.1 In accordance with MFIPPA, this is to advise that any personal information Bidders provide is being collected under the authority of the Municipal Act and will be used exclusively in the selection process. All Tenders submitted become the property of Corporation of the Township of Melancthon. Bidders are reminded to identify in their Tender material any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete Tenders are not to be identified as confidential. The information contained in this Tender document may be utilized by the Bidder solely for the purpose of preparing a Tender Bid for submission to Corporation of the Township of Melancthon. The Corporation of the Township of Melancthon does not authorize any other use of the information for any other purpose. Bidders must indicate clearly within their Tender information they consider to be confidential. The Corporation of the Township of Melancthon is required to adhere to the requirements of the Municipal Freedom of Information and Protection of Privacy Act, as amended and once a Tender is accepted it does become public information and must be disclosed upon a request by any member of the public.

8. LAWS AND REGULATIONS

- 8.1 The Successful Bidder shall comply with the relevant federal, provincial, and municipal statutes, regulations and by-laws pertaining to the work and its performance. The Successful Bidder shall be responsible for ensuring similar compliance by its suppliers and sub-contractors (if applicable). The contract shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

9. SCHEDULE OF ITEMS AND PRICES

- 9.1 Price shall be submitted in Canadian funds with the Harmonized Sales Taxes (H.S.T.) shown separately. Product delivery shall be FOB destination.

10. CANCELLATION POLICY

- 10.1 The Corporation of the Township of Melancthon **shall have the right not to accept the lowest or any other Bids.** The Township reserves the right to reject any or all Bids. The Corporation of the Township of Melancthon shall have the right to cancel the Tender process and to place a new request for Bids or not request new Bids. The Bids shall be evaluated on the basis of providing the greatest value based on quality, service and price as determined by The Corporation of the Township of Melancthon in its sole and unfettered discretion. The Corporation of the Township of Melancthon reserves the right, in its absolute

discretion, to accept a Bid which it deems most advantageous to itself and the right to reject any Bid, in each case without giving any notice. Supplementary materials changing the terms of request shall render the Bid non-compliant. Bids which contain qualifying conditions may, at the sole discretion of The Corporation of the Township of Melancthon, be disqualified or rejected. In no event will the Township be responsible for the costs of the preparation of the submission of a bid. No Bidder shall have any claim for any compensation of any kind as a result of participating in this Bid process and by submitting a Bid each Bidder shall be deemed to have agreed it has not claim. The Corporation of the Township of Melancthon may reject any Bid, the lowest Bid or all Bids, or may cancel the Tender notice and require the submissions of new Bids for any reason within its absolute discretion.



SECTION B

GENERAL CONDITIONS

GENERAL CONDITIONS

1. General Information

There are Specifications and Scope of Work included with this Tender package. Bidders are required to make themselves familiar with the requirements of the product required. The General terms and conditions set forth in this section should be used in conjunction with the specifications for the product.

2. Basis for Invoicing

The Supplier shall submit one payment invoice for the complete unit. Supplier to show on invoice the Purchase Order number issued as well as its HST Registration number and the HST is to be shown separately.

All prices are to be quoted F.O.B. Township of Melancthon, Public Works Yard, 157101 Highway 10, Melancthon, Ontario L9V 2E6.

The normal terms of payment for the Corporation of the Township of Melancthon will be net thirty (30) calendar days.

3. Cancellation

In the event the successful Bidder does not comply with the specifications, terms and conditions, and scope of the document, at any time throughout the duration of the Contract, the Contract may be cancelled by The Corporation of the Township of Melancthon. Where there is a question of non-performance, payment in whole or in part may be withheld at the discretion of The Corporation of the Township of Melancthon.

4. General

The supplier shall provide sufficient supervision to ensure prompt and efficient service to carry out the supply and delivery of the unit to the satisfaction of The Corporation of the Township of Melancthon.

5. Inspection and Testing

The successful Bidder must upon request provide proof satisfactory to The Corporation of the Township of Melancthon that the goods meet the Specifications. The Corporation of the Township of Melancthon has the right to inspect the goods upon delivery. Any item of the Goods which fails to meet the Specifications may be rejected.

