



## THE CORPORATION OF THE TOWN OF PETROLIA

### **RFP – PW – 01-2017 FOR THE SUPPLY OF ONE (1) ONE TON TRUCK WITH PLOW AND SANDER UNIT**

**CLOSING DATE: 12:00 PM LOCAL TIME  
Thursday, February 9, 2017**

**RETURN TO:** Mike Thompson, Director of Operations  
Town of Petrolia  
411 Greenfield Street  
Petrolia, Ontario NON IR0



## **Invitation to submit a proposal**

### **FOR THE SUPPLY OF ONE (1) ONE TON TRUCK WITH PLOW AND SANDER UNIT**

**You are invited to submit a Tender for the supply of ONE (1) ONE TON TRUCK  
WITH PLOW AND SANDER UNIT more completely described herein.**

**The complete RFP documents are included for your perusal. Should you have any questions  
regarding the specifications or the process, please contact:**

**Paul Martin  
Public Works Foreman  
Town of Petrolia  
411 Greenfield St.  
Petrolia, On N0N 1R0**

**Telephone 519 882-2351  
Fax 519 882-3373  
E-mail [pmartin@petrolia.ca](mailto:pmartin@petrolia.ca)**



# INFORMATION TO BIDDERS DOWNLOADING THIS DOCUMENT

Bidders downloading this document from the Town of Petrolia website must register with the Operations Department to be added to the Bidders list. Interested Bidders are required to complete the information below and return this form via fax or email to: 519-882-3373 or [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)

Bidders who do not register may not receive any additional information or addendums relating to this project.

## Bidder Registration Form

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

***Fax to: 519-882-3373***

***Attention: Operations Department***

***Email: [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)***



## INSTRUCTIONS

The Town of Petrolia, here in after referred to as the Municipality, invites RFP's for:

### **SUPPLY OF ONE (1) ONE TON TRUCK WITH PLOW AND SANDER UNIT**

**RFP's not submitted in strict accordance with these instructions or not complying with the requirements laid down in the documents may be rejected.**

#### **1. GENERAL**

The purpose of this Request for Proposal is to receive proposals from interested suppliers for the supply of equipment as detailed in the Request for Proposals documents.

The Municipality shall not be liable for any costs of preparation of any part of Proposal submissions.

#### **2. RFP DOCUMENTS**

- ☛ Interested suppliers may obtain the proposal documents *online* at [www.town.petrolia.on.ca](http://www.town.petrolia.on.ca)
- ☛ The lowest or any RFP will not necessarily be accepted.
- ☛ Facsimile and electronic tender submissions will NOT be accepted.
- ☛ Duration of offer must be a minimum of sixty (60) days.

The closing date for submissions is **12:00 pm local time, Thursday, February 9, 2017**  
Received at the Town of Petrolia Municipal Office, 411 Greenfield Street, Petrolia.

Closing time will be determined as shown on the clock within the Town Hall office general reception area.

#### **3. BIDDER REGISTRATION**

Bidders downloading this document from the Town of Petrolia website are **required** to register with the Operations Department to be added to the Bidders list.



Interested Bidders are required to complete the Bidder Registration Form and return this form via email or fax to: [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca) or 519-882-3373.

Bidders who do not register may not receive any additional information or addendums relating to this project that would disqualify their bid.

A respondent who signs and returns the Bidder Registration is not obligated to submit a RFP.

#### **4. DISCREPANCIES OR OMISSIONS**

Proponents that find discrepancies or omissions in the specifications or other documents or having any doubts concerning the meaning or intent of any part thereof, should immediately request in written form, either by email or mail, clarification from the Municipality. Upon receipt of the written request for clarification, the Municipality will send written instructions or explanations to all parties registered as having returned the Acknowledgement Letter. No responsibility will be accepted for oral instructions.

Proponents are responsible to verify that they have received a complete package of proposal documents.

Alterations or amendments to any of the proposal documents shall only be effective by written notice from the Municipality.

