

Township of Howick
Request for Tender - One (1) 4WD ½ Ton Crew Pick Up Truck



**Request for Tender
Supply and Delivery of
One (1) New 4wd ½ Ton Crew Cab Pick-Up Truck**

Request for Tender

Tender # 2 - 2019 - PW

Supply and Delivery of

One New - 2019 4WD ½ Ton Crew Cab Pick-Up Truck

Tender Documents and Specifications

Section A - Information for Proponent

1. Submission of Tenders

Tender Submissions for **RFT – Supply and Delivery of One(1) New 4WD ½ Ton Crew Cab Pick-Up Truck** will be received in a sealed envelope, clearly marked as to its contents using the cover page provided by the Corporation of the Township of Howick at the end of this document. Tenders will be received at the Municipal Office of the:

Township of Howick
Attention: Public Works Department
44816 Harriston Road, RR 1
Gorrie, Ontario N0G 1X0
Phone: 519-335-3208 Extension 5
Fax: 519-335-6208
E-mail: publicworks@howick.ca

Not later than **noon local time, Thursday, April 18th, 2019**

Tenders must be properly signed, sealed and witnessed or signed and sealed if the bidder is a Corporation. Tenders received after the closing time will be rejected and returned unopened to the Tenderer. This entire document is to be submitted. The lowest or any Tender not necessarily accepted.

2. Tender Documents

Tender documents are to be printed by Proponent and submitted prior to the closing date in an envelope marked only with the template provided in the Tender documents.

Any and all addenda issued will be sent via email to all Proponents. **It is the Proponent's sole responsibility to download and include all addenda issued with the Tender submission.**

3. Extent and Location of Work

The supply and delivery of the One (1) New 4WD ½ Ton Crew Cab Pick-Up Truck will be F.O.B. to the Township of Howick shed, located at 44816 Harriston Road, RR 1, Gorrie N0G 1X0, ON between the hours of 7a.m. and 5pm. Monday through Thursday.

4. Right to Accept or Reject Tenders

The Tender shall be based upon the whole of the Specifications and Contract Documents without reservation.

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The Tender must be submitted on the printed forms provided, which shall be completely filled out in ink or by typewriter and shall be duly executed by the signing officer(s) of the Corporation. Tenders may be invalidated if the forms are not properly or fully completed. All blanks must be legibly and properly filled in on the printed forms supplied for that purpose. **If a bid for an item is no cost, enter nil or 0.**

Tenders which are incomplete, conditional or obscure or which contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected. Should any uncertainty arise as to the proper manner of doing so, the Public Works Coordinator will, upon request, give the requisite information.

If the Unit Prices and total amount of the extensions named by the Proponent in the tender do not agree, the Unit Prices will be accepted as correct. The corrected extensions will be considered as representing the Proponents intentions.

The Township reserves the right to reject any or all tenders or to accept any tender should it be deemed to be in their best interest to do so. The Tender must be legible in ink or typewritten and all items must be bid. Tenders that are incomplete, conditional or obscure or which contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected as informal.

Tender acceptance is subject to Budget and Council approval.

5. Unacceptable or Unbalanced Tenders

Each item in the Tender shall be a reasonable price for such item. Under no circumstance will an unbalanced Tender be considered. The Township will be the sole judge of such matters, and should any Tender be considered to be unbalanced, then the Township will reject it.

6. Execute Contract

Tenders shall be open for acceptance for a period of **sixty (60)** days after the closing date. After this time, the Tender can only be accepted with the consent of the successful Proponent.

7. Ability and Experience of Proponent

The Township reserves the right to reject the Tender of any Proponent who does not furnish satisfactory evidence of sufficient capital, plant and experience to successfully execute and complete the work in the specified time.

8. Interpretation of Tender Documents

Proponents shall carefully examine all documentation that encompasses this request including but not limited to specifications, addenda and drawings in order to satisfy themselves as to all conditions affecting the scope of work. No claim for additional costs will be entertained on the grounds of misrepresentation, nor on the grounds that any promise or guarantee was given or provided by the Corporation of the Township of Howick.

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9. Inquiries

The Bidder is advised that inquiries regarding the interpretation of the Tender Document shall be directed to:

Brady Nolan, Public Works Coordinator

Telephone: 519-335-3208 Ext. 5

Fax: 519-335-6208

E-mail: publicworks@howick.ca

10. Commencement of Work

The Proponent shall be able to commence work on the supply and delivery of the unit upon receipt of the Letter Award.

