



**THE CORPORATION OF THE
TOWNSHIP OF MADAWASKA VALLEY**

85 Bay Street, P.O. Box 1000, Barry's Bay, Ontario K0J 1B0

TEL: (613) 756-2747 ☎ FAX: (613) 756-0553

E-MAIL - info@madawaskavalley.ca

REQUEST FOR TENDER

MV 2022-04

**ONE 2021/2022 MODEL YEAR SUV
4 WHEEL DRIVE OR ALL-WHEEL DRIVE VEHICLE
New or Demo in Stock**

Sealed Tenders will be received until:

Closing Date: 3:00 p.m. May 2nd, 2022

**Opening of Tenders: May 2, 2022 3.15 p.m. Local Time in Council Chambers at Municipal
Office which is open to the Public**

**For the Supply and Delivery of the above equipment.
Tender document packages can be downloaded from our website at
www.madawaskavalley.ca**

**Sealed tender with the words "2021-2022" MODEL YEAR SUV 4 WHEEL DRIVE OR ALL-
WHEEL DRIVE VEHICLE" only will be accepted. Fax Submissions are not acceptable.**

Lowest or any quotation not necessarily accepted and pending Budget approvals.

Mr. Hilary Kutchkoskie
Operations Manager
Township of Madawaska Valley
PO Box 1000, 85 Bay Street
Barry's Bay, Ontario, Canada K0J 1B0
Phone (613) 756-2747 Ext. 215 Cell # 613- 633 6164 Fax (613) 756-0553
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CONTRACT REVIEW CHECKLIST
THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY

This is NOT a Contract Document.

Tenderers are solely responsible for the regularity of their own bids; however, to assist Tenderers, the Corporation advises all Tenderers to review their bids with the following questions in mind:

1. Has your firm's name and address been entered?
2. Has your firm's Total Tender Price been entered?
 - is it in words?
 - is it in numbers?
 - do the words and the numbers agree?
3. Has the Tender been signed properly?
 - Corporation – signed and sealed
 - Partnership – two partners sign and a witness signs
 - Sole Proprietorship – owner signs and a witness signs
4. Has EACH ITEM in the Schedule of Prices been completed?
5. Has the Sub Total been entered?
6. Has the Total been entered?
7. Does the Total in the Schedule of Prices agree with the Total in the Tenderer's Offer?
8. Have any strikeouts or changes been made to the Schedule of Prices? If so, have they been initialled?
9. Have all the documents been completed in ink or in type?
10. Has your firm checked to see that it has received all Addenda?
11. Have all Addenda been submitted with the Tender Documents?
12. Has your firm used the Township of Madawaska Valley FORMS to bid?
13. Has your firm obtained and reviewed all Tender Documents?
14. Has your firm ensured that the bid is NOT QUALIFIED by any restrictive statements written in the documents by your firm?
15. Have ANY changes (overwritings, strikeouts, erased, etc.) been initialled by the Tenderer?
16. Has the Tender Deposit been included?
17. Is it in a sealed envelope?

BUILDING DEPARTMENT

REQUEST FOR TENDERS

SEALED TENDERS on forms supplied by the Township of Madawaska Valley will be received by the undersigned until **3:00 p.m. May 2, 2022** for the following:

MV 2022-04

**2021/2022 MODEL YEAR SUV
4 WHEEL DRIVE OR ALL-WHEEL DRIVE VEHICLE
IN STOCK
NEW or DEMO**

**THE
CORPORATION
OF THE
TOWNSHIP OF MADAWASKA VALLEY**

Tender MV2022-04
2021/2022 MODEL YEAR SUV 4 WHEEL DRIVE
OR
ALL-WHEEL DRIVE VEHICLE
In stock
NEW or DEMO/Used

NEW in STOCK

Tenderer's Name	Total Tender Amount (From Section FT-4)
	\$ _____

DEMO or GENTLY used in STOCK

Tenderer's Name	Total Tender Amount (From Section FT-4)
	\$ _____

*****ensure if more than one model priced, attach separate/attached FT-4 form****

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SECTION A
TENDER

**SECTION A INDEX
TENDER**

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PART I TENDER CALL

Sealed Tenders are invited for the execution of the works described herein.

Contract Number **MV-2022-04**

Described as **2021-2022 MODEL YEAR SUV**
4 WHEEL DRIVE OR ALL-WHEEL DRIVE VEHICLE

Tenders shall be addressed to:

Corporation of the Township of Madawaska Valley
85 Bay Street P.O Box 1000
Barry's Bay, ON
K0J 1B0

Attn: Operations Manager

(Hereinafter the Corporation)

Tenders shall be received **until 3:00 p.m. local time, May 2, 2022**, in the office of the Operations Manager, at the address given above.