Amendments to the proposal documents in the form of an addendum shall become part of the Proposal Documents. Proponents shall be responsible to ascertain that they have received all addendums.

#### **5. EXAMINATION OF CONTRACT DOCUMENTS**

The Proponent shall be deemed to have satisfied himself as to the sufficiency of the RFP for the product and the prices stated on the RFP Form. These prices shall cover all obligations under the RFP, and all matters necessary for the proper supply of the product.

#### **6. PROOF OF ABILITY**

The Proponent shall be competent and capable of supplying the product. The Municipality may request proof of ability.

#### **7. REQUEST FOR PROPOSAL SUBMISSIONS**

Proposal submissions must include, but not limited to the following:

 Schedule A – Bidder Information



- ❁ Schedule B – Specification Form
- ❁ Schedule C – Form of Proposal

Each proposal and any attachments must be submitted in a sealed envelope clearly marked:

**“Request for Proposal for the supply of one (1) one ton truck  
with plow and sander unit”**

RFP's submitted by fax or electronically will not be accepted.

Proposals may be rejected for one or more of the following reasons:

- a) Bids arriving after the closing time and date as specified in this document;
- b) Bids received in a form other than the forms supplied;
- c) Bids not completed in ink or by type;
- d) Bids containing any other form of alteration, including but not limited to include; strike-out, white-out, without initials;
- e) Bids not properly signed, witnessed, and/or sealed;
- f) Bids that have not acknowledged addendums;

The Municipality reserves the right to accept any Proposal or reject any or all Proposal and waive formalities as the interests of the Municipality may require.

Tenders shall remain open for acceptance by the Municipality for a period of sixty (60) calendar days after the closing date.

## **8. WITHDRAWAL OF PROPOSALS**

A proposal submitted in accordance with the instructions in the proposal documents may be withdrawn prior to the date and time of the close of proposals.

Proposals not withdrawn before the date and time of closing shall be irrevocable and remain open for acceptance by the Municipality.

## **9. NEGOTIATION**

The Municipality may award the RFP on the basis of proposals received without discussion.

The Municipality reserves the right to enter into negotiations with the selected proponent(s). If the Municipality cannot negotiate an acceptable agreement with the successful proponent the



Municipality may terminate negotiations and being negotiations with the next selected proponent.

No proponent shall have any rights against the Municipality arising from negotiations.

## **10. PROPOSAL EVALUATION**

The Municipality reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The Municipality reserves the right to accept a proposal other than the lowest price proposal without stating reasons.

By the act of submitting its proposal, the proposal waives the right to contest in any proceedings or action the right of the Municipality to award the purchase contract to any proponent in its sole discretion.

### **THE LOWEST OR ANY PROPOSAL WILL NOT NECESSARILY BE ACCEPTED**

The Municipality will evaluate proposals based on the following items:

- ☼ Product Specifications and ability to meet the operational needs of the Town of Petrolia
- ☼ Product Warranty
- ☼ Timely Delivery Schedule

The Municipality intends to award the proposal to the lowest bidder that meets the Municipalities specifications.

## **11. ACCEPTANCE OF PROPOSAL**

Acceptance of a proposal shall be communicated by written notice from the Municipality to the successful proponent.

Such acceptance shall bind the successful proponent to execute a purchase agreement with the Municipality.

## **12. INQUIRIES**

Direct all inquiries regarding the Request for Proposals to the Municipalities contact in the notice page.

## **13. IDEMNIFICATION AND INSURANCE**

The successful proponent will, at all times, indemnify and save harmless the Municipality, their officers, employees and agents from and against all claims, demands, losses, costs, damages, action, suite or other proceedings made, sustained, brought or prosecuted that are based upon, or caused in any way by anything done or omitted to be done by the proponent or



any of its officers, directors, employees, or agents in connection with the services performed, purportedly performed or required to be performed by the proponent under this proposal and subsequent contractual agreement.

