



2297 Highway 12,
PO Box 130
Breachin, Ontario L0K 1B0
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FIRE AND RESCUE SERVICES

REQUEST FOR QUOTATION

Contract # FD-03-2021

Sealed Quotations for: The Supply of one (1) 3/4 Ton 4x4 Crew Cab Long Box Pickup

As Described Herein and Addressed:

Attention Tony Stong
Director of Fire and Rescue Services / Fire Chief
By Courier or Drop off
Township of Ramara Administration Building
Box 130, 2297 Highway 12, Brechin, ON L0K 1B0

Please submit completed proposal in person or by mail in a sealed envelope quoting the above tender number and closing date.

Electronic Submissions will also be accepted and may be forwarded to tstong@ramara.ca, and shall include all pages of the tender, and all supporting documentation.

CLOSING

DATE: Tuesday, April 13, 2021

TIME: 12:00 pm - noon

PUBLIC OPENING: Online @ 12:30 pm April 13, 2021

LOCATION: A Public opening will be done virtually via Zoom. All participants can view the opening through the Township's YouTube channel at <https://www.youtube.com/channel/UCIYspODBjK5nNnr9XtC7oug>

LATE SUBMISSIONS WILL NOT BE ACCEPTED

The Township reserves the right to accept or reject all or any Submission

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DEFINITIONS

The following definitions apply to the interpretation of the Request for Proposal;

“Bidder” means a person or entity that is submitting a tender in response to the Tender Process.

“Constructor” means the successful person or company engaged in the construction business.

“Contract” means an agreement to be signed between the Owner and a successful bidder pursuant to the tender process.

“Contractor” means the successful bidder pursuant to the tender process that has extended a contract.

“Contract Administrator” means a person authorized or appointed by the Township to act on behalf of the Owner in any particular capacity.

“Closing Time” Time and Date of Tenders has the meaning ascribed thereto in section ii of these instructions to bidders.

“Director of Fire and Rescue Services” means the Director of Fire and Rescue Services/Fire Chief of the Township of Ramara or such other person, partnership or corporation as may be authorized by the Council to act on their behalf in any particular capacity.

“OPS” means the current Ontario Provincial Standards published by the Ontario Standards organization.

“Start Work Order” means the document in writing, referred to in the tender, form that is issued by the Contract Administrator or the Engineer that authorizes the Contractor to begin the work.

“Tender” means the tender documents issued by the Owner in respect of a specific opportunity and also refers to the documents submitted by a bidder in response to this tender process.

“Tender Documents” means the documents listed in section iii of these Instructions to Bidders.

“Work” means the work to be performed by a Contractor pursuant to a Contract issued as a result of this tender as described in the Contract Documents and includes, but is not limited to, the work generally described in Section ii of these Instructions to Bidders.

GENERAL OVERVIEW

1. SCOPE

To supply the necessary labour, materials, equipment and services required to supply and deliver one (1) new 3/4 Ton 4x4 Crew Cab Long Box Pickup truck as specified in this request for quotation.

2. FORM OF QUOTE

All quotations must be on the forms provided, clearly marked with “3/4 Ton Pickup Truck”.

3. FREEDOM OF INFORMATION

All submissions to the Township become the property of the Township and such are subject to the “*Municipal Freedom of Information and Protection of Privacy Act.*”

4. BRIBERY/FRAUD

Should any bidder or any of their agents give or offer any gratuity or attempt to bribe any employee of The Township, or to commit fraud, the Township shall be at liberty to cancel the prospective bidder’s submission or contract.

5. PURCHASING PREFERENCE

No preference will be given to any business for goods and/or services provided to the Township

6. INSURANCE

The Successful bidder(s) shall maintain and pay for Comprehensive General Liability Insurance with an insurer acceptable to the Township. The coverage shall include premises and all operations liability to be performed by the bidder. This insurance coverage shall be subject to limits of not less than **Five Million Dollars (\$5,000,000.00)** inclusive **per occurrence** for bodily injury, death and damage to property including loss of use thereof for any one occurrence.

The policy shall include The Corporation of the Township Of Ramara as an additional insured in respect of all operations performed by or on behalf of the Bidder.

The Bidder(s) shall be entirely responsible for the cost of any deductible that is maintained in any insurance document.

The Insurance Policy shall not be altered, canceled or allowed to expire or lapse, without thirty (30) days prior written notice to the township.