11. Requirements at Time of Execution/Prior to Commencement of Work

The successful Proponent will be required to submit the following documentation, in form satisfactory to the Township of Howick at the time of the execution of the contract.

- a) Letter of Best Delivery Date

12. Conditions

The award of this contract is subject to Council approval and budgetary allocations.

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Section B - Form of Agreement

Submitted by:

Company Name and Title

Name (Print)

Address

City and Postal Code

Telephone Number

Email Address

To: The Corporation of the Township of Howick
 Attention: Brady Nolan, Public Works Coordinator
 44816 Harriston Road, RR 1
 Gorrie, Ontario N0G 1X0

Offer

The undersigned also undertakes to do all the work required to supply and deliver **One (1) New 4WD ½ Ton Crew Cab Pick-up Truck** in accordance with the Contract Documents at the prices as follows:

_____ Dollars

(\$ _____) including HST, or such other sum as may be ascertained in accordance with the Contract Documents.

The Schedule of Items and Prices shall form part of this Tender. If there is any conflict between the Tender Sum entered above and the correct summation of the lump sum prices, provisional sums and correct extensions of the unit prices and quantities entered in the aforesaid Schedule, the said summation shall take precedence.

This Tender is irrevocable for sixty (60) calendar days after the closing time, whether or not any other Tender has previously been accepted or not and whether notice of acceptance of another Tender has been given or not.

Notice of acceptance or request for additional information may be addressed to the undersigned at the address set forth below.

Delivery date from receipt of order: _____ weeks.

I have the authority to bind the Corporation.

Authorized Signature

Date

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Schedule of Specifications

The following manufacturer's models are acceptable, as a minimum, for this tender.

Make	Model	Cab Style	Engine	Colour
Chevrolet	Silverado 1500	Crew Cab	5.3 litre	Summit White
Dodge	Ram 1500	Crew Cab	5.7 litre	Bright White
Ford	F-150	Crew Cab	5.0 litre	Oxford White
GMC	Sierra 1500	Crew Cab	5.3 litre	Summit White

For each of the specific requirements, please indicate if the vehicle and equipment supplied conforms to the Township of Howick actual specification; if they are not standard equipment on the proposed model, please indicate manufacturer's actual deviation in the space provided and list additional information on a bid form and/or supply pamphlet supporting the deviation.

The Township reserves the right to review all stated deviations to determine acceptance or non-acceptance as best meets the needs of the Township without penalty.

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Schedule of Bid Items and Prices

Section C: 2019 - 4wd ½ Ton Crew Cab Pick-Up Truck

Item	Township Minimum Requirement	Confirm Yes/No and Specifications
General	Supply and deliver One (1) – 2019 model year or newer, Crew Cab, 4WD, 4 door, regular box pickup truck.	Yes ____ No ____
	Vehicle must be of latest model and design.	
	Make _____	
	Model _____	
	Year _____	
	State Trim level of unit: _____	
Engine	Shall be 8-Cylinder minimum, gasoline powered.	Yes ____ No ____
	State engine and size:	_____
	State in detail fuel ratings (L / 100 km):	_____
	Shall have heavy duty engine cooling with extended life coolant.	Yes ____ No ____
	State fuel tank size:	_____
	Shall have an engine block heater.	Yes ____ No ____
Transmission and Axles	Transmission oil cooler for trailer package.	Yes ____ No ____
	Shall be heavy duty, minimum 6-speed automatic transmission complete with overdrive and auxiliary transmission cooler.	Yes ____ No ____
	Transmission, transfer case and front axle shall be skid plate protected.	Yes ____ No ____
	Shall have shift on the fly 4-wheel drive.	Yes ____ No ____
	Specify: _____	

