



Public Works Department

Request for Tenders – Tender No. PW - RFT 04- 2025

Supply and Delivery of Two (2) Pickup Trucks

The Township of Algonquin Highlands (the “Owner”) is seeking Bids from qualified Suppliers to supply and deliver two (2) pickup trucks.

Tenders Received at the Township of Algonquin Highlands Administration Office by:

Melanie Oates – Public Works Administrative Assistant

1123 North Shore Road

Algonquin Highlands, ON K0M 1S0

Phone: 705-489-2379 ex. 352

Email: moates@algonquinhighlands.ca

Request for Tender documents must be downloaded from the Township of Algonquin Highlands website. www.algonquinhighlands.ca

Questions Deadline: 4:30 p.m. Local Tuesday September 23, 2025

Submission Deadline: Tenders must be signed and are expected to be clearly marked with the Request for Tender name and number on the outside of the Tender package. Tenders must be received at the Township of Algonquin Highlands Administration Office by

1:00 p.m. Local Time Tuesday October 7, 2025

The Owner reserves the right to accept or reject all or part of any Tender and also reserves the right to accept other than the lowest Tender and to cancel this Request for Tenders at any time.

All purchases made by the Owner are done in accordance with its Purchasing Policy By-Law 2021-91, which covers the acquisition of all goods and services.

Request for Tender No. PW-RFT-04-2025

Supply and Delivery of Two (2) Pickup Trucks

Part 1: Purpose of Procurement

The Township of Algonquin Highlands (the Owners) are seeking Bids from qualified Suppliers to supply and deliver two (2) pickup trucks.

The Township is looking to compare three models of half-ton trucks equipped with a gas, electric, or diesel motor, with the intention of purchasing one model only.

1.1 Scope of Work and Deliverables

Supply and Delivery of:

- One (1) Diesel or Gas Crew Cab 4X4 Three-quarter Ton Pickup Truck
- One (1) Diesel, Gas, or Electric Crew Cab 4X4 Half Ton Pickup Truck

Bidders are not required to bid on both vehicle types. Bids may be submitted for Diesel, gas, electric, or all three.

Delivery

The Owners expect to receive delivery of the vehicles before 2026. Include an anticipated delivery date in the Tender if delivery can be made earlier.

Deliverables

Prices quoted are to be Free on Board (F.O.B.) to the locations specified below. The deliveries shall be made to:

Township of Algonquin Highlands: 1095 North Shore Road, Algonquin Highlands, Ontario K0M 1S0

Part 2: Definitions

Agreement: means the legal document submitted by the Bidder in their Tender that binds the Bidder and Owner, subject to the provisions of the Contract.

Award: is the notification to a Successful Bidder of acceptance of a Bid which brings a Contract into existence.

Bid: means an offer or submission from a Bidder in the form of a Quotation, Tender, or Tender, submitted in response to a solicitation from the Owner.

Competent Supervisor: A person who is in charge of a workplace or has authority over workers. Is qualified because of knowledge, training, and experience to organize the work and its performance. Is familiar with the Occupational Health and Safety Act and the regulations that apply to the work; and has knowledge of any potential of actual danger to health and safety in the workplace.

Conflict of Interest: Is defined as the situation or circumstance, real, or perceived, which could give a Supplier an unfair advantage during a procurement process or compromise the ability of a Supplier to perform their obligations under the Contract.

Contract: means a binding agreement for the purchase or disposal of good and/or services. A Contract may be a fully executed legal agreement, in a form satisfactory to the Owner, and a Purchase Order issued for the Bid Request of the Owner.

Contract Administrator: Owner representative responsible for monitoring the progress of the

Contract and ensuring it is executed to completion.

Days: means calendar days.

Lowest Compliant Bid: means the lowest price submitted (excluding HST) which meets the requirements and specifications as set out in the Bid request.

Member Municipality: refers to one or more of the following Member Municipalities: The Municipality of Dysart et al, the Municipality of Highlands East, the Township of Algonquin Highlands, and/or the Township of Minden Hills.

Owner: means the Township of Algonquin Highlands, as referenced in the Request for Tender document.

Bidder: means an entity that submits a Bid in response to this RFT and, as context may suggest, refers to a potential Bidder.

Tender(s): means all of the documentation and information submitted by a Bidder in response to the RFT.

Request for Tender (RFT): means this Request for Tender issued by the Owner, and all addenda thereto.

Submission Deadline: means the closing date and time of the Request for Tender period. No Tenders will be accepted after the closing date and time.

Substantial Completion: means when the improvement to be made under a Contract is ready to use for the purpose intended to the satisfaction of the Owner's Contract Administrator.

Successful Bidder: means a Bidder whose Tender meets the prescribed requirements and has been identified as the lowest compliant Bidder in accordance with the evaluation process.

Total Tender Price: The Tender price excluding HST that will be evaluated for Award.

Township: Means the Township of Algonquin Highlands.

Part 3: Instructions for Bidders

3.1 Tender Timeline

RFT Issued	Tuesday September 16, 2025
Bidder Question Deadline	4:30 p.m. Tuesday September 23, 2025
Final Addenda Issued	4:30 p.m. Tuesday September 30, 2025
Submission Deadline	1:00 p.m. Tuesday October 7, 2025
Anticipated Award Date	Thursday October 16, 2025
Delivery Date	Monday December 15, 2025

This timeline is tentative and may be changed by the Owner at any time without liability, cost, or penalty.