Tenders received by this time, date and at the location specified above, shall be opened and read at 3.15 p.m. local time in public in Council Chambers. **Public reading of a Tender does not imply any decision by the Corporation on whether a Tender is or is not irregular.**

PART II **TENDER CONDITIONS****TC-1** **Completion and Submission of Tenders**

- 1.1 The Tenderer shall complete all documents pertaining to this Contract in ink or in type.
- 1.2 If the Tenderer is a Corporation, an authorized officer of the Corporation shall sign the Form of Tender and shall affix the Corporate Seal.
- 1.3 If the Tenderer is a partnership, a minimum of two partners shall sign the Form of Tender and the signatures shall be witnessed.
- 1.4 If the Tenderer is a sole proprietorship, the sole proprietor shall sign the Form of Tender and the signature shall be witnessed.
- 1.5 The Tenderer shall submit their Tender by the date and time specified in Part I of the Tender.
- 1.6 The Tenderer shall submit to the Corporation:
- a. the Tender and
 - b. all Addenda issued by the Corporation, with respect to this Contract.
- 1.7 The Tenderer shall submit the Tender on the forms provided by the Corporation and the Tenderer shall submit the Tender in a sealed envelope.

TC-2 **Tender Deposit**

- 2.1 A Tender Deposit is not required for this Contract.

TC-3 **Agreement to Bond**

- 3.1 An Agreement to Bond is not required for this Contract.

TC-4 **Addenda**

- 4.1 The Tenderer shall ensure that its name and address for receipt of Addenda are included on the Corporation's list of firms to whom Addenda to this Contract, if any, are to be sent. Inclusion on the Corporation's list does not absolve the Tenderer of its responsibilities set out in Section TC-9.1 of the Tender.

TC-5 **Irregular Tenders**

- 5.1 The Corporation shall be the sole judge of whether or not a Tender is irregular.

TC-6 **Unbalanced Tenders**

- 6.1 The Tenderer shall not submit an unbalanced Tender.
- 6.2 The Corporation shall have the right to:
- a. deem a Tender to be unbalanced and
 - b. reject a Tender, which it deems to be unbalanced.

TC-7 **Collusion**

- 7.1 The Tenderer shall not engage in collusion of any sort and in particular, shall:
- a. ensure that no person or other legal entity, other than the Tenderer, has any interest in the Tenderer's Tender, and
 - b. prepare their Tender without any knowledge of comparison of figures with or arrangement with any other person or firm preparing a Tender for the same work.

TC-8 **Right to Accept or Reject Tenders**

- 8.1 Notwithstanding any other provision in this Contract, the Corporation shall have the right to:
- a. accept any Tender;
 - b. reject any Tender, and
 - c. reject all Tenders.
- 8.2 The Corporation reserves the right to reject a Tender of any Bidder who does not furnish satisfactory evidence of sufficient capital, plant and experience to successfully execute and complete the work.
- 8.3 Without limiting the generality of Section TC-8.1 the Corporation shall have the right to:
- a. accept an irregular Tender;
 - b. accept a Tender which is not the lowest Tender, and
 - c. reject a Tender even if it is the only Tender received by the Corporation.
- 8.4 Acceptance of the Tender shall occur at the time the Corporation awards the Tender and not necessarily at the time the award is communicated to the successful Tenderer.

TC-9 **Contract Documents**

- 9.1 The Contractor shall obtain and review all Contract Documents listed in the Form

of Tender and all addenda issued by the Corporation, pertaining to this Contract.

- 16.2 The Contractor shall complete the work by the time specified in the Tender, unless an extension of time is granted.
- 16.3 If the Operations Manager grants the Contractor an extension of time, the Contractor shall complete the work by the revised specified time for completion.

TC-17 **Successful Tenderer - Liquidated Damages**

- 17.1 A penalty of 0.5% of the contract price will be assessed for each calendar day that delivery of the completed unit is delayed beyond the time indicated in section TC-16.1.

TC-18 **Successful Tenderer - Submission of Documentation**

- 18.1 The successful Tenderer shall submit the documentation required by Sections TC-13, TC-14 and TC-15 within seven (7) working days of the day the Corporation notifies the successful Tenderer that the documentation should be sent to the Corporation.
- 18.2 If the successful Tenderer fails to comply with Section TC-18.1, the Corporation may, in its sole discretion, withdraw its acceptance of the Tender and the Tenderer shall have no recourse whatsoever against the Corporation.