#### **14. MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

In accordance with MFIPPA, this is to advise that any personal information proponents provide is being collected under the authority of the Municipal Act and will be used exclusively in the selection process. All proposals submitted become the property of the Municipality. Proponents are reminded to identify in their proposal material any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete proposals are not to be identified as confidential. The information contained in this proposal document may be utilized by the proponent solely for the purpose of preparing a proposal for submission to the Municipality. Any other use of the information for any other purpose is not authorized by the Municipality.

#### **15. ACCESSIBILITY FOR ONTARIANS WITH DISSABILITIES ACT (AODA)**

The Municipality will accommodate the needs of all proponents under the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the tendering and selection process.

Please advise the Clerks Department [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca) to ensure your accessibility needs are accommodated throughout this process.





**SCHEDULE A – BIDDER INFORMATION**

Bidders are requested to respond to this Request for Proposals as instructed subject to the provisions contained herein.

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_



## SCHEDULE B – SPECIFICATION FORM

The Municipality is requesting proposals for the supply and delivery of one (1) one ton truck  
With plow and sander unit

The equipment must meet or surpass mandatory requirements of the current Canadian Motor Vehicle Safety Regulations as amended or revised.

The following table provides an opportunity for vendors to specify their proposed units and will be used to evaluate proposals. We understand the difficulty of designing a specification sheet that conforms to all of the different manufacturer’s specifications. As a result, we have included a column for the Proponent to confirm compliance with the specification or specify variations. This column must be completed and submitted.

ITEM	SPECIFICATIONS	SUPPLIED (or variation) Indicate y/n – specify variation
Model	4 wheel drive 1 ton dump truck	
Doors	Single Cab	
Wheelbase/ Box Size	12 foot box	
Engine (minimum)	Diesel	
Fuel Economy	Bidder to specify	
Engine Cooling	Bidder to specify	
Towing	Trailer package	
Tires	All season full size with spare	
Traction Control	ABS and Driveline	
Battery	HD c/w with rundown protection	
Four Wheel Drive shift	Electronic - shift on the fly	
Exhaust	Bidder to specify	
Transmission	Bidder to specify	
Paint	white	
Front Bumper	Bidder to specify	
Rear Bumper	n/a	
Windshield Wipers	Variable intermittent	
Air Conditioning	Bidder to specify	
Floor Trim	Vinyl/Rubber (charcoal or	



	dark colour)	
Windows	Power	
Front Seat	Split Bench	
Interior	Dark in colour	
Radio	AM/FM	
Blue Tooth	Hands free cellular phone capability	
Glass	Bidder to specify	
Door Locks	Bidder to specify	
Running Boards	Please identify these in a standard feature	
Warranty	State or attach manufacturers standard warranty terms	

MISCELLANEOUS ITEMS:

ITEM	SPECIFICATIONS	SUPPLIED (or variation) Indicate y/n – specify variation
9 ft Snow plow package – includes a joy stick six way operation V-Plow, poly with trip edge	Bidder to indicate brand and specifications.	
Sander Unit 2 yard Gas powered Stainless steel	Bidder to specify brand and specifications.	
Receiver type hitch	Bidder to specify brand and specifications.	



**SCHEDULE C - FORM OF PROPOSAL**

**FORM OF PROPOSAL**

The price shall be in Canadian funds and include duties, royalties, handling, levies, transportation, delivery, dealer preparation, overhead, profit and all other charges.

Any and all taxes are to be shown separately.

The Town of Petrolia 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.

According to the RFP specifications, pricing is to be submitted to provide for the following: Town of Petrolia, Petrolia, ON and shall be good for the duration of sixty (60) days from date of tender opening:

- 1. Supply one (1) one ton truck with plow and sander unit truck pursuant to all terms and conditions outlined in the Specification Section herein.

Price \$ \_\_\_\_\_

HST \$ \_\_\_\_\_

**TOTAL RFP SUM \$ \_\_\_\_\_**

**Supplier:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_

This unit shall be delivered to Public Works Yard, Petrolia, ON no later than: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