3.2 Mandatory Submission Requirements

To ensure ease of evaluation, include all mandatory submission requirements listed in this section at the beginning of the submitted Tender. Tenders will be disqualified for non-compliance for failing to provide any of the mandatory submission requirements listed below.

- i. Part 7: Form of Tender (signed and dated by the firm's representative with the authority to bind the corporation)
- ii. Include copies of all Addenda and acknowledge each one with the Bidder's signature.
- iii. Detailed pricing table
- iv. Specifications

3.3 Interpretation

In this document, "**Request for Tender Documents**" shall include the Purpose of Procurement, Tender Submission Requirements, Instructions for Bidders, Terms and Conditions, General Special Provisions, Evaluation and Selection Criteria, Form of Tender, all addenda (if required), and any other documents listed in the Request for Tender.

- i. The Township of Algonquin Highlands may hereinafter be referred to as the **Owner**.
- ii. An individual or company submitting a Tender for this Request for Tender may hereinafter be referred to as the **Bidder**.
- iii. The Successful Bidder who executes a Contract with the Owner may hereinafter be referred to as the **Bidder**.

The following terminology applies in the RFT:

The term "**should**" relate to a requirement which the Owner would like the Bidder to address in their Tender.

The terms "**will**", "**must**", or "**shall**" describe a procedure that is intended to be followed as a mandatory requirement. Tenders that do not fulfill all mandatory requirements will be rejected as non-compliant.

3.4 Completion of the Bidder's Tender

Bidders must courier or deliver by hand their Tender to the Township of Algonquin Highlands Administration office. Tenders must be received by the Owner by **1:00 p.m. Local Time Tuesday October 7, 2025**

Bidders must ensure the Tender is received at the **Township of Algonquin Highlands Administration office front counter** prior to the Submission Deadline. Include the Tender name and number, and the Bidder's return mailing address on the outside of the sealed Tender package.

The sealed Tender submission must include one original copy of the Tender. The address is as follows:

Township of Algonquin Highlands Administration Office

Attention: Melanie Oates – Public Works Administrative Assistant

1123 North Shore Road

Algonquin Highlands, ON K0M 1S0

Note: Courier service to this area is not "same day" or "guaranteed" for a specific time of day. The Bidder is solely responsible for ensuring their Tender is received on time at the Township of Algonquin Highlands Administration office. Tenders delivered after the Submission Deadline will not be opened and will be returned to the Bidder. Local time is according to the time clock located in the Township of Algonquin Highlands offices, which will be deemed to be taken as conclusive.

Electronically transmitted submissions (facsimile, e-mail, etc.) **will not** be accepted.

Tenders will be opened and recorded by the Owner's opening committee following the Submission Deadline.

All entries in the Tender shall be in English, clear, legible, and in ink. All items shall be proposed according to any instructions in the Request for Tender Documents, and with entries made from unit price, lump sum, extensions, and totals as appropriate.

The Owner reserves the right to reject any or all Tenders or to accept any Tender should it be deemed in its best interest to do so. Tenders which are incomplete, conditional, illegible, or obscure, or that contain additions not called for, erasure, alterations (unless properly and clearly made and initialed by the Bidder's signing officer) or irregularities of any kind, may be rejected as non-compliant.

The Bidder or an authorized designate must sign the Form of Tender document in the spaces provided. If a joint Tender is submitted, it must be signed and sealed separately on behalf of each Bidder.

3.5 Alteration or Withdrawal of Tenders

An alternate Tender submitted at any time prior to the Submission Deadline shall supersede and invalidate all Tenders previously submitted by the Bidder for this Request for Tender.

Bidders may withdraw a submitted Tender at any time prior to the Submission Deadline. To withdraw a Tender prior to the Submission Deadline, the Bidder must send confirmation in writing to the RFT Contact, signed by the Bidder's representative with the authority to bind the corporation.

The withdrawal of a Tender prior to the Submission Deadline does not disqualify a Bidder from submitting another Tender for the same Request for Tender.

3.6 Unbalanced Tenders and Discrepancies

Tenders that contain prices that appear to be so unbalanced that they adversely affect the interests of the Owner, may be rejected.

Wherever the amount Bid for an item does not agree with the extension of the Tender quantity then the Bid unit price shall govern. The corrected Total Tender Price for a payment item will use the respective unit price.

The Owner may correct any mathematical discrepancies in confirming the correct **Total Tender Price**. Where an error has been made in transferring an amount from one part of the Tender to another, the amount shown before transfer shall, subject to any corrections as provided for above, be taken to be correct and the amount shown after transfer and the **Total Tender Price** shall be corrected accordingly.

3.7 Inquires & RFT Contact

Any questions related to this RFT must be directed to:

Melanie Oates – Public Works Administrative Assistant

1123 North Shore Road

Algonquin Highlands, ON K0M 1S0

Phone: 705-489-2379 ex. 352

Email: moates@algonquinhighlands.ca

Bidders and their representatives are not permitted to contact any other employees, officers, agents, elected officials, or other representatives of the Owner, other than the RFT Contact listed above, concerning matters regarding the RFT.

No oral interpretation shall be effective to modify any of the provisions of the Request for Tender Documents. All requests for interpretation shall be made in writing to the RFT Contact.

Should a Bidder find discrepancies in, or omissions from the Request for Tender Documents, the Bidder shall immediately notify the RFT Contact who may send a written instruction to all Bidders by way of addenda.

3.8 Contract Award Procedures

The Award for this Contract is subject to the approval authority as defined by the Owner's Purchasing by-law.