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Item	Township Minimum Requirement	Confirm Yes/No and Specifications
Wheels Tires Suspension	Tires shall be All-Season 265 70R 17 tires. Specify Manufacturer Specify Model: Specify Tire size:	Yes ____ No ____ _____ _____ _____
	Manufacturers aluminum wheel rims. Specify	Yes ____ No ____ _____
	Full Size Spare Rim and Tire.	Yes ____ No ____
	State rear axle ratio being provided:	_____
Box	Shall be nominal 6.5' (min.) or equivalent, pickup box, regular style. State size:	Yes ____ No ____ _____
	Box to be equipped with retractable step for easy box entry.	Yes ____ No ____
	Box and tail gate shall have a sprayed-in box liner. Box liner to be Linex or other approved coating.	Yes ____ No ____
Towing	Integrated trailer brake controller.	Yes ____ No ____
	Shall have a Class IV receiver hitch complete with receiver.	Yes ____ No ____
	Wiring harness for both a 7 pin and 4 pin wire trailer electrical plug.	Yes ____ No ____
	Auxiliary Transmission Cooler.	
Cab	Bluetooth compatible AM / FM vehicle sound system with microphone for Bluetooth enabled cell phones.	Yes ____ No ____
	Shall have 4 doors, conventional left and right rear passenger doors.	Yes ____ No ____
	Shall have heavy duty 40/20/40 split back cloth covered seat with lumbar adjustment and complete with center storage type console.	Yes ____ No ____
	Rear seat shall fold up and include under seat storage area.	Yes ____ No ____
	Cab shall include: air conditioning, heater and defrost system, AM/FM radio/CD player.	Yes ____ No ____
	Power door locks.	Yes ____ No ____

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Item	Township Minimum Requirement	Confirm Yes/No and Specifications
Cab Continued	Power windows.	Yes ____ No ____
	Power steering with tilt steering column.	Yes ____ No ____
	Intermittent wipers.	Yes ____ No ____
	Tray Style Floor mats front and rear, WeatherTech or approved equivalent. Installation: Factory ____ Dealer ____ Specify: _____	Yes ____ No ____ _____
	Cargo area lighting.	Yes ____ No ____
	Integrated compass and outside temperature display.	Yes ____ No ____
	Gauge package including fuel, speed odometer, trip meter, ammeter or volt, oil pressure, water temperature and hour.	Yes ____ No ____
	Paint	Colour to be white (as shown in Schedule of Specifications table). Colour will be confirmed at time of order from list of manufacturers colours.
Miscellaneous	Shall have factory installed mud flaps.	Yes ____ No ____
	Shall have factory installed toe hooks.	Yes ____ No ____
	Shall have factory or dealer installed running boards.	Yes ____ No ____
	Fog lights.	Yes ____ No ____
	Extendable power heated towing side mirrors complete with lighted entry and high intensity side lights.	Yes ____ No ____
	Shall have 2 sets of keys with fobs capable of operating power door locks.	Yes ____ No ____
	Variable Intermittent Wipers.	Yes ____ No ____
	Tinted Windows.	Yes ____ No ____
	Rear Back-up Camera.	Yes ____ No ____
	Service manuals and/or CD disc(s) shall be supplied.	Yes ____ No ____
	Cruise Control.	Yes ____ No ____

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Item	Township Minimum Requirement	Confirm Yes/No and Specifications
Miscellaneous Continued	Shall have license plates and ownerships supplied.	Yes ____ No ____
	Specify delivery date:	_____
Warranties	State all warranties including basic vehicle, body and all engine and power train warranties. All Factory standard features must be included.	
NOTE: Provide brochures (latest version) and detailed build sheets with bid. Vendor to deliver fully pre-serviced, ready to operate vehicles with suitable components to comply with these specifications in all respects. This specification lists only the major details of the units. It is the bidder's responsibility to deliver unit fully equipped to Government specifications.		
License	License to December 31, 2019 – based on delivery date.	Yes ____ No ____

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Provisional Items

Please provide a price and specifications on the following items. The Township reserves the right to purchase the truck with or without any of these items while incurring no financial penalties. It will be a straight deduction of the price shown in the subtotal line if the Township elects not to purchase any of the provisional items. If the item is included in an options package with the vehicle enter a nil or \$0 value.

Provisional Item	Minimum Requirement	Pricing
1	Remote engine start. Specify:	\$
2	Supply and Install Back Rack™ Complete with 16" center mount warning light bracket and 11 tool landscape tool-holder.	\$
3	Supply and Install Warning Light to be 16" Amber Mini Century Series by Whelen or approved equivalent on Back Rack™. Wiring to be hidden from view. Specify:	\$
4	60" Aluminum driver and passenger inner side tool box (TrailFX model 160601 or approved equivalent). Dodge RamBox® would be considered an equivalent.	\$
5	Winter Tires (sized to match above) Mounted on Steel Rims to be Michelin Latitude X-Ice XI2, BF Goodrich Slalom KSI, Bridgestone Blizzak DM-V2, or approved equivalent. Specify Manufacturer: _____ Specify Model: _____ Specify Tire size: _____	\$
6	2 partition cargo management system Specify Manufacture _____ Specify Model _____	\$
7	Alternative engine model capable of achieving better fuel mileage without sacrificing horsepower. Specify Model _____ Specify Fuel Rating in L/100 _____ Specify Horsepower _____	Specify Price Difference \$ _____ _____

