



**Township of McNab/Braeside
Recreation Department**

**CONTRACT DOCUMENTS
RC-2025-03
Supply of One (1) New 2025/2024
Half (1/2) Ton Crew Cab
Four Wheel Drive Pickup Truck**

Date of Issue: March 18, 2025

Tender Closing Date: April 1, 2025 at 12:00pm

**TOWNSHIP OF
McNAB/BRAESIDE**

RECREATION DEPARTMENT

RC-2025-03

**Supply of One (1) New 2025/2024 Half (1/2) Ton Crew Cab
Four Wheel Drive Pickup Truck**

Tenderer's Name	Total Tender Amount (From Section FT-4)
	\$ (Includes 13% HST)

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 **RC-2025-03**

Described as **Supply of One (1) New 2025/204 Half (1/2) Ton Crew Cab Four Wheel Drive Pickup Truck**

Tenders shall be addressed to:

**The Township of McNab/Braeside
2473 Russett Drive
Arnprior, Ontario
K7S 3G8
c/o Lindsey Lee, CAO/Clerk**

(Hereinafter the Township)

Tenders shall be received **until 12:00 p.m. local time, Tuesday April 1, 2025**, at the address given above.

Tenders received by this time, date and at the location specified above, shall be opened and read in public as soon as possible after that time. **Public reading of a Tender does not imply any decision by the Township 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 Township:
- a. the Tender and
 - b. all Addenda issued by the Township, with respect to this Contract.
- 1.7 The Tenderer shall submit the Tender on the forms provided by the Township and the Tenderer shall seal the forms in a clearly labelled 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 Township's list of firms to whom Addenda to this Contract, if any, are to be sent. Inclusion on the Township'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 Township 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 Township 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 Township shall have the right to:

- a. accept any Tender;
- b. reject any Tender, and
- c. reject all Tenders.

8.2 The Township 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 Township 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 Township.

8.4 Acceptance of the Tender shall occur at the time the Township 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 Township, pertaining to this Contract.

TC-10 Errors, Omissions and Discrepancies in the Contract Documents

- 10.1 If the Tenderer finds any errors or omissions in or discrepancies among the Contract Documents, they shall immediately notify the Township at the address specified in Part I of the Tender.
- 10.2 No oral explanation or interpretation by any person shall modify any of the Contract Documents.

TC-11 Irrevocability of Offer

- 11.1 The Tenderer shall not revoke its offer until after the expiration of sixty (60) days after the opening of the Tenders by the Township.

TC-12 Successful Tenderer - Bonds

- 12.1 Bonds are not a requirement for this Contract.

TC-13 Successful Tenderer - Workplace Safety & Insurance Board Certificate of Clearance

- 13.1 If requested, the successful Tenderer shall provide the Township with a valid Workplace Safety and Insurance Board Certificate of Clearance, to the satisfaction of the Township's Solicitor.

TC-14 Successful Tenderer - Execution of Form of Agreement

- 14.1 Execution of a Form of Agreement is not a requirement of this contract.
- 14.2 The Township shall issue a letter to the successful Tenderer to indicate acceptance of the contract.

TC-15 Successful Tenderer - Insurance

- 15.1 Insurance is not a requirement for this Contract.

TC-16 Successful Tenderer – Period of Contract

- 16.1 The Contractor shall schedule their work under this contract to comply with the following requirements:
- The delivery date as specified in Section FT-4 of the Form of Tender.

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 Township of McNab/Braeside 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 Liquidated Damages are not a requirement for this Contract.

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 Township notifies the successful Tenderer that the documentation should be sent to the Township.

18.2 If the successful Tenderer fails to comply with Section TC-18.1, the Township may, in its sole discretion, withdraw its acceptance of the Tender and the Tenderer shall have no recourse whatsoever against the Township.

TC-19 Prices

19.1 Prices quoted shall be the net cost to the Township and shall include all associated costs (i.e. labour, equipment, material, applicable licenses and permits) and all other associated costs required to perform the service to the complete satisfaction of the Township.

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.

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 The Harmonized Sales Tax (HST) shall be extra to the unit prices quoted.

TC-22 Basis of Award

22.1 It is the Township's intent to award on a total aggregate price as Tendered; however, the Township 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 Township.

- 22.2 The Township 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 Township reserves the right to accept or reject any or all Tenders, should it be deemed to be in the best interest of the Township. Should only one (1) Tender be received, the Township reserves the right to reject it.

PART III FORM OF TENDER**FT Tenderer Information**

Company Name: _____

Company Contact: _____

Address: _____

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 Documents1.1 The Contract Documents for Contract **RC-2025-03** are:

- a. Tender
 - i. Part ITender Call
 - ii. Part IITender Conditions
 - iii. Part III Form of Tender
- b. All Addenda Issued Pertaining to this Contract

FT-2 Tenderer's Declarations

2.1 The Tenderer declares that it has obtained, read and understands all documents related thereto, and agrees to perform the Work required in accordance with this Bid Solicitation document and my/our Bid at the price(s) detailed in our/my Bid.

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 those obligations under the Contract, which are required to be fulfilled by the time of Tendering.

2.4 The Tenderer declares that all information which it has provided or will provide to the Township 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.

FT-4 Schedule of Prices

1/2 Ton Crew Cab Pick-up Truck				
ITEM No.	ITEM	QUANTITY	YEAR	AMOUNT
1	1/2 ton, 4 Wheel-Drive, Crew Cab Pick-up Truck	1		

Total of above _____
 Air Conditioning Tax _____
 13% HST _____
Total Tender Amount: _____

****Delivery Date:** _____

This offer is made this _____ day of _____, 2025.