The RFT Contact shall notify the Successful Bidder within forty-five (45) days of the Submission Deadline of the acceptance.

Notice of acceptance of the Tender will be by email.

3.9 Payment Terms and Holdbacks

Payment Terms

Payment will be made in response to the Bidder's invoice upon receipt and inspection of the vehicles by the Township.

Invoicing

Invoices shall be sent to:

Township of Algonquin Highlands: finance@algonquinhighlands.ca

Full payment will be made upon delivery and inspection of the vehicles by the Township.

Bidder Experience

The Owner expects that all Bidders will be able to furnish satisfactory evidence that they have the ability, experience, and inventory to enable them to execute and complete the Contract successfully. Bidders must be authorized to do business in the Dominion of Canada and the Province of Ontario.

To aid the Owner in determining the responsibility of each Bidder, the Bidder must complete the Statement Form as part of their Tender submission. Upon acceptance of the Tender by the Owner, the Bidder shall not substitute other subcontractors in place of those named in the Tender without written approval from the Owner, in accordance with Section G.C. 3.10 of the General Conditions.

Part 4: Terms and Conditions

4.1 Contract & Agreement

It is expected that the Bidder with the Lowest Compliant Bid will be invited to sign a comprehensive Contract (the "**Contract**") with the Owner setting out the terms and conditions that will apply to the purchase.

The Agreement set out in the Request for Tender Document is the form that the Owner intends to use as the basis for the final Contract with the Successful Bidder. The Request for Tender document and the Bidder's signed and submitted Tender, including all mandatory submission requirements from the Agreement.

If a Bidder objects to any aspect of the Agreement, the Bidder is strongly encouraged to raise issues or propose changes to the Agreement during the submission of questions process as per the Bidder Questions section.

4.2 Irrevocable of Tender

Tenders shall be irrevocable and valid for acceptance by the Owner for a period of forty-five (45) days after the Tender Submission Deadline.

4.3 Award

It is the Owner's intention to award to the Bidder with the Lowest Compliant Bid, who demonstrates the capability of meeting the requirements as described within this Request for Tender document.

The Owner reserves the right to not Award to the lowest Bidder or any Bidder if it is determined that the cost of completing the work exceeds budgetary constraints.

All Tenders are prepared at the sole risk and cost of the Bidder. No payments shall be made to any Bidder regarding the preparation and submission of Tenders.

The Bidder will receive a notice of award by email. That notice constitutes the Owner's acceptance of the Successful Bidder's Tender. The Contracts between the Owner and the Successful Bidder shall be executed within 14 days of the Successful Bidder receiving notice of Award.

Notwithstanding and without restricting the generality of the statements above, the Owner shall not be required to Award or accept a Tender and may choose to either cancel the Request for Tenders or recall the Tenders at a later date if:

- i. Only one Tender has been received as the result of a Request for Tender, or
- ii. The Tender with the Lowest Compliant Bid exceeds the available project budget for the supplies or services, or
- iii. A change in the vehicle specifications is required.

Pre-Conditions for Award

Following notification of intent to award, the Successful Bidder must deliver by email, by hand, or by mail, the following documents as instructed by the RFT Contact, within fourteen (14) calendar days of receiving written notification of intent to Award.

- i. Original copies of the Contract, executed by the Bidder

4.4 Contract Duration

The term of Contract will commence once the Contract has been executed by the Successful Bidder and the Owner. The Contract will end following delivery and final inspection of the vehicles by the Owner.

4.5 Taxes

Unit and/or lump sum prices should not include the Harmonized Sales Tax.

The Owner shall comply with the Harmonized Sales Tax (HST) legislation as enacted in the Federal Excise Tax Act (EAT), which came into effect on July 1, 2010.

4.6 Conflict of Interest

For the purposes of this RFT, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- i) In relation to the RFT process, the Bidder has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to

- Having, or having access to, confidential information in the preparation of its response that is not available to other Bidders;
 - Communicating with any person with a view to influencing preferred treatment in the RFT process (including but not limited to the lobbying of decision makers involved in the RFT process); or
 - Engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFT process or render that process non-competitive or unfair; or
- ii) In relation to the performance of its Contractual obligations under a Contract for the work, the Bidders other commitments, relationships, or financial interests,
- Could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or
 - Could, or could be seen to, compromise, impair or be incompatible with the effective performance of its Contractual obligations.

4.7 Disqualification for Conflict of Interest

The Owner may disqualify a Bidder for any conduct, situation, or circumstances, determined by the Owner, in their sole and absolute discretion, to constitute a Conflict of Interest, as defined above.

4.8 Bidder Questions

The Owner will use the following process regarding any Bidder question or other request for clarification regarding any aspect of the RFT:

Bidders must submit requests for clarification or questions to the RFT Contact.

In the communication with the RFT Contact, reference a specific section or page number of this RFT.

Requests for clarification and questions must be submitted prior to **4:30 p.m. Tuesday September 23, 2025**, the Question Deadline. Questions and inquiries submitted after the Questions Deadline may not be addressed.

4.9 Response to Questions

The Owner will make reasonable efforts to provide Bidders with written responses to questions that are submitted in accordance with the Bidder Questions section, subject to the provisions of this section.

