

**Corporation of the
Township of Southgate
185667 Grey Road 9
Dundalk, Ontario
N0C 1B0**



**Phone 1-519-923-2110
Toll Free 1-888-560-6607
Fax 1-519-923-9262
www.southgate.ca
info@southgate.ca**

Bid Response – Equipment & Vehicle Purchases

Equipment: New 2026 4 Door (Crew Cab) 4X4 Pick-up Truck

Name of Company

Address Telephone #

Name of Person with Signing Authority

Position of Person with Signing Authority (Please print using ink or type)

Electronic submissions received at: **Township of Southgate**
tenders@southgate.ca
Attn: John Watson
185667 Grey Road 9,
Dundalk, Ontario N0C 1B0

Township Contact/Project Liaison: Paul Stevenson

Email address: pstevenson@southgate.ca

Notice to Bidders Regarding this Document

Contractors are advised to carefully read the clauses in this document as a Contract Agreement and confirm acceptance of same with approval below:

Witness

Signature of Signing Authority

Date: _____

Instructions to Bidders - Equipment & Vehicle Purchases

Tender Information

Electronic submission clearly marked "**18 - 2026 4 Door (Crew Cab) 4X4 Pick-Up Truck**" must be emailed to the following:

tenders@southgate.ca

Township of Southgate

Attention: John Watson

185667 Grey Road 9,

Dundalk, Ontario N0C 1B0

Submission deadline is: May 7, 2026 at 2:00pm

Scope of Equipment Requirements

The intent of this bid is to Purchase a Patrol Truck.

Equipment Delivery Location

Location: Hopeville Depot

Address: 185667 Grey Rd 9 Dundalk, ON N0C1B0

Township Contacts

Any questions or concerns arising out of this procurement document, should be addressed to:

Name & Title: Paul Stevenson

Public Works Foreman/Fleet Manager

Phone: 519-323-6084

Email Address: pstevenson@southgate.ca

All questions and requests for interpretation or clarification are to be made in writing to Paul Stevenson and shall use the subject line "18 - 2026 Crew Cab 4x4 Pickup Truck".

Proposal Opening

The opening of the submissions shall commence just after 2:00 pm on May 7, 2026, unless the CAO or designate acting reasonably postpones the start to some later hour, but the opening shall continue once started, until the last bid is opened.

The opening will be held virtually, please use the following link to access the opening.

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Join Zoom Meeting

<https://zoom.us/j/91019736171?pwd=cXGstLffZYKrFb958ftbo38kcs3Qj3.1>

Meeting ID: 910 1973 6171

Passcode: 184411

Project Timelines

The Township of Southgate approximate project timelines are as follows:

- i. Procurement Closing date: May 7, 2026
- ii. Commencement of Bid Evaluations: May 8, 2026
- iii. Recommendation to Council for Approval: May 20, 2026
- iv. Notification of Successful Contractor: May 21, 2026
- v. Required Delivery Date: ASAP

Payment Terms

Each bid proposal shall provide a payment terms based on the bid price submitted for the equipment related to deposits and delivery payment schedule.

General Conditions – Equipment & Vehicle Purchases

Extent

The Contractor shall be liable for all costs of providing the equipment as specified, delivery, accessories, options and documentation materials as part of the bid proposal.

Contractor's Responsibility

Upon notification of acceptance of the contract and before the final approval of the equipment order confirmation, the contractor must provide the Township of Southgate with an acceptable delivery schedule.

Protection of Property

The Supplier will be responsible for any damage that may occur relative to the equipment until delivery to the Township location and staff inspection and final

acceptance. Any damage done to Southgate's or surrounding property must be made good to the satisfaction of Southgate.

Applicable Legislation

- A. The Contractor shall comply with all applicable Provincial and Federal legislation and regulations, including the Occupational Health & Safety Act and pertinent Southgate by-laws.
- B. Municipal Freedom of Information and Protection of Privacy Act – Any personal information provided in this document will be used for selection purposes only as per the Municipal Freedom of Information and Protection of Privacy Act.
- C. Accessibility for Ontarians with Disabilities Act, 2005 – The successful contractor must be in compliance with the Township of Southgate Accessible Customer Service Policy under the AODA, 2005 and provide proof that training requirements have been met.

Termination

If, at the discretion of the Township of Southgate, there is default by the Contractor of any of the terms contained herein, Southgate shall have the right to terminate the contract upon giving the Contractor twenty-one (21) days' notice to address the concerns or issues to successfully complete the project.

Upon termination of the contract, the balance of the contract price shall be forfeited.

Acceptance or Rejections

- Lowest or any Bid proposal is not necessarily accepted.
- All Bid proposals must provide pricing for each of their submissions.

Southgate reserves the right to award the equipment purchase to the contractor with the best proposal for the Township of Southgate. Southgate also reserves the right to reject any or all bids or award the contract to other than the lowest bid received, if in Southgate's opinion, it is in the best interest of the Township.

Proposals to Include

- a) Description of Firm - Firm's brief history with highlights of services provided.
- b) Curriculum Vitae/Experience - An outline of qualifications and experience of the company related to service quality, response time, reliability/uptime guarantees, equipment maintenance and part availability.
- c) Equipment Features - A description of the equipment, specifications, ergonomics, options and inclusion of a feature's analysis comparison.
- d) Equipment/Delivery Schedule - An outline of the approach proposed to meet the requested schedule(s).

Evaluation and Selection – Equipment & Vehicle Purchases

Selection Process

Proposals will be assessed based on information provided by the Respondent at the time of submission. The evaluation of Proposals will be conducted by an Evaluation Committee comprised of staff members from the Township of Southgate. The Evaluation Committee reserves the right to interview and facilitate presentations in order to gain additional detail outside of the proposals received.

Evaluation Criteria

Proposals will be assessed against the following criteria. The Township reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

	Evaluation Criteria	Weight Factor
1.	Qualifications and Experience of Company	10
2.	Design of Equipment and Features	20
3.	Delivery Schedule	10
4.	Equipment Cost	50
	Total	100

Note: Weight factors may be changed based on the type of procurement process, the type or items being purchased and the importance of pricing versus other evaluation criteria.

The Township reserves the right to reject