The Liability Insurance shall not contain any exclusion of limitations in respect of shoring, underpinning, rising or demolition of any building or structure, pile driving, caisson work, collapse of any structure or land from any cause.

Where applicable the bidder(s) shall carry standard automobile and non-owned automobile liability insurance and shall protect them against all liability arising out of the use of owned or leased vehicles, used by the Bidder(s), its employees or agents. The limits of the liability for both owned and non-owned vehicles shall not be less than **Two Million Dollars (\$2,000,000.00)** per occurrence.

7. WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)

The successful bidder(s) shall supply a Certificate from the Workplace Safety and Insurance Board prior to the start of the contract indicating that all of the assessments the bidder(s) or subcontractor(s) is liable to pay under *Worker's Safety Insurance Board Act* or successor legislation have been paid and they are in good standing with the Board.

Effective January 1 2013, Bill 119 legislates that all Contractors and Sub-Contractors categorized under class G: construction, shall have WSIB account and clearance coverage prior to commencing any contract.

Alternatively, if the successful Bidder(s) is an Independent Operator and is not categorized under Class G: Construction, the Bidder(s) shall submit a letter, from the WSIB, confirming that s/he has Independent Operator Status under the WSIB Act for work to be carried out for the Township Of Ramara. If the Bidder(s) does not have Independent Operator Status, the Bidder shall;

- I. Complete an Independent Operator Status Questionnaire upon being awarded the contract; and,
- II. Fund all costs associated with any appeal of a determination by WSIB that the Bidder is not an Independent Operator; and,
- III. Provide proof of Employer's Liability Insurance (provided either by WSIB or the Contractor's insurance provider.

The Bidder(s) acknowledges and agrees that the Township is not hiring and employee(s) to perform the work associated with this Tender. As such the Township reserves the right to terminate all Contracts associated with this Tender if all appeals have been exhausted and the bidder(s) are determined by WSIB or court or tribunal of competent jurisdiction to be an employee.

Any and all monies to be paid to the bidder(s) shall be returned regardless of the extent of work that has been completed to that point, and all material and documents associated with the Tender, as well as Township property, shall be returned to the Township. The bidder(s) acknowledges and agrees that any work completed to the date the appeal process has been completed, and an unfavorable determination is made will be provided to the Township for free and without any expectation of compensation. The risk associated with completing any work while there is an appeal process underway is entirely born by the bidder(s).

8. ACCESSIBILITY

The Bidder(s) shall comply with the provisions of the *Accessibility for Ontarians with Disabilities Act* 2005, S.O. 2005, chapter 11 and the Regulations with regard to provision of the goods and/or services contemplated herein, including, without limitation, section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, as amended. The Bidder(s), when applicable, shall ensure that its employees, agents, volunteers and representatives receive training regarding the provision of the goods and services to person with disabilities. The Bidder(s) acknowledges that the Corporation of the Township of Ramara, in deciding to purchase goods or services through its procurement process, is required to consider the accessibility for persons with disabilities, when applicable and practical to do so.

9. HEALTH & SAFETY

All work performed under this contract must be carried out in accordance with the terms and conditions of the Ontario Occupational Health and Safety Act (OHSA or the Act), applicable Regulations, applicable standards, and other applicable legal requirements.

Unless otherwise stated, the successful bidder, for the purposes of the Act, shall be designated as the 'Constructor' for this project. The constructor has complete control of the work on behalf of the Township and is responsible for regulatory compliance and safe work procedures on the job site.

Any requirement for a Notice of Project to be submitted to the Ministry of Labour (MOL) is the sole responsibility of the constructor.

The Constructor further acknowledges and agrees that any breach or breaches of the Occupational Health and Safety Act, applicable Regulations, Standards, Environmental Protection Act, other legal requirements and/or their own Health & Safety Policies and

Procedures whether by the Constructor or any of its subcontractors may result in:

- The termination of the contract,
- The immediately removal of the Constructor and/or sub-contractor's equipment from the site,
- The forfeiture of all sums owing the constructor/or sub-contractor by the Township Of Ramara

The Constructor's health and safety responsibilities will include the following:

- where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the successful bidder shall ensure that the requirements of the Occupational Health and Safety Act, applicable Regulations and environmental requirements are complied with,
- ensure workers are aware of the hazardous substances that may be in used at the workplace,
- ensure workers are provided with and wear the appropriate personal protective equipment required for the area when engineering controls aren't practicable,
- demonstrate the establishment and maintenance of health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation,
- The Constructor acknowledges that they are familiar with the Occupational Health and Safety Act, applicable Regulations, applicable Standards and other legal requirements that applies to the work being conducted,
- The Contractor covenants and agrees to observe strictly and faithfully the provisions of the Occupational Health and Safety Act, applicable Regulations, and rules circulated there under together with the Constructor's Health and Safety Policies and Procedures.
- The Constructor agrees to indemnify and save the Township of Ramara harmless for damages or fines arising from any breach or breaches of the said Occupational Health and Safety Act and other applicable legal requirements.
- The Constructor agrees to have a competent supervisor on site at all times when work is in progress, and that this supervisor enforces safe work practices.
- The Constructor shall allow access to the work site on demand to representatives of the Township of Ramara to inspect work sites.

- The Constructor agrees that any damages or fines that may be assessed against the Township of Ramara by reason of a breach or breaches of the Occupational Health and Safety Act and applicable Regulations by the Constructor or any of its sub-contractors will entitle the Township of Ramara to off-set the damages so assessed against any monies that the Township of Ramara may from time to time owe the Constructor under this contract or under any other contract whatsoever.
- Where any portion of the work or services in this Contract is contracted to a sub-contractor, the Constructor agrees that the provisions of this section **(9. Health & Safety)** will apply to the subcontractor and the Constructor will enforce said provisions.
- The Township of Ramara may consider previous OHSA violations as grounds for rejection and the Township of Ramara may terminate any contract arising from this document if the Bidder is continuously in violation of OHSA requirements.

Proof of the above may be required by the Township at any time from tendering to project completion.

10. PAYMENT

Payment at the contract price shall be compensation in full for the supply and delivery of all labour, equipment and materials necessary to complete the work to the satisfaction of the Director of Fire and Rescue Services.

11. ASSIGNMENT OF CONTRACT

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

12. AWARD OF QUOTATION

The award of the tender will take the following into consideration:

- a. Proposed Price
- b. Delivery Date
- c. Ability to meet stated specifications
- d. Fuel Consumption (L/100 kms) Canada
- e. Location of service facilities

13. HIGHWAY TRAFFIC ACT

The Bidder(s) of any equipment being used under hire by the Township shall be responsible to ensure the equipment is in full compliance of all statutes of the Highway Traffic Act, R.S.O. 1990.

14. F.O.B POINT AND DELIVERY

The supplier will arrange for the delivery of the Pickup Truck to Ramara Fire Hall 2, located at 85 Patricia Drive, Atherley, Ontario.

15. QUALIFICATIONS

The successful Bidder shall be a company of recognized standing at least five (5) years' experience in this type of work and have the necessary equipment and skilled labour to carry out the work adequately.

SUBMISSION FORMAT & CONTENTS

16. GENERAL FORMAT OF SUBMISSION

The Township **will not** accept any other format of the Schedule I - Items and Prices other than that provided within this Request for Quotation. Schedule I - Items and Prices are to be completed **in full** as provided in this document with no modifications, additions or deletions. **Failure to complete Schedule I as stipulated may result in disqualification of the bid submission.**

17. CONTENTS OF SUBMISSION

The Request for Quotation response submission should include the following information only and shall be submitted in the same sequence provided:

- Complete Tender Package (page 1 to 20)
- Schedule A – Details and Specifications
- Schedule B – Warranty
- Bidder Information Form
- Schedule I – Items and Prices
- Schedule II – Ability and Experience Form
- Declaration of Accessibility Compliance Form
- Health and Safety Information

SCHEDULE "A" - DETAILS AND SPECIFICATIONS

(PAGE 1 OF 5)

1 (ONE) NEW 4X4 CREW CAB LONG BOX 3/4 TON PICKUP TRUCK

These are the known makes and models, which with the proper equipment, will comply with the following specification.

MAKE:

MODEL:

Chevrolet

Silverado 2500/3500

GMC

Sierra 2500/3500

Ford

F250/350

Dodge

Ram 2500/3500

Check below all specs included in your Total Tendered Price (Provide additional information or additional features at the end of or attached to Schedule "A")
If quoting "equivalent" of specification, shall provide details/description of each proposed "equivalent" specification at the end of or attached to Schedule "A"

SPECIFICATIONS

CONFIRMATION

**1. 3/4 Ton Pick-up Truck (4x4)
Crew Cab Long Box**

Year: _____

Make: _____

Model : _____

Engine Model: _____

2. Engine 3/4 Ton Pickup

Engine shall be Gasoline type.