6. Damages

The supplier shall make good at its own expense, any damage caused by the execution of the Contract.



SECTION C

SPECIFICATIONS

SPECIFICATIONS

The Corporation of the Township of Melancthon of Melancthon requires the supply and delivery of one (1) New 2025 FULL 4-DOOR 4X4 CREW CAB PICK-UP TRUCK. Bidders must certify that the models offered meet this specification.

Please be sure to include all appendices with your submission.

The specifications in this request are the basic minimum requirements that are necessary to obtain the desired performance, reliability and low cost of operation and maintenance.

Where specific items are specified in regards to manufacture and model, the Corporation of the Township of Melancthon will consider "approved equivalents", providing the make and model being offered are equal to or exceed the items being asked for in regards to design, quality, material, and performance. Upgrades to packages as specified may be considered as acceptable at time of Tender.

The 2025 full 4-door 4x4 crew cab pick-up truck and all its attachments must be supplied with suitable components to comply with the following specifications:

MAKE:
MODEL:
YEAR:
SERVICE YARD NAME & ADDRESS:

GENERAL

2025 Full 4-door 4x4 crew cab with a 6 1/2 ft long box. Specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Aggressive all-season tires (M&S) Specify tire name, size & manufacturer:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Minimum 18" aluminum rims Specify diameter & material type:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specify Body Material:	
Towing capacity shall be a minimum of 7,000lbs.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specify maximum payload capacity:	
Specify gross vehicle weight rating:	

ENGINE

Specify engine manufacture and model:	
Additional engine options & information to be included on Pg. 17.	
Engine displacement shall be a minimum of 3.5 litres Specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specify maximum horsepower & torque outputs:	
Engine block heater.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Battery with run-down protection. Specify cold cranking amps:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Heavy duty alternator. Specify maximum output (amps):	<input type="checkbox"/> Yes <input type="checkbox"/> No

TRANSMISSION

Automatic transmission. Specify number of speeds:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Auxiliary transmission oil cooler.	<input type="checkbox"/> Yes <input type="checkbox"/> No

BRAKES & DRIVE AXLES

Anti-slip differential.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anti-lock brakes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lockable front hubs.	<input type="checkbox"/> Yes <input type="checkbox"/> No

SUSPENSION

Heavy-duty suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Heavy-duty shock absorbers.	<input type="checkbox"/> Yes <input type="checkbox"/> No

CAB

Deluxe interior with 40-20-40 split front bench seat (total six passenger).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Adjustable (tilt & telescopic) steering. Specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Weather Tech front and backseat floor mats or approved equivalent.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Driver and passenger side air bags.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supplemental side air bags.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Power windows and door locks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Keyless entry with remote start & security protection. Two (2) key fobs.	<input type="checkbox"/> Yes <input type="checkbox"/> No
AM/FM Radio with Bluetooth & voice activated capability.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rear backup camera & sensors.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Driver & passenger side heated mirrors.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Air conditioning.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Rear window defroster.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specify floor finish:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Outside temperature gauge.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specify number of 12V DC outlets & their capacities:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specify number of AC outlets and their capacities:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specify number of USB outlets and their capacities:	<input type="checkbox"/> Yes <input type="checkbox"/> No

LIGHTS

Front bumper mounted fog lamps.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Lights in the Grill	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Lights on the Back of the Truck	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rear cab mounted light for box illumination.	<input type="checkbox"/> Yes <input type="checkbox"/> No

PAINT

Exterior Colour to be red. Specify exact colour:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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EQUIPMENT


Trailer tow package with trailer brake controller.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2" frame mounted trailer hitch receiver with minimum 5,000 lb capacity. <input type="checkbox"/> Yes <input type="checkbox"/> No Specify capacity:	
Spray-in durable box liner.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Driver & passenger side running boards.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Headache Rack with Emergency Lights	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mudflaps on all wheels.	<input type="checkbox"/> Yes <input type="checkbox"/> No