Questions and answers will be distributed in numbered addenda to Bidders. In answering a Bidders question(s) in any addenda, the Owner will set out the question(s), but without identifying the Bidder that submitted the question(s). Also, the Owner may, in its sole discretion:

- i. Edit the question(s) for clarity,
- ii. Exclude any questions that are either unclear or inappropriate,
- iii. Provide a single, consolidated answer to similar questions from various Bidders,
- iv. Where an answer results in any change to the RFT, such answer may be formally documented through the issue of a separate addendum reflecting that change

4.10 Addenda

The Owner will only amend or supplement the RFT by issuing an addendum. Any amendment or supplement to the RFT made in any other manner will not apply to the RFT.

Bidders shall acknowledge receipt of all addenda by signing the addenda in the applicable space and submitting all pages of the addenda with the Tender submission. Failing to submit all acknowledged addenda with the Tender will result in the Tender being rejected for non-

compliance.

All Addenda will be posted on the Township of Algonquin Highlands website.
www.algonquinhighlands.ca

It is the responsibility of the Bidder to acquire all Addenda that are issued. The Bidder is solely responsible to:

- i. Make any required adjustments to their Tender; and
- ii. Acknowledge the addenda by submitting a signed copy of each addendum issued with their Tender submission

4.11 Clarification of Tender

The Owner shall have the right at any time after the Tender Submission Deadline to seek clarification from any Bidder in respect of that Bidder's Tender, without contacting any other Bidder. The Owner shall not be obligated to seek clarification of any aspect of any Tender.

Any clarification sought shall not be an opportunity for the Bidder to either correct errors or to change the Bidder's Tender in any substantial manner. Subject to the qualification in this provision, any written information received by the Owner from a Bidder in response to a request for clarification from the Owner may be considered to form an integral part of the Bidder's Tender, at the Owner's sole discretion.

4.12 Verification of Information

The Owner may:

- (a) verify any Bidder's statement or claim made in the Tender or made subsequently in any subsequent communication by whatever means the Owner may deem appropriate, including contacting persons in addition to those offered as references;
- (b) reject any Bidders statement, claim, or Bid, if such statement, claim, or Bid is patently unwarranted or is doubtful; or
- (c) access the Bidders premises where any part of the work is to be carried out to confirm Tender information, quality of processes, and to obtain assurances of viability, provided that, prior to providing such access, the Bidder and the Owner shall agree on reasonable access terms, including pre-notification, extent of access, security, confidentiality and the allocation and amount of any costs incurred in connection with such access.

4.13 Municipal Freedom of Information and Protection of Privacy Act

The Municipal Freedom of Information and Protection of Privacy Act (Ontario) applies to records in the custody or control of the Owner, and includes any information provided by Bidders in connection with this RFT. Such information may be subject to requests for access under that Act and can only be withheld from disclosure in specific circumstances.

A Bidder should identify any information in their Tender that, if disclosed to any other person, would harm that Bidders competitive position. Generally, only specific portions of a Tender should be identified.

4.14 Ontario/Canadian Laws

The RFT and the Bidder's Tender will be interpreted according to the laws of Ontario and the federal laws of Canada applicable therein.

4.15 Personal Information

Personal Information shall be treated as follows:

Submission of Information – The Bidder should not submit as part of their Tender any information related to the qualifications or experience of individuals who will be assigned to the project unless specifically requested. Should the Owner request such information, the Owner will treat this information in accordance with the provisions of this section and will maintain the information in accordance with the Owner's Records Retention By-law.

Use – Any Personal Information that is requested from each Bidder by the Owner shall only be used (i) to select the qualified individuals to undertake the project; (ii) to confirm that the work performed is consistent with these qualifications; (iii) for any audit of this procurement process; and (iv) in the case of the Bidder, for Contract management purposes.

Consent – It is the responsibility of each Bidder to obtain the consent of such individuals prior to providing the information to the Owner. If any Personal Information is disclosed to the Owner by a Bidder, the Owner will consider that the appropriate consents have been obtained for the disclosure to and use by the Owner of the requested information for the purposes described herein.

4.16 Debriefing

Bidders are entitled to request a debriefing meeting with the Owner. Such requests must be made to the RFT Contact within 60 Days following the date of posting of a Contract Award notification in respect of the RFT.

Debriefing may be held by telephone, in person, or by email, unless otherwise agreed.

4.17 Bid Protest Procedure

To submit a Bid Protest, the Bidder must:

Provide a detailed description of the Bid Protest, including the desired remedy; and

Provide any additional relevant background information. All Bid Protest documentation must be addressed to the RFT Contact.

Once a Bid Protest has been received, the RFT Contact shall review the matter and consult with the Owner. The RFT Contact will complete the review with the Owner in an appropriate time frame, but generally within 90 days of receiving the Bid Protest. The time frame may be extended based on the complexity of the Protest or extenuating circumstances.

The RFT Contact will then prepare in coordination with the Owner, a written decision regarding the matter and will send a copy of that decision to the Bidder that submitted the Bid Protest.

In all cases:

The Owner shall seek to resolve the Bid Protest with the Bidder through consultation (to the extent feasible and reasonable); and

The Owner will accord impartial and timely consideration to the Bid Protest in the matter that is not prejudicial to the Bidders participation in ongoing or future Procurement Processes.

Filing a Bid Protest does not affect a Bidders ability to participate in ongoing or future procurement opportunities with the Owner.

4.18 Trade Agreements

Bidders should note that this procurement process is subject to the requirements of:

- i. Chapter 9 of the Trade and Cooperation Agreement between Ontario and Quebec.
- ii. Chapter 5 of the Canadian Free Trade Agreement.