Firm Name

Authorized Signature

Date

FT-5 Specification & Confirmation

5.1 The specifications describe a crew cab 1/2 ton pickup truck, with 4-wheel drive, gasoline automatic engine, a minimum GVWR of 3,000 kg (6,600 lbs) and a box length of nominal 1.7 meters (5.5 feet).

***These specifications are the minimum requirements for the vehicle/equipment being tendered.**

The make and model quoted should comply with the specifications in all aspects.

Only the major details are listed. It is the supplier's responsibility to deliver fully equipped units, with compatible components that will provide dependable, efficient service. Where minimums are given, the units must meet or exceed the capacity, size and performance specified.

The vendor must handle the purchase and installation of plates. The Township will upon acceptance of the vehicle provided the information required for the vendor to obtain the necessary license plate. Vehicle shall be registered for the maximum GVWR allowable as stated by the Manufacturer label.

5.2 The completed unit shall be delivered to the Township of McNab/Braeside, 2473 Russett Drive, Arnprior, Ontario.

5.3 The unit must be current standard production models, for the model year in which they will be delivered and must comply with all Federal and Provincial Legislation in effect, at the time of delivery.

One (1) New 2025/2024 1/2 Ton 4x4 Crew Cab Pickup Truck

Year: _____

Make:

Model:

Specifications		
General Vehicle Specifications and Capacity		
GVWR 3,000kg (6,600 lbs) minimum	Yes: Specify:	
A tag shall be supplied showing the GVWR as it is equipped.	Yes: Specify:	
Body		
Crew Cab	Yes:	
Standard box length, minimum 1.7m (5.5ft)	Yes: Specify:	
Full width hinged tail gate	Yes: Specify:	
Colour to be White.	Yes:	
Body - Interior		
Upholstery – heavy duty dark cloth	Yes: Specify:	
Front seat, 40/20/40 split	Yes: Specify:	
Adjustable front head rest	Yes: Specify:	
Rubber or vinyl non carpeted floor, with additional rubber floor mats	Yes: Specify:	
Tilt Steering Wheel	Yes: Specify:	
Body Accessories		
Windshield to be tinted glass, cab windows to be factory tinted glass	Yes: Specify:	
Cargo box light	Yes: Specify:	
Outside Temperature Display	Yes: Specify:	
Dual sun visors	Yes: Specify:	
Air Conditioning	Yes: Specify:	
Power windows and door locks	Yes: Specify:	
Intermittent windshield wipers, electrically operated windshield washers	Yes: Specify:	

Factory am/fm radio with Bluetooth phone connectivity	Yes: Specify:	
Steering wheel control/ Stereo Bluetooth/ am/fm Radio/ Cruise Control	Yes: Specify:	
Spray in durable Line X bedliner or equivalent	Yes: Specify:	
110v AC power outlet	Yes: Specify:	
Two (2) 12V DC Power Outlets and USB ports	Yes: Specify:	
Roof mounted interior light	Yes: Specify:	
Back Rack window protector	Yes: Specify:	
16" L.E.D. amber Light bar Attached to Back Rack with on/off switch in cab	Yes: Specify:	
OEM driver and passenger running boards	Yes: Specify:	
Vehicle shall be supplied with installed model specific front and rear mud flaps	Yes: Specify:	
Mirrors		
Interior - day and night settings	Yes: Specify:	
Outside - Dual trailer tow mirrors (power)	Yes: Specify:	
Bumpers and Towing		
Manufacturer's chrome front bumper	Yes: Specify:	
Tow Hooks	Yes: Specify:	
Chrome rear bumper	Yes: Specify:	
Heavy duty towing trailer package (cooling package, etc.)	Yes: Specify:	
Weight distributing trailer hitch Class III (minimum) shall be included.	Yes: Specify:	
Integrated trailer brake control	Yes: Specify:	

7-wire harness, independently fused trailer circuits	Yes: Specify:	
Block Heater		
Standard single element 115 volt, 400 watts minimum	Yes: Specify:	
Cooling System		
To be protected to -35 Celsius at all times of year	Yes: Specify:	
Transmission		
Heavy duty transmission oil cooler	Yes: Specify:	
Min. 6 speed automatic with overdrive	Yes: Specify:	
Four Wheel Drive (4x4) Drive Type	Yes: Specify:	
Brakes		
ABS system 4-wheel power assisted	Yes: Specify:	
Steering		
Power assisted	Yes: Specify:	
Suspension and Axles		
Axle load carrying capacity:	Front: Rear:	
Differential Axle 3.73 Ratio	Specify:	
Heavy duty shock absorbers - front and rear	Yes: Specify:	
Front sway bar	Yes: Specify:	
Wheels and Tires		
Five (5) - 17" (min.) wheels and five (5) tires	Yes: Specify:	
Front – LT265/70R17 Snow Tread (min.) 10 ply	Yes: Specify:	
Rear - LT265/70R17 Snow Tread (min.) 10 ply	Yes: Specify:	

Spare - LT265/70R17 Snow Tread (min.) 10 ply	Yes: Specify:	
Spare tire carrier to be supplied under the frame.	Yes: Specify:	
Alternator		
Alternator to be 150 amp minimum	Yes: Specify:	
Battery		
Minimum 750 CCA maintenance free	Yes: Specify:	
Tools		
Jack and wheel wrench to be supplied	Yes: Specify:	
Engine		
Eight (8) or (6) cylinder – gasoline-fuel injected Minimum 5.0 Liter	Yes: Specify:	
Factor installed remote starter	Yes:	
Warranty		
Manufacturer's warranty details	Yes: Specify:	

**** Please include an information brochure on quoted items.**

Bidder's Comments:

Signature Of Bidder: _____