



THE CORPORATION OF CHAMPLAIN TOWNSHIP

(REVISED #2) TENDER FOR

PICK-UP TRUCKS

NO.: PWT2019-03

**WITH MODIFICATIONS OF
ADDENDUM N° 1 issued on April 15th, 2019
and ADDENDUM N° 2
ISSUED ON APRIL 18th, 2019**

CLOSING AT 3:00 P.M., TUESDAY, APRIL 23rd, 2019

Received at the:

Champlain Township Administrative Office
Public Works Department
948 Pleasant Corner Road East
Vankleek Hill ON K0B 1R0



The Corporation of Champlain Township

Public Works Department
948 Pleasant Corner Road East, Vankleek Hill ON K0B 1R0
Tel: (613) 678-2125
Fax : (613) 678-3363

Tender No: PWT2019-03

Description: Tender for Pick-up Trucks

Date Issued: April 1st, 2019

Closing Date/Time: Tuesday, April 23rd, 2019 before 3 P.M.

INSTRUCTIONS TO BIDDERS

1. INVITATION

- a) The Public Works Department of the Township of Champlain are giving the opportunity to dealers in the area to submit prices for the supply of two (2) new 2018-2019 ¾ ton 4x4 pick-up trucks.
- b) Wherever the word “Corporation”, “Authority”, “Owner” or “Township” appears in this Contract, it shall be interpreted as meaning the “Corporation of the Township of Champlain” or any participating municipalities under this tender, or their designates.

2. QUERIES/ADDENDA

- a) All queries regarding all aspects of this tender shall be addressed to the **Contracting Authority** shown below.

James McMahon
Director of Public Works
The Corporation of Champlain Township
948 Pleasant Corner Road East, Vankleek Hill ON K0B 1R0
Tel.: (613) 678-2125
Fax: (613) 678-3363
E-mail: james.mcmahon@champlain.ca

- b) Inquiries must be received in writing (e-mail) no later than seventy two (72) hours before date set for receipt of Bids in order to ensure adequate time remains to issue any required addenda. Addenda may be issued during bidding period. All addenda become part of the tender documents.
- c) Respondents are advised that all communications with the Township of Champlain related to this tender during the bidding process must be made directly and only with the Contracting Authority.

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- d) The Contracting Authority will only make official modifications to the Tender process, or to the actual “terms of reference” through official addendum issue. Any oral statement or other representation from any source should not be accepted as binding, unless confirmed through an official written addendum.
- e) No officer, agent or employee of the Township of Champlain is authorized to alter orally any of this tender document. If it becomes necessary to revise, delete, substitute or add to any part of the tender document, a written addendum will be issued. The bidder must acknowledge reception of any addendum on the bid form of this tender document.

3. CONDITION OF SUBMISSION

- a) Sealed Bids must be submitted on the enclosed form(s) of this Tender document and must be returned to the:

**Township of Champlain Administrative Office
Public Works Department
948 Pleasant Corner Road East
Vankleek Hill ON K0B 1R0**

no later than **3:00 p.m. local time, on Tuesday, April 23rd, 2019**, in a sealed envelope clearly identified as to contents with the Bid Label located at the end of this document.
(PLEASE USE LABEL AT END OF DOCUMENT.)

- b) Form 1 included in this tender document must be signed, sealed or witnessed and submitted with the Bid; otherwise the Bid will be rejected.
- c) Offers will be opened publicly immediately after the time for receipt of Bids in the Township’s Council Room.
- d) Offers submitted after the above time shall be returned to bidder unopened.
- e) Sealed bids must be submitted on the enclosed form(s) of this tender document and must be returned
- f) The Tender must be legible and **ALL ITEMS MUST BE BID** with the unit prices for every item and other entries being fully clear. Tenders which are incomplete, unbalanced, conditional or obscure, or which contain erasures or alterations not properly initialled, or irregularities of any kind, may be rejected as informal or void.
- g) The Bid must not be restricted by a statement added to the Tender Form or a covering letter, or alterations to the Tender Form provided by the Township.
- h) Adjustments by fax or letter to a Tender already submitted will not be considered. A Bidder desiring to make adjustments to a Tender must withdraw the Tender and/or supersede it with a later Tender submission.
- i) The Tender Form must be signed and witnessed in the spaces provided on the form, with the signature of the Bidder or of a responsible official of the organisation bidding. If

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Description: Tender for Pick-up Trucks

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a joint bid is submitted, it must be signed and witnessed on behalf of each of the Bidders and if the signing authority for each Bidder is vested in one individual, he shall sign separately on behalf of each Bidder.