4.19 Accessibility

According to the Accessibility for Ontarians with Disabilities Act (AODA), effective January 1, 2021, all documents published on municipal websites must meet the **Website Content Accessibility Guidelines 2.0 Level AA**. To ensure that these guidelines are met, the Owner shall request the Bidder provide an AODA compliance report for all public-facing materials.

The Owner is committed to ensuring that accessible goods and services are purchased where accessibility would impact the successful use of the good or service by the public or staff or where a lack of accessibility would have direct impact on the success of the Owner's project as required under The Accessibility for Ontarians with Disabilities Act, 2005 O. Reg. 191/11; Integrated Accessibility Standard.

4.20 Indemnification

The Bidder agrees that the Owner, its elected members of council, directors, officers, employees, agents and volunteers shall not be liable for any injury or damage including but not limited to death, property loss, or damage sustained by the Bidder or its partners, directors, officers, employees, agents, Bidders and sub-contractors or any other third party that is in any way attributable to anything done or omitted to be done by the Bidder in the performance of the services under this Contract.

The Bidder hereby agrees that it shall at all times indemnify, defend and save harmless the Owner, including its elected members of council, directors, officers, employees, agents and volunteers, successors and assigns, from and against all actions, claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, sustained, brought or prosecuted that is in any way attributable to anything done or omitted to be done by the Bidder, including its partners, directors, officers, employees, agents, Bidders or sub-contractors in connection with the services performed, purportedly performed or required to be performed by the Bidder under this Contract.

4.21 No Guarantee of Volume of Work or Exclusivity of Contract

The Owner makes no guarantee of the value or volume of work to be assigned to the Successful Bidder. Any Contract executed with the Successful Bidder will not be an exclusive Contract. The Owner may Contract with others for the same or similar goods and or services to those described in this Request for Tender or may obtain the same or similar goods and or services internally.

Part 6: Form of Tender

This form is a mandatory submission requirement.

Form of Tender

This Tender is submitted by:

Bidder Information

Name of Firm or Individual (Hereinafter referred to as the Bidder)

Mailing Address

Email

Phone Number

Cell Number

Name and Position of Individual Signing for the Firm

HST Registration Number

WSIB Account Number

To the Members of Council;

I/We, the undersigned declare that no person, firm, or corporation other than the one whose signature or the signature of whose proper officers and seal is or are attached below, has any interest in this Tender or in the Contract proposed to be undertaken.

I/We further declare that this Tender is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm, or person making a Tender for the same work and is in all respects fair and without collusion or fraud.

I/We further declare that no member of Council or any other Officer of the Owner is or will become interested directly, or indirectly, as a Bidder in the performance of the Contract, or in the supplies, work, or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or in any of the monies to be derived therefrom.

I/We have read sections 5.6, 5.7 and declare that no Conflict of Interest exists.

I/We further declare that the named Firm, Individual, outside Bidders, consultants, or subcontractor are not currently involved in litigation with the Owner.

I/We further declare that any and all addenda issued for this Request for Tender have been signed, dated, and submitted as part of this Tender.

I/We acknowledge that failure to submit any mandatory submission requirements, including addenda will result in the Tender being rejected for non-compliance and will not be considered for Award.

I/We further declare that the several matters stated in the said Tender are in all respects true.

I/We further declare that I/We having read, understood and accepted the Request for Tender Documents, each and all of which forms part of this Tender, hereby offer to furnish all equipment, tools, labour, apparatus; all materials, except as otherwise stated in the Contract; including in every case freight, duty, exchange and harmonized sales tax, effective on the date of the acceptance of the Tender, and to complete the work in strict accordance with the Request for Tender Documents and Tender for the sums calculated in accordance with the Financial Tender.

I/We agree that this offer is to continue open for acceptance until the formal Contract is executed by the Successful Bidder for the said work or until forty-five (45) calendar days after the said Submission Deadline, whichever event first occurs; and that the Owner may, at any time within that period, without notice, accept this Tender whether any other Tender has been previously accepted or not.

I/We agree that the awarding of this Contract is based on the acceptance of this Tender by the Signing Authority of the Owner outlined in the Owner's Purchasing Policy bylaw.

I/We hereby agree that notification of acceptance of this Tender shall be in writing and will be sent by email and if sent in this manner, acceptance shall be deemed to have been made on the date of the email of such notification.

Bidder Representative (Please Print) (Authority to
bind the Corporation)

Representative's Signature
(Authority to bind the Corporation)

Date (day/month/year)

Form of Tender - Statement Form

This form is a mandatory submission requirement.

Statement A Bidder's Experience for References (List Examples of Comparable Bid Awards)

1.
2.
3.
4.

The Supplier shall be responsible for

- Acquiring plates, current vehicle licensing, and safety inspection
- for ensuring that all vehicle components meet Canadian Motor Vehicle Safety Regulations and all other relevant regulations

All mandatory specifications are marked as **mandatory**. Ensure to include all of them in the Tender submission, or it will be rejected for noncompliance.