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Item	Description of Work	Total Price
1	One (1) New 2019 (or newer) 4WD ½ Ton Crew Cab Pick-Up Truck	\$
2	Air Conditioning and Tire Tax	\$
3	Provisional Item 1: Remote Start	\$
4	Provisional Item 2: Supply and Install BackRack	\$
5	Provisional Item 3: Warning Lights	\$
6	Provisional Item 4: Side mount tool box	\$
7	Provisional Item 5: Winter Tires	\$
8	Provisional Item 6: 2 partition cargo management system	\$
9	Provisional item 7: Alternative engine model	\$
	Subtotal (Excluding H.S.T.)	\$
	Applicable H.S.T	\$
	Total	\$

Bid Form

Lowest or any Tender not necessarily accepted.

I have the authority to bind the Corporation.

 Authorized Signature

 Date

Section D - General Conditions of Contract

Equipment for which Tenders are submitting shall conform to the latest laws, rules and regulations of the Province of Ontario and all relevant requirements of the Canadian Motor Vehicle Safety Standards at the date of vehicle and equipment manufacture.

** The Township of Howick is part of the Provincial Broader Public Sector (BPS) and is therefore eligible to receive the Competitive Dollars Discounts that have been contracted by the Ministry of Government Services with vehicle manufacturers for the BPS. VOR: OSS-00163907.

Section E - Standard Specifications

1. Payment

The final payment will be made thirty (30) days after delivery and final inspection by the Township of Howick Public Works Department of the completed unit at the location of delivery specified in Section A.

The Supplier will be responsible for the registering the vehicle and associated licensing fees with all required documents (i.e. CVOR and Proof of Insurance) being supplied by the Township prior to the delivery of the vehicle. The Supplier will include these costs on the final invoice as a separate line item.

2. Bonds and Guaranteed Maintenance Warranty

The warranty for the pickup trucks and attachments will be subject to the terms identified in the specifications.

3. Proponent's Supervision on Site

The Proponent shall provide a competent representative during the delivery of the unit. The Proponent's representative shall at all times be in full control and be responsible for all initial vehicle training.

Section F - Tender Specifications

1. Specifications

The specifications for the Unit have been included in the Section "B" - Form of Tender and are subject to evaluation of Bid submissions.

2. Additional Product Information

Proponents are encouraged to forward any information additional to that information required in this Tender form which they wish to present with the Tender. This information will be used for confirming the specifications of the Unit and will not be used as an evaluation tool.

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Tender Checklist

Tender Due Date: Thursday, April 18th, 2019 by no later than Noon

Contract Number: 2-2019-PW

Contract For: Supply and Delivery of One (1) New 2019 - 4WD ½ Ton Crew Cab Pickup Truck

This checklist is provided for the convenience of the Proponent to ensure that all required Tender documents have been completed and enclosed in the Tender envelope. Please check items required and return with your Tender.

- _____ Correct Forms (as provided)
- _____ Properly Signed
- _____ All Items Bid
- _____ All Addenda Returned with Tender (if applicable)
- _____ Completed Form of Tender Returned

I/We have read the Tender procedures, instructions to Proponents and other supporting documentation and understand such procedures, instructions and documentations and agree to the terms and conditions set forth in this Tender.

Signature of Proponent

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The Proponent Declares

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

Acknowledgement to Receipt of Addenda

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

Addendum #	Date Received
# _____	_____
# _____	_____
# _____	_____

Check here if **No Addenda received**

This _____ day of _____, 2019.

Signature of Proponent

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 Proponent.

Signature of Witness

Tender Submission Label

From: _____

Deliver to:

**The Corporation of the Township of Howick
Attention: Brady Nolan Public Works Coordinator
44816 Harriston Road, RR 1
Gorrie, Ontario N0G 1X0
Phone: 519-335-3838 Extension 5
Fax: 519-335-6208
E-mail: publicworks@howick.ca**

Tender: 2-2019-PW

Closing Date and Time: Thursday, April 18th, 2019 – Noon

**Description: Supply and Delivery of
One (1) New 2019 - 4wd ½ Ton Crew Cab Pick-Up Truck**