YES: _____ NO: _____

Displacement shall be V-8, 5.0 liter minimum.

SPECIFY: _____

Shall have a Block Heater

YES: _____ NO: _____

SCHEDULE "A" - (PAGE 2 OF 5) - DETAILS AND SPECIFICATIONS

3. Chassis

Chassis

Frame shall be all steel.

SPECIFY: _____

3/4 Ton Wheelbase shall be 172" approximately.

SPECIFY: _____

Independent Front Suspension.

SPECIFY: _____

Front Stabilizer Bar.

YES: _____ NO: _____

Heavy Duty Shock Absorbers, front and rear.

SPECIFY: _____

YES: _____ NO: _____

Multi Leaf Spring Rear Suspension

SPECIFY: _____

YES: _____ NO: _____

4. Power Plant Parts

Alternator.

SPECIFY: _____ AMP _____

Dual Battery minimum 600 CCA, maintenance free.

YES: _____ NO: _____

Transmission – Minimum Six Speed, Heavy Duty, Automatic.

SPECIFY: _____

Transmission Cooler, Engine Oil Cooler and Heavy Duty Radiator shall be supplied.

YES: _____ NO: _____

5. Axles

Locking Differential to be supplied.

YES: _____ NO: _____

SCHEDULE "A" - (PAGE 3 OF 5) - DETAILS AND SPECIFICATIONS**6. Cab**

Front seats: cloth 2 bucket seats armrest with storage compartment and Heavy Duty seat covers: - (Dark Interior) YES: _____ NO: _____

Rear Seats in Crew Cab to be cloth foldable, and have Heavy Duty seat covers. (Dark Interior) YES: _____ NO: _____

Mirror – Power adjustable heated outside, manual folding shall be supplied YES: _____ NO: _____

Mirror – Rearview with built in compass YES: _____ NO: _____

Power Locks and Windows YES: _____ NO: _____

Power Tailgate Lock on 3/4 ton truck YES: _____ NO: _____

Remote Starter YES: _____ NO: _____

Remote keyless entry system YES: _____ NO: _____

Air Conditioning YES: _____ NO: _____

Heater and Defroster – Fresh air YES: _____ NO: _____

AM/FM Stereo with Bluetooth voice-activated connectivity for radio and phones shall be supplied. YES: _____ NO: _____

Outdoor thermometer YES: _____ NO: _____

Rear Backup Camera YES: _____ NO: _____

Heavy duty towing package with factory installed In cab electric brake controller: hitch with 2" ball to be supplied with 7 & 4 pin connectors. YES: _____ NO: _____

12 V and 115V Auxiliary power outlet to be supplied In cab YES: _____ NO: _____

4 wheel drive system to be one touch electronic YES: _____ NO: _____

SCHEDULE "A" - (PAGE 4 OF 5) - DETAILS AND SPECIFICATIONS

7. Additional Lighting

N/A

8. Brakes & Steering

Power 4 wheel disk with anti-lock (ABS). YES: _____ NO: _____

Parking Brakes shall be mechanical. YES: _____ NO: _____

Steering to be power with speed variable assist with factory mounted cooler. YES: _____ NO: _____

9. Wheels and Tires

Full size spare wheel/tire with jack and wrenches YES: _____ NO: _____

Tire Carrier shall be supplied, under the box at rear. YES: _____ NO: _____

All Tires shall be Light Truck Rated YES: _____ NO: _____

10. Attachments

Front Bumper to be included, with Ontario license plate holder. YES: _____ NO: _____

Rear Step Bumper YES: _____ NO: _____

3/4 ton pickup to have driver and passenger side step bars YES: _____ NO: _____

3/4 Ton pickup to have 5 upfitter switches factor installed in the dash. YES: _____ NO: _____

SCHEDULE "A" - (PAGE 5 OF 5) - DETAILS AND SPECIFICATIONS

11. Paint

Red on 3/4 ton Pickup YES: _____ NO: _____

12. Body

Full Width Hinged Tailgate with lift assist. YES: _____ NO: _____

Spray In Box Liner - Factory Installed on 3/4 Ton Truck YES: _____ NO: _____

Factory supplied mud flaps/shielding YES: _____ NO: _____

13. Fuel Consumption

3/4 Ton Fuel efficiency – Liters per 100 km Specify: _____

SCHEDULE “B” - WARRANTY

The equipment shall include the standard manufacture’s Warranty, a signed copy of which shall be included with the proposal.