Specifications:

One (1) Diesel, Gas Crew Cab 4X4 Three-quarter Ton Pickup Truck

	Make and Model			
	Crew cab truck with towing, four-wheel drive and standard bed Specify the make and model of the vehicle being tendered. The vehicle must be a current model year 2025 or 2026. Mandatory	Specify: Model: Make:		
	<u>Standard Mechanical Equipment - One (1) Diesel, Crew Cab 4X4 Half Ton Pickup Truck</u>			
	Diesel engine	Yes:	No	Specify:
	Transmission, automatic, incl: overdrive and tow/haul mode	Yes:	No	Specify:
	GVWR 4300kg minimum	Yes:	No	Specify:
	Suspension capable of carrying 1200 lbs. snowplow	Yes:	No	Specify:
	Four-wheel drive (4x4)	Yes:	No	Specify:
	Transfer case, dash-mounted	Yes:	No	Specify:
	Power steering	Yes:	No	Specify:
	4-Wheel antilock, disc brakes	Yes:	No	Specify:
	Specify box measurements. Standard bed for a crew cab. Mandatory	Yes:	No	Specify:
	Standard Equipment Exterior			

	Seats, front, 40/20/40 split bench cloth, center fold-down console and manually adjustable driver lumbar	Yes:	No	Specify:
	Glass, solar absorbing, tinted	Yes:	No	Specify:
	Lights, front, LED reflector	Yes:	No	Specify:
	Lights, cargo area lamps, cab mounted	Yes:	No	Specify:
	Windshield wipers and washer – dual, intermittent type	Yes:	No	Specify:
	Snowplow package	Yes:	No	Specify:
	Trailer tow package	Yes:	No	Specify:
	Annual safety inspection with sticker Mandatory	Yes:	No	Specify:
	AM/FM Clock Radio incl: Bluetooth for phone	Yes:	No	Specify:
	Rear-facing camera	Yes:	No	Specify:
	Equipped with running boards	Yes:	No	Specify:
	Standard Equipment Interior			
	Seats, front, 40/20/40 split bench cloth, center fold-down console and manually adjustable driver lumbar	Yes:	No	Specify:
	Seats, rear, 40/60 split second row bench cloth	Yes:	No	Specify:
	Steering wheel, manual tilt	Yes:	No	Specify:
	Rubberized vinyl floor covering	Yes:	No	Specify:
	Instrumentation, 6-gauge cluster, incl: speedometer, fuel level, engine temperature, tachometer, voltage, oil pressure	Yes:	No	Specify:
	Driver information center, incl: warning messages and basic vehicle info display	Yes:	No	Specify:
	Heater/Defroster	Yes:	No	Specify:
	Power windows and locks with remote	Yes:	No	Specify:
	Mirror, inside rear-view, manual day/night	Yes:	No	Specify:
	AM/FM Clock Radio incl: Bluetooth for phone	Yes:	No	Specify:
	Equipped with front and rear wheel moulded factory splashguards	Yes:	No	Specify:
	Accessories			
	Air Conditioning	Yes:	No	Specify:
	Block Heater	Yes:	No	Specify:
	Remote Start	Yes:	No	Specify:
	Heated Mirrors	Yes:	No	Specify:
	Heavy Duty Alternator	Yes:	No	Specify:
	Spray in bed liner Mandatory	Yes:	No	Specify:
	USB/AUX charger Mandatory	Yes:	No	Specify:
	Heavy Duty Battery (minimum 720 cold cranking amps minimum)	Yes:	No	Specify:
	Color, White Mandatory	Yes:	No	Specify:

	Manufacturer's Warranty: Mandatory	
	Optional Details for Extended Warranty	

The specifications for a half-ton truck have been organized into three separate tables below to allow the Township to compare diesel, gas, and electric models. Please note that the intention is to evaluate and select one of these models for purchase, not all three.

One (1) Diesel Crew Cab 4X4 Half Ton Pickup Truck

	Make and Model			
	Crew cab truck with towing, four-wheel drive and standard bed Specify the make and model of the vehicle being tendered. The vehicle must be a current model year 2025 or 2026. Mandatory	Specify: Model: Make:		
	<u>Standard Mechanical Equipment - One (1) Diesel, Crew Cab 4X4 Half Ton Pickup Truck</u>			
	Diesel engine	Yes:	No	Specify:
	Transmission, automatic, incl: overdrive and tow/haul mode	Yes:	No	Specify:
	GVWR 3000 kg minimum	Yes:	No	Specify:
	Four-wheel drive (4x4)	Yes:	No	Specify:
	Transfer case, dash-mounted	Yes:	No	Specify:
	Power steering	Yes:	No	Specify:
	4-Wheel antilock, disc brakes	Yes:	No	Specify:
	Specify box measurements. Standard bed for a crew cab. Mandatory	Yes:	No	Specify:
	Standard Equipment Exterior			
	Seats, front, 40/20/40 split bench cloth, center fold-down console and manually adjustable driver lumbar	Yes:	No	Specify:
	Glass, solar absorbing, tinted	Yes:	No	Specify:
	Lights, front, LED reflector	Yes:	No	Specify:
	Lights, cargo area lamps	Yes:	No	Specify:
	Windshield wipers and washer – dual, intermittent type	Yes:	No	Specify:
	Trailer tow package	Yes:	No	Specify:
	Annual safety inspection with sticker Mandatory	Yes:	No	Specify:
	AM/FM Clock Radio incl: Bluetooth for phone	Yes:	No	Specify:
	Rear-facing camera	Yes:	No	Specify:
	Equipped with running boards	Yes:	No	Specify:
	Standard Equipment Interior			