WARRANTY

A signed copy of the manufacturer’s full standard warranty shall be supplied.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Warranty shall be effective from customers in service date.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Warranty shall be FOB the customers shop.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3 year extended comprehensive warranty: _____	
5 year extended comprehensive warranty: _____	
Specify other & price: _____	

REFERENCES (INCLUDE ANY ATTACHMENTS WITH BID)

SPECIFY ADDITIONAL OPTIONS & INFORMATION



**ALL SPECIFICATION PAGES (SECTION C) MUST BE
COMPLETE AND RETURNED AS PART OF THE
TENDER SUBMISSION**



SECTION D

TENDER FORM

TENDER SUBMISSION FORM

TENDER NO: 03-2024

DESCRIPTION: SUPPLY AND DELIVERY OF ONE (1) NEW 2025 FULL 4-DOOR 4X4 CREW CAB PICK-UP TRUCK

CLOSING DATE: TUESDAY, OCTOBER 15TH, 2024 AT 12:00 P.M.

1. Bid Price

Optional Equipment

Optional Equipment is provisional and shall be excluded in the quotation of each vehicle in Section 1.0. All items shall be regarded as optional to basic quotation and shall be greater or less by the amount shown if option is exercised. For purposes of evaluation the total cost of the base equipment as specified in the Tender, **excluding** options, will be considered, although optional items may be added or deleted as deemed necessary by The Corporation of the Township of Melancthon. The award will be based on the quotation unit price. (All prices shall include all taxes and charges, excluding HST).

Having examined the Tender Documents, including Sections A, B, C & D, as issued by the Corporation of the Township of Melancthon; I hereby offer to enter into a Contract to provide the vehicle requested for the stipulated price of:

Purchase Price	\$
HST	\$
Total Purchase Price	\$
Vehicle Make & Model	
Estimated Delivery Date (Required)	

- 2.** I have examined ALL the Tender documents, including Sections A to D, inclusive, all as issued by The Corporation of the Township of Melancthon.
- 3.** I have set out any information on sub-suppliers required by the Tender documents, any unit prices, any separate prices and any alternatives in the Appendices attached and forming part of this Tender.

4. I hereby certify that:

- a) I am not a party to or privy to any deceit to mislead the Owner into accepting this Bid as a truly competitive Bid whether to the prejudice, injury or benefit of the Owner;
- b) The prices contained in this Bid are quoted in good faith without any collusive arrangement with any other person or entity;
- c) No other person or entity has any interest in this Tender or the contract, which may arise therefrom;
- d) I have no financial interest in any other entity which:
 - i) is or has rendered goods or services to The Corporation of the Township of Melancthon
 - ii) is submitting a Bid for this Tender; except for the following:

5. It is understood that to be considered, **this Tender must be received at The Corporation of the Township of Melancthon, 157101 Highway 10, Melancthon Ontario L9V 2E6**, by Township staff, **no later than 12:00 p.m. Tuesday, October 15th, 2024.**

6. **THE TRUCK MUST BE ABLE TO BE DELIVERED TO THE CORPORATION OF THE TOWNSHIP OF MELANCTHON YARD NO LATER THAN FEBRUARY 1ST, 2025.**

TENDER FORM

SIGNED AND SUBMITTED for and on behalf of:

DATED THIS _____ DAY OF _____ 2024

COMPANY NAME: _____

ADDRESS: _____
Street

City

Province

Postal Code

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

NAME AND TITLE _____

(PLEASE PRINT)

SIGNATURE: _____
(Print) (Sign)

WITNESS: _____
(Print) (Sign)

N.B. Where legal jurisdiction or Owner requirement call for:

- (a) proof of authority to execute this Bid; attach such proof of authority in the form of a certified copy of a resolution naming the representative(s)

authorized to sign this Bid for and on behalf of The Corporation of the Township of Melancthon; or

(b) the affixing of a corporate seal, this bid should be properly sealed.

If the bid is submitted by or on behalf of an individual or a partnership, the signature of the individual or partnership must be witnessed.