- j) The Tender must be legible and all items must be bid with the unit prices for every item and other entries being fully clear. Quotes which are incomplete, unbalanced, conditional or obscure, or which contain erasures or alterations not properly initialled, or irregularities of any kind, may be rejected as informal or void.
- k) Prices are to be in Canadian funds and are to be exclusive of HST, which is to be added and shown separately, as applicable, on the form supplied.

4. OFFER ACCEPTANCE OR REJECTION

- a) The Township reserves the right to accept or reject any or all tenders. The lowest or any tenders may not be accepted by the Township.
- b) The award of this contract is subject to the approval of the Corporation of the Township of Champlain. The Township reserves the right to reject the quote of any bidder who does not furnish evidence of sufficient capital, plant, and experience to successfully execute the work in the specified time should such evidence be requested. The Township do not guarantee quantities and reserve the right to cancel any project due to budget restrictions.
- c) Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at discretion of the Owner, be declared informal.
- d) The Bidder acknowledges that the Owner shall have the right to reject any, or all, quotes for any reason, or to accept any quotes which the Owner in its sole unfettered discretion deems most advantageous to itself. The lowest, or any, quote will not necessarily be accepted and the Owner shall have the unfettered right to:
 - i. Accept a non-compliant quote;
 - ii. Accept a quote which is not the lowest quote; and
 - iii. Reject a quote that is the lowest quote even if it is the only quote received.
- e) The Owner reserves the right to consider, during the evaluation of Tenders;
 - i. information provided in the Tender document itself;
 - ii. information provided in response to enquiries of credit and industry references set out in the Tender;
 - iii. information received in response to enquiries made by the Owner of third parties apart from those disclosed in the Tender in relation to the reputation, reliability, past working experience, and/or with the Township and other municipalities and capabilities of the Bidder;
 - iv. the manner in which the Bidder provides services to others;
 - v. the experience and qualification of the Bidder's senior management, and project management;
 - vi. the compliance of the Bidder with the Owner's requirements and specifications; and

- vii. innovative approaches proposed by the Bidder in the Tender, and,
 - viii. the Owner's policies relating to tendering and issuing contracts to third parties.
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- f) The Bidder acknowledges that the Owner may rely upon the criteria which the Owner deems relevant, even though such criteria may not have been disclosed to the Bidder. By submitting a Tender, the Bidder acknowledges the Owner's rights under this Section and absolutely waives any right, or cause of action against the Owner and its consultants, by reason of the Owner's failure to accept the Tender submitted by the Bidder, whether such right or cause of action arises in contract, negligence, or otherwise.
 - g) This Request for Tender follows all terms and conditions as per The Corporation Procurement Policy. For reference, the procurement policy is available by contacting the Public Works Department at (613) 678-2125.
 - h) More than one Bid submission from an individual firm, partnership, corporation or association under the same or different names will not be considered. Collusion between Bidders will be sufficient cause for rejection of all Bids so affected.

GENERAL CONDITIONS

1. GENERAL CONDITIONS

- a) This tender involves supplying and delivering the following pick-up trucks to the location identified below.

PART 1

Supplying and delivering two (2) new 3/4 ton regular cab 4x4 pick-up trucks as specified in this tender document Sections A and B at the following location:

Township of Champlain Garage, 1023 Pleasant Corner Road East, Vankleek Hill, ON, K0B 1R0, James McMahon, Director of Public Works, (613) 678-2125