	Seats, front, 40/20/40 split bench cloth, center fold-down console and manually adjustable driver lumbar	Yes:	No	Specify:
	Seats, rear, 40/60 split second row bench cloth	Yes:	No	Specify:
	Steering wheel, manual tilt	Yes:	No	Specify:
	Rubberized vinyl floor covering	Yes:	No	Specify:
	Instrumentation, 6-gauge cluster, incl: speedometer, fuel level, engine temperature, tachometer, voltage, oil pressure	Yes:	No	Specify:
	Driver information center, incl: warning messages and basic vehicle info display	Yes:	No	Specify:
	Heater/Defroster	Yes:	No	Specify:
	Power windows and locks with remote	Yes:	No	Specify:
	Mirror, inside rear-view, manual day/night	Yes:	No	Specify:
	AM/FM Clock Radio incl: Bluetooth for phone	Yes:	No	Specify:
	Equipped with front and rear wheel moulded factory splashguards	Yes:	No	Specify:
	Accessories			
	Air Conditioning	Yes:	No	Specify:
	Block Heater	Yes:	No	Specify:
	Remote Start	Yes:	No	Specify:
	Heated Mirrors	Yes:	No	Specify:
	Heavy Duty Alternator	Yes:	No	Specify:
	Spray in bed liner Mandatory	Yes:	No	Specify:
	USB/AUX charger Mandatory	Yes:	No	Specify:
	Heavy Duty Battery (minimum 720 cold cranking amps minimum)	Yes:	No	Specify:
	Color, White Mandatory	Yes:	No	Specify:
	Manufacturer's Warranty: Mandatory			
	Optional Details for Extended Warranty			

One (1) Gas Crew Cab 4X4 Half Ton Pickup Truck

	Make and Model	
	Crew cab truck with towing, four-wheel drive and standard bed Specify the make and model of the vehicle being tendered. The vehicle must be a current model year 2025 or 2026. Mandatory	Specify: Model: Make:

Standard Mechanical Equipment - One (1) Diesel, Crew Cab 4X4 Half Ton Pickup Truck				
	Gas engine	Yes:	No	Specify:
	Transmission, automatic, incl: overdrive and tow/haul mode	Yes:	No	Specify:
	GVWR 3000 kg minimum	Yes:	No	Specify:
	Four-wheel drive (4x4)	Yes:	No	Specify:
	Transfer case, dash-mounted	Yes:	No	Specify:
	Power steering	Yes:	No	Specify:
	4-Wheel antilock, disc brakes	Yes:	No	Specify:
	Specify box measurements. Standard bed for a crew cab. Mandatory	Yes:	No	Specify:
	Standard Equipment Exterior			
	Seats, front, 40/20/40 split bench cloth, center fold-down console and manually adjustable driver lumbar	Yes:	No	Specify:
	Glass, solar absorbing, tinted	Yes:	No	Specify:
	Lights, front, LED reflector	Yes:	No	Specify:
	Lights, cargo area lamps	Yes:	No	Specify:
	Windshield wipers and washer – dual, intermittent type	Yes:	No	Specify:
	Trailer tow package	Yes:	No	Specify:
	Annual safety inspection with sticker Mandatory	Yes:	No	Specify:
	AM/FM Clock Radio incl: Bluetooth for phone	Yes:	No	Specify:
	Rear-facing camera	Yes:	No	Specify:
	Equipped with running boards	Yes:	No	Specify:
	Standard Equipment Interior			
	Seats, front, 40/20/40 split bench cloth, center fold-down console and manually adjustable driver lumbar	Yes:	No	Specify:
	Seats, rear, 40/60 split second row bench cloth	Yes:	No	Specify:
	Steering wheel, manual tilt	Yes:	No	Specify:
	Rubberized vinyl floor covering	Yes:	No	Specify:
	Instrumentation, 6-gauge cluster, incl: speedometer, fuel level, engine temperature, tachometer, voltage, oil pressure	Yes:	No	Specify:
	Driver information center, incl: warning messages and basic vehicle info display	Yes:	No	Specify:
	Heater/Defroster	Yes:	No	Specify:
	Power windows and locks with remote	Yes:	No	Specify:
	Mirror, inside rear-view, manual day/night	Yes:	No	Specify:
	AM/FM Clock Radio incl: Bluetooth for phone	Yes:	No	Specify:
	Equipped with front and rear wheel moulded factory splashguards	Yes:	No	Specify:
	Accessories			

	Air Conditioning	Yes:	No	Specify:
	Block Heater	Yes:	No	Specify:
	Remote Start	Yes:	No	Specify:
	Heated Mirrors	Yes:	No	Specify:
	Heavy Duty Alternator	Yes:	No	Specify:
	Spray in bed liner Mandatory	Yes:	No	Specify:
	USB/AUX charger Mandatory	Yes:	No	Specify:
	Heavy Duty Battery (minimum 720 cold cranking amps minimum)	Yes:	No	Specify:
	Color, White Mandatory	Yes:	No	Specify:
	Manufacturer's Warranty: Mandatory			
	Optional Details for Extended Warranty			