TC-19 **Pricing**

- 19.1 Prices quoted shall be the net cost to the Corporation and shall include all associated costs (i.e. labour, equipment, material, applicable licences and permits) and all other associated costs required to perform the service to the complete satisfaction of the Corporation.
- 19.2 Prices quoted shall remain firm for the period of the Agreement.

TC-20 **Payment**

- 20.1 Payment will be made after delivery and satisfactory acceptance of the vehicle(s).

TC-21 **Tax Status**

- 21.1 The price quoted shall be in Canadian funds and shall include all duty, custom clearances and all other charges now in force.
- 21.2 Subject to Harmonized Sales Tax (HST), this took effect July 1, 2010 at 13%. Effective July 1, 2010, the schedule of rates and fees applicable to this contract will be adjusted to account for the HST.

TC-22

Basis of Award

22.1 It is the Corporation’s intent to award on a total unit price as Tendered; however, the Corporation reserves the right to award on a line item basis, to the lowest responsive bidders, if deemed to be in the best interest of the Corporation.

22.2 The Corporation reserves the right to disqualify any Tender that is incomplete or is otherwise not submitted in strict accordance with the terms and conditions set forth in this Contract. The Corporation reserves the right to accept or reject any or all Tenders, should it be deemed to be in the best interest of the Corporation. Should only one (1) Tender be received, the Corporation reserves the right to reject it. The Township of Madawaska Valley is seeking Proposals for a new SUV. The Township is not necessarily interested in obtaining the lowest price for this product as new 2021/2022 models will be accepted and will be scored on this basis. The quality of the product, performance, delivery, maintenance, service and other factors will be taken into consideration in the evaluation of this Tender. The following scoring chart will be adapted when Tenders are evaluated. The scoring committee will consist of a minimum of two Township employees and all results are deemed final.

Scoring Evaluation AWD SUV	Points/Weight
Features	20
Application	20
Warranty	20
Overall Performance	20
Price with added features	10
In Stock	10

PART III FORM OF TENDER

FT Tenderer Information

Company Name: _____

Address: _____

E-mail _____

City/Province/Postal Code: _____

Phone Number: _____

Fax Number: _____

Contractor's Signature

Business Partner's Signature
(only if required by TC-1)

Witness's Signature
(only if required by TC-1)

Corporate Seal (if applicable)

FT-1 Contract Documents

1.1 The Contract Documents for Contract **MV-2022-04** are:

- a. Tender
 - i. Part I.....Tender Call
 - ii. Part IITender Conditions
 - iii. Part IIIForm of Tender
- b. Special Provisions – General
- c. All Addenda Issued Pertaining to this Contract

FT-2 Tenderer's Declarations

2.1 The Tenderer declares that it has obtained and read the Contract Documents.

2.2 The Tenderer declares that it understands and agrees to be bound by the Contract Documents.

2.3 Without limiting the generality of Section FT-2.2, the Tenderer declares that it has, at the time of Tendering, fulfilled all of those obligations under the Contract

2.4 which are required to be fulfilled by the time of Tendering.

2.5 The Tenderer declares that all information, which it has provided or will provide to the Corporation, is true.

FT-3 **Tenderer's Offer**

3.1 The Tenderer offers to do the work in accordance with the Contract Documents.

3.2 The Tenderer offers to do the work and to accept payment at the unit prices specified in the Schedule of Prices in Section FT-4 of the Tender, in accordance with the Contract Documents.

3.3 The Tenderer's total Tender Price, based on the estimated quantities in the Schedule of Prices is:

\$ _____
(price in words)

(\$ _____)
(price in numbers)

FT-4

Schedule of Prices

No.	Item	Price
1.	2021/2022 MODEL YEAR SUV 4 WHEEL DRIVE OR ALL-WHEEL DRIVE VEHICLE Make _____ Model _____ Year _____	\$ _____ (Item 1 total)

Total Bid Price (items 1 & 2) \$ _____

Air Conditioning Tax \$ _____

HST 13 % \$ _____

TOTAL TENDER AMOUNT \$ _____
(Transfer to Front Page)

****Delivery Date:** _____
(Tenderer to insert date)

Firm Name

Authorized Signature

Date

SECTION B
SPECIAL PROVISIONS - GENERAL

SECTION B INDEX
SPECIAL PROVISIONS – GENERAL

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PART I **SPECIAL PROVISIONS – GENERAL**