YES: NO:

TERMS:

Please include information on extended warranties

YES: NO:

TERMS: To Be Attached

TENDER DOCUMENT CHECKLIST

QUOTATION FORM

THE CORPORATION OF THE TOWNSHIP OF RAMARA

PICKUP TRUCK

DOCUMENTS TO BE ENCLOSED WITH THIS FORM INCLUDING BUT NOT LIMITED TO:

- **Bidder Information Form**
- **Health & Safety Information**
- **Schedule I – Items and Prices**
- **Schedule II – Ability and Experience Form**
- **Declaration of Accessibility Compliance Form**

BIDDER INFORMATION FORM

**BIDDERS MUST COMPLETE THIS FORM AND INCLUDE WITH THEIR SUBMISSION.
PLEASE ENSURE ALL INFORMATION IS LEGIBLE.**

Company Name	
Bidder's Main Contact Individual	
Address (Including postal code)	
Office Phone #	
Toll Free#	
Cellular#	
Fax#	
E-Mail Address	
Website	
HST Account #	

SCHEDULE I – ITEMS AND PRICES

ITEM	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE	DELIVERY DATE
1	One (1) New 3/4 Ton Crew Cab Long Box Pick-up Truck 4x4	1	\$	\$	
			SUBTOTAL	\$	
			HST	\$	
			TOTAL	\$	

Delivery date from receipt of order _____ weeks.

THIS OFFER SHALL BE IRREVOCABLE FOR A PERIOD OF SIXTY (60) CALENDAR DAYS. LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED.

I/WE _____ promise to supply new 3/4 Ton Pickup Truck, built to the specifications as put forth by the Corporation of the Township of Ramara Proposal package FD-03-21 and delivered by the proposed delivery date, for the following sum,

_____ Dollars _____ Cents,
(Write or Print the total amount bid)

In lawful money of the Dominion of Canada. It is further agreed that each week over the said delivery date shall result in a five hundred dollar (\$500.00) reduction to payment per week in default. All delivery costs associated shall be included in the total Tendered Price submitted, No additional charges shall be levied or in addition to the total Tendered Price.

SIGNATURE: _____ WITNESS OR SEAL: _____
(SIGNATURE OR PERSON SIGNING ON BEHALF OF TENDERING COMPANY)

POSITION IN COMPANY: _____

DATE: _____

SCHEDULE II – ABILITY AND EXPERIENCE FORM

The Bidder shall provide below three (3) separate Customers **other than the Township** having purchased a similar size and design of goods and/or services as specified herein for a previous three (3) year period from the issuance of this document.

REFERENCE #1	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
REFERENCE #2	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
REFERENCE #3	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

REFERENCE RELEASE FORM

I _____ (authorised signatory for the submitting firm)
 authorize the Township to contact the person and/or organization listed on the ABILITY &
 EXPERIENCE FORM, for the purpose of obtaining information relating to the bidder
 The Township reserves the right to call references if in its sole discretion finds a need to do
 so.
 The Township reserves the right to check other references other than listed herein.

DECLARATION OF ACCESSIBILITY COMPLIANCE FORM

Company Name: _____
 Print Name: _____
 Title: _____
 Date: _____

I acknowledge that I am required to comply with Section 6 of Ontario Regulation 429/07
 (Accessibility Standards for Customer Service) made under the *Accessibility for Ontarians
 with Disabilities Act, 2005*). I confirm that my employees, agents, volunteers and
 representatives who are required to receive training under the Act have completed the
 required. I will provide to The Corporation of The Township of Ramara any further
 documentation that confirms this training upon its request.

I will indemnify the Corporation of The Township of Ramara from and against any costs,
 expenses, fines, penalties, damages or losses that may arise or may be incurred as a result
 of my failure to comply with these requirements.

I declare that I have read, understood and will meet all enacted accessibility standards as
 amended from time to time.

I further declare that if applicable I will undertake to ensure any sub-contractors hired by
 _____ (insert company name) for the
 completion of work contracted by the Township will also comply with the above requirements.

 Authorized Signature
 I have authority to bind the corporation.

 Date