One (1) Electric Crew Cab 4X4 Half Ton Pickup Truck

	Make and Model			
	Crew cab truck with towing, four-wheel drive and standard bed Specify the make and model of the vehicle being tendered. The vehicle must be a current model year 2025 or 2026. Mandatory	Specify: Model: Make:		
	<u>Standard Mechanical Equipment - One (1) Diesel, Crew Cab 4X4 Half Ton Pickup Truck</u>			
	Electric engine	Yes:	No	Specify:
	Transmission, automatic, incl: overdrive and tow/haul mode	Yes:	No	Specify:
	GVWR 3000 kg minimum	Yes:	No	Specify:
	Four-wheel drive (4x4)	Yes:	No	Specify:
	Transfer case, dash-mounted	Yes:	No	Specify:
	Power steering	Yes:	No	Specify:
	4-Wheel antilock, disc brakes	Yes:	No	Specify:
	Specify box measurements. Standard bed for crew cab. Mandatory	Yes:	No	Specify:
	Standard Equipment Exterior			
	Seats, front, 40/20/40 split bench cloth, center fold-down console and manually adjustable driver lumbar	Yes:	No	Specify:
	Glass, solar absorbing, tinted	Yes:	No	Specify:
	Lights, front, LED reflector	Yes:	No	Specify:
	Lights, cargo area lamps	Yes:	No	Specify:
	Windshield wipers and washer – dual, intermittent type	Yes:	No	Specify:

	Trailer tow package	Yes:	No	Specify:
	Annual safety inspection with sticker Mandatory	Yes:	No	Specify:
	AM/FM Clock Radio incl: Bluetooth for phone	Yes:	No	Specify:
	Rear-facing camera	Yes:	No	Specify:
	Equipped with running boards	Yes:	No	Specify:
	Standard Equipment Interior			
	Seats, front, 40/20/40 split bench cloth, center fold-down console and manually adjustable driver lumbar	Yes:	No	Specify:
	Seats, rear, 40/60 split second row bench cloth	Yes:	No	Specify:
	Steering wheel, manual tilt	Yes:	No	Specify:
	Rubberized vinyl floor covering	Yes:	No	Specify:
	Instrumentation, 6-gauge cluster, incl: speedometer, fuel level, engine temperature, tachometer, voltage, oil pressure	Yes:	No	Specify:
	Driver information center, incl: warning messages and basic vehicle info display	Yes:	No	Specify:
	Heater/Defroster	Yes:	No	Specify:
	Power windows and locks with remote	Yes:	No	Specify:
	Mirror, inside rear-view, manual day/night	Yes:	No	Specify:
	AM/FM Clock Radio incl: Bluetooth for phone	Yes:	No	Specify:
	Equipped with front and rear wheel moulded factory splashguards	Yes:	No	Specify:
	Accessories			
	Air Conditioning	Yes:	No	Specify:
	Block Heater	Yes:	No	Specify:
	Remote Start	Yes:	No	Specify:
	Heated Mirrors	Yes:	No	Specify:
	Heavy Duty Alternator	Yes:	No	Specify:
	Spray in bed liner Mandatory	Yes:	No	Specify:
	USB/AUX charger Mandatory	Yes:	No	Specify:
	Heavy Duty Battery (minimum 720 cold cranking amps minimum)	Yes:	No	Specify:
	Color, White Mandatory	Yes:	No	Specify:
	Manufacturer's Warranty: Mandatory			
	Optional Details for Extended Warranty			

Part 7: Contract Template **Township of Algonquin Highlands**

Tender No.: PW-RFT-04-2025

Supply and Delivery of Pickup Trucks

Contract

This Contract made in duplicate on _____
Date (day/month/year)

by and between _____
Hereinafter called the "Bidder"

and _____
Township of Algonquin Highlands
Hereinafter called the "Owner"

Witnesseeth that, the party of the first part, for and in consideration of the payment or payments specified in the Tender for the supply of these vehicles, hereby agrees to furnish all necessary tools, equipment, supplies, labour and other means of development and, to the satisfaction of the Owner, to do all the work as described in the PW-RFT-04-2025 Request for Tender Document.

Request for Tender PW-RFT-04-2025, submission of the signed Form of Tender, and the Bidder's Tender forms the Agreement for which this Contract is based. The Bidder agrees to furnish all the materials except as herein otherwise specified, and to complete such works in strict accordance with the specifications and Request for Tender and submitted Tender, which are identified and acknowledged in the Purpose of Procurement, Tender Submission Requirements, Instructions to Bidders, Terms & Conditions, General Special Provisions, Evaluation Criteria, and addenda (if required), all of the which are to be read herewith and form part of this present Contract as fully and completely to all intents and purposes as though all the stipulations hereof have been embodied herein.

The Bidder further agrees that they will deliver the whole of the work completed in accordance with the Contract on or before **Monday December 15, 2025**, unless otherwise mutually agreed upon by the Owner and Bidder.

The Bidder agrees that any monies due to the Owner as a result of non-completion of the works within the time stipulated may be deducted from any monies due the Bidder on any account whatsoever.

In Consideration Whereas, the Owner agrees to pay to the Bidder for all work done, the stipulated sum or sums submitted in the Tender. The price of \$XXXX.XX (excluding HST) has been agreed upon by the Owner and the Bidder. This price will be adhered to unless a Change Order is agreed upon by both the Owner and the Bidder.

This Contract Shall ensure to the benefit of and be binding upon the heirs, executors, administrators, and assigns of the Bidder and on the heirs and successors of the Owner.

In Witness Whereof, the Bidder and the Owner have hereunto signed their names and set their seals on the day first above written, or caused their corporate seals to be affixed, attested by the signature of their proper officers, as the case may be.

Bidder Representative
(Please Print)
(Authority to bind the Corporation)

Owner Representative
(Please Print)
(Authority to bind the Corporation)

Representative's Signature
(Authority to bind the Corporation)

Representative's Signature
(Authority to bind the Corporation)

Position held by Representative

Position held at the Township

This Contract will be revised prior to execution and will be emailed to the Successful Bidder upon receiving all documents related to the Pre-Conditions of Award.