SPG-1 **General Information**

- 1.1 The specifications describe a new 4-wheel/AWD drive, (“Suv”) gas powered, automatic transmission.
- 1.2 Bids may not be considered if the product on which a price is submitted, does not meet all of the requirements or the Bidder does not confirm compliance with all items by marking “YES” in the confirmation column or does not provide the required information where “SPECIFY” is noted in the confirmation column.
- 1.3 Only the major details are listed. It is the supplier’s responsibility to deliver a fully equipped unit, with compatible components that will provide dependable, efficient service. Where minimums are given, the unit must meet or exceed the capacity, size and performance specified.
- 1.4 Quoted units must comply with the following specifications in all aspects. Alternative components that meet the requirements but are not identified in the specifications must be approved by the Operations Manager’s Office, prior to the Tender Closing.
- 1.5 It will be the responsibility of the supplier to obtain any MTO Standards referred to in the following specifications.
- 1.6 The unit must be a current standard production model, for the model year and must comply with all Federal and Provincial Legislation in effect, at the time of delivery.
- 1.7 The Tenderer is responsible for all Warranty Service.
- 1.8 The vehicle must meet the provisions of the Canada Motor Vehicle Safety Act and the Regulations made thereunder, which are in effect on the date of manufacturing of the vehicle.
- 1.9 **Please note that licensing will be the responsibility of the Township of Madawaska Valley**
- 1.10 The completed units shall be delivered to the Township of Madawaska Valley, Barry’s Bay
- 1.11 The unit is to be completed & supplied with all equipment and mounted and ready for the road in good operational order.

SPG-2**SUV 4 WHEEL DRIVE OR ALL- WHEEL DRIVE VEHICLE,**

No.	DETAILED SPECIFICATIONS	CONFIRMATION
1.	<p><u>Year, Make & Model</u></p> <p>Specify the year, make and model of the unit being quoted. Minimum 2021.</p> <p>The vehicle shall meet or surpass the mandatory requirements of the Canada Motor Vehicle Safety Act and its regulations, which are in effect on the date of manufacturing. The vehicle must also bear the National Safety Mark.</p>	<p>Year: _____</p> <p>Make: _____</p> <p>Model: _____</p> <p>Yes: _____</p>
2.	<p><u>Weight Ratings</u></p> <p>GVWR (Gross Vehicle Weight Rating)</p>	<p>Specify: _____</p>
3.	<p><u>Brakes</u></p> <p>Service brakes – Full Power Assisted - Hydraulic</p>	<p>Yes: _____</p>
4.	<p><u>Wheels & Tires</u></p> <p>5 – 16-inch wheels, minimum</p>	<p>Yes: _____</p> <p>Specify Size: _____</p> <p>Load Range: _____</p> <p>Specify Make: _____</p>
5.	<p><u>Engine</u></p> <p>150 hp Minimum(Gas)</p>	<p>Yes: _____</p> <p>Specify: _____</p> <p>_____</p>

No.	DETAILED SPECIFICATIONS	CONFIRMATION
6.	<p><u>Transmission</u> Automatic</p> <p>4x4 electronic or AWD</p>	<p>Yes: _____</p> <p>Specify: _____</p> <p>Yes: _____</p>
7.	<p><u>Engine Equipment</u></p> <p>Air Conditioning</p> <p>Engine block heater shall be supplied.</p> <p><u>CAB:</u></p> <p>Quality Seat Covers shall be supplied and installed</p> <p>Air Conditioning shall be supplied.</p> <p>Tachometer shall be supplied.</p> <p>Rubber floor shall be supplied.</p> <p>Power mirrors with built in heaters shall be supplied.</p> <p>Power Windows</p> <p>Reverse Camera</p> <p>Cell phone sync (Bluetooth)</p> <p>Five passenger capability</p>	<p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p>
8.	<p><u>Lights</u></p> <p>Four (4) amber LED flashing lights Two lights are to be mounted in the front grille, and two are to be mounted in the rear window (or in a suitable location to be determined).</p>	<p>Yes: _____</p>
9.	<p><u>Paint</u></p>	<p>Please specify colour: _____</p>

No.	DETAILED SPECIFICATIONS	CONFIRMATION
10.	<p><u>Attachments/Exterior</u></p> <p>Operator's manual and line ticket shall be supplied.</p> <p>Service manuals shall be supplied.</p> <p>Back up Camera shall be supplied.</p> <p>Fire Extinguisher (mounted behind seat)</p> <p>Mud flaps/Splash Guards to be supplied and installed</p>	<p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p> <p>Yes: _____</p>
11.	<p><u>Warranty</u></p> <p>The S.U.V shall be covered by the standard manufacturer's warranty, a description of which shall be included with the tender documents</p> <p>S.U.V to be delivered to 85 Bay Street Barry's Bay - specify the date.</p>	<p>Yes: _____</p> <p>Date _____</p>