- b) Tenders must be submitted on the forms provided and shall be accompanied by a completed copy of the Specifications and Confirmation. Pages 9 to 15 are an integral part of this tender form and shall be submitted and signed where required. Bidders must complete all items under the confirmation column as indicated. The Township may reject any tender as unacceptable if the confirmation is not complete or if any answer to say confirmations 'no', or if the bidder's specified rating is less than that required by the specification.
- c) It is agreed by the parties that the goods be received **before August 15th, 2019 inclusively.**
- d) It is agreed that the supplier will deliver the trucks with a full tank of gasoline.
- e) The units shall be complete and operational at the time of delivery. The successful bidder shall supply any equipment not specifically mentioned herein necessary for the successful operation of the equipment.
- f) The quoted price is for the supply and delivery of specified equipment including all applicable taxes, freight, service and preparatory charges.
- g) The successful bidder shall supply fully executed manufacturer's warranties on the equipment.
- h) Suppliers are invited to submit proposals for optional 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 be submitted on the supplier own letterhead or quotation for and shall be incremental to the price tendered for equipment meeting the specifications.
- i) The Township of Champlain reserves the right to abandon, change, include or order items from other suppliers for all or any part of the supplies identified in "Schedule of Prices" of this document. Due to budget changes or restrictions, the Owner, or his Representative, without invalidating the contract, may make changes by altering, adding to or deducting from the quantities. In the case, of a reduction or alteration of the

quantities no compensation shall be made for profit or administrative fees to the supplier.

- j) Bid prices will be valid for a period of thirty (30) calendar days from the date of the tender closing date.
- k) **Payment will be made within thirty (30) days of acceptance of equipment. Invoices shall be mailed to: Township of Champlain (Attn: Public Works Dept.), 948 Pleasant Corner Road East, Vankleek Hill, Ontario, K0B 1R0.**

DRAFT

PART 1

SPECIFICATIONS FOR ¾ TON 4 W.D. PICK-UP TRUCK REGULAR CAB

- a) The following bid qualification specifications must be met in order to submit a bid. Bids that do not comply with the specification may be rejected at the discretion of the Township of Champlain.
- b) Where minimums are called for, the specification must meet or exceed the capacity, size or performance specified.
- c) This specification lists only the major details of a unit, therefore, it is the supplier's responsibility to deliver a fully equipped vehicle with compatible components to provide dependable efficient service.
- d) Vehicle shall meet or surpass the mandatory requirements of the "Canadian Motor Vehicle Safety Regulations" (SOR-70-487) amended and must bear the National Safety Mark, outlined in those regulations.
- e) The inspection of the entire vehicle and equipment shall be completed before delivery.

(SECTION A)				
APPROVED TRUCK MODELS				
PICK-UP TRUCK 8 CYL. AUTOMATIC 4 W.D. REGULAR CAB (8' BOX)				
MAKE	MODEL	ENGINE	DISPLACEMENT	TYPE
CHEVROLET	SILVERADO 2500 REGULAR CAB	H.P. 360	6.0 L	Gas V8
G.M.C.	SIERRA 2500 REGULAR CAB	H.P. 360	6.0 L	Gas V8
FORD	F-250 REGULAR CAB	H.P. 385	6.2 L	Gas V8
DODGE	RAM 2500 REGULAR CAB	H.P. 383	5.7 L	Gas V8

**(SECTION B)
SPECIFICATION FOR TRUCKS**

ITEM No.	DESCRIPTION	YES/NO	ADDITIONAL INFORMATION
A-DETAILED SPECIFICATIONS			
A1	Brand New 2018 or 2019 three quarter ton model with minimum 360 HP. (Truck model shall be as per Section A Table above)		Make: Model: Year:
B-VEHICLE CAPACITY			
B1	G.V.W.R 4,082 kg (9,000 lbs) minimum		Specify:
B2	The allowable G.V.W.R as supplied shall be shown on a metal or Mylar tag		
C-PAY LOAD			
C1	Pay load capacity shall be 1,388 kg (3,060 lbs) minimum		Specify:
D-BODY			
D1	Cab shall be a regular cab		
D2	Specify nominal body width with internal fenders		Specify:
D3	Box length shall be 8'-0"		Specify:
E-BUMPER			
E1	Rear step bumper with tread plate		
F-ENGINE			
F1	8 cylinder gasoline engine with minimum 360 HP		Specify:
F2	Specify displacement, shall be 5.7 L minimum		Specify:
F3	Engine shall be equipped with block heater (400 watts minimum)		Specify:
G-COOLING SYSTEM			
G1	Cooling system to be protected to -35°C at all times of the year		
H-TRANSMISSION			
H1	Minimum six (6) speeds automatic		Specify:
I-BRAKES			
I1	Brakes shall be ABS system 4 wheel power assisted		Specify:

J-STEERING			
J1	Power steering shall be supplied		
K-SUSPENSION AND AXLES			
K1	Manufacturer standard suspension for this type of vehicle shall be supplied		
K2	Differential axle ratio 3.73		Specify:
K3	Locking differential or limited slip		Specify:
K4	Rear G.A.W.R to be 2,767 kg (6,100 lbs) minimum		
K5	The allowable G.A.W.R as supplied shall be shown on a metal or Mylar tag		
K6	Drive train to be 4 wheel drive		
K7	<p>Supply and install Air Lift "Load Lifter 5000 Ultimate", or equivalent, air helper springs on rear axle</p> <p>https://www.airliftcompany.com/products/air-springs/loadlifter-5000-ultimate/</p> <p>The air lines inflation valves shall be mounted inside the gas cap access door and easily accessible for air inflation. There should be enough valve exposed to easily apply a pressure gauge or an air chuck.</p> <p>This air helper spring kit can be purchased at Benson Auto Parts or other part stores</p> <p>An operator's & maintenance manual for the air helper springs shall be supplied on delivery of vehicle.</p> <p>Proper training on how to operate & maintain air helper springs shall be provided by dealer or installer on delivery of vehicle</p>		Specify:
L-WHEELS AND TIRES			
L1	Five (5) manufacturer standard radial tires (M+S) with good tread pattern shall be supplied		
L2	Wheel rims to be manufacturer standard		
L3	Spare wheel to be installed under the box		
M-ENGINE EQUIPMENT			
M1	Alternator to be 125 amp minimum		Specify:
M2	Battery to be 650 CCA minimum maintenance free		
N-BODY INTERIOR AND ACCESSORIES			
N1	Jack and heel wrench		
N2	40/20/40 seat with centre armrest		Specify:

N3	Cloth upholstery shall be supplied		
N4	Arm rest (in door)		
N5	Floor trim shall be vinyl/rubber		
N6	Dual sun visors		
N7	Radio AM-FM Stereo with clock (MP3 compatible)		
N8	Wireless phone connectivity / Bluetooth		
N9	Intermittent wiper		
N10	Tilt steering		
N11	High output fresh air heater and defroster		
N12	Air conditioning		
N13	Inside mirror – day and night mirror		
N14	Outside mirror – two below eye level mirror approximately 6"x 9" (Trailer tow Mirrors)		
N15	Interior 110 volts A.C Power outlet		
O-FUEL TANK			
O1	Minimum 97 litres shall be mounted outside the cab		Specify:
P-PAINT			
P1	Truck colour to be silver		
Q-TOWING PACKAGE			
Q1	Heavy duty towing trailer package		
Q2	Weight distributing trailer hitch Class V		
Q3	Integrated trailer brake control		
Q4	7-wire harness, independently fused trailering circuits		
R-WARRANTY			
R1	Manufacturer's factory warranty shall be supplied with bid		Specify:
S-ADDITIONAL			
S1	Dealer markings or transfer are not to be applied to these vehicles		
S2	Vehicle shall be supplied with a valid preventative maintenance schedule		

Print Name

Position

Signature

Date

Witness (signature)

Witness (print)

BID FORM

Quote No: PWT2019-3

Description: Tender for Pick-up Trucks

Submitted to: Township of Champlain – Public Works Department

Closing Date/Time: April 23rd, 2019, before 3 P.M.

Part 1: Supplying and delivering two (2) new 3/4 ton pick-up trucks as specified in this tender document Section A and B.

I /WE, the undersigned, hereby agree to supply and **two (2) new ¾ ton pick-up trucks** at the price shown below and as per the requirements and specifications of this tender document.

Units 1 & 2:

TRUCK MAKE: _____

TRUCK MODEL: _____

TRUCK YEAR: _____

Bid Amount for two (2) new ¾ ton pick-up trucks \$ _____

As per specification of Sections **A** and **B** (including applicable discounts)

Harmonized Sales Tax (HST 13%): \$ _____

Part 1 Total Bid Price (to be in Canadian funds): \$ _____

Guaranteed delivery date: _____

OPTIONS:

Township of Champlain is considering cost of additional options for the truck units (not to be included in the tender price). **Please identify cost for one individual truck.**

Four (4) standard rims with **WINTER TOYO**
OBSERVE GSI-5 Tires \$ _____

Print Name

Position

Signature

Date

Witness (signature)

Witness (print)

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BIDDER INFORMATION FORM

Tender No: PWT2019-03
Description: Tender for Pick-up Trucks
Date Issued: April 1st, 2019
Closing Date/Time: Tuesday, April 23rd, 2019, before 3 p.m.

BIDDER: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

FAX #: _____

We, the undersigned, agree (*upon acceptance by the Township of Champlain*) to fulfill the contract requirements in accordance with Tender document PWT2019-03, Tender for Pick-up Trucks.

Dated at _____ this _____ day of _____ 2019.

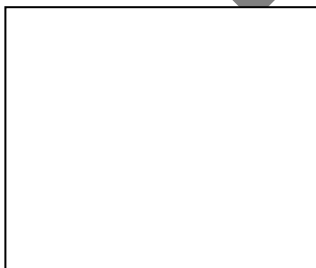
NAME (print)

SIGNATURE

WITNESS (print)

SIGNATURE

(AFFIX SEAL HERE)



COMPANY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

Tender No: PWT2019-03
Description: Tender for Pick-up Trucks

STATEMENT BY BIDDER

**La Corporation du Canton de Champlain
DÉCLARATION DU SOUMISSIONNAIRE**

**The Corporation of Champlain Township
STATEMENT BY BIDDER**

TITRE DU DOCUMENT DE SOUMISSION / *BID DOCUMENT NAME*: **Tender for Pick-up Trucks**

N° DU DOCUMENT DE SOUMISSION (LE CAS ÉCHÉANT) / *BID DOCUMENT # (IF APPLICABLE)* : **PWT2019-01**

- 1) J'ai (nous avons) examiné toutes les conditions indiquées dans les formules comprises dans le présent dossier de soumission et de la politique d'approvisionnement du canton de Champlain (*Règlement n° 2009-049*). / *I/We have reviewed all terms and conditions of all forms included as part of this Bid package and in the Champlain Township's Procurement Policy (By-law no. 2009-049).*
- 2) J'ai (nous avons) lu toutes les conditions indiquées dans les formules comprises dans le présent dossier de soumission ainsi que dans la politique d'approvisionnement du Canton (*Règlement n° 2009-049*) et j'en comprends (nous en comprenons) le sens. / *I/We have read and understand all terms and conditions of all forms included as part of this Bid package as well as in the Township's Procurement Policy (By-law no. 2009-049).*
- 3) Je m'engage (nous nous engageons), si notre soumission est acceptée, à satisfaire à toutes les exigences fixées à l'égard du soumissionnaire titulaire et décrites dans les formules de soumission ainsi que dans la politique d'approvisionnement du Canton (*Règlement n° 2009-049*), dans le délai prescrit et selon le format exigé. / *I/We understand that if our Bid is chosen, all requirements of the successful Bidder as outlined in this Bidding forms as well as in the Township's Procurement Policy (By-law no. 2009-049) will be completed by the time and in the format required.*

Fait à / *Dated at* _____ ce / *this* _____ jour de / *day of* _____ 2019.

Témoïn / *Witness*

Signature de la personne autorisée et sceau de la société (le cas échéant) / *Signature of Authorized Person and Corporate sealed (if a Corporation)*

Poste / *Position*

Signature (dans le cas d'un particulier, et non dans le cas d'une société) / *Signature (if an individual – not a Corporation)*

Tender No: PWT2019-03
Description: Tender for Pick-up Trucks

BID LABEL AND INSTRUCTIONS



Compagnie/Company	FERMETURE / CLOSING:
_____	Mardi le 23 avril 2019 à 15 h
_____	Tuesday, April 23rd, 2019 at 3:00 P.M.
SOUMISSION – NE PAS OUVRIR / TENDER – DO NOT OPEN	
Retourner à / Return to:	Township of Champlain Administrative Office Public Works Department 948 Pleasant Corner Road East Vankleek Hill ON K0B 1R0
Description:	TENDER FOR PICK-UP TRUCKS - PWT2019-03 Service des travaux publics / Public Works Department
Check List:	Mandatory documents to be submitted: Tender Form – Bidding Form for Pick-up Trucks – Part 1 Tender Form – Bidder Information Form Tender Form – Statement by Bidder



INSTRUCTIONS:

The Bidder is to clearly identify its name and address on the reserved section titled "Compagnie /Company".

The Bidder is to affix this label in a visible manner on top of a SEALED package containing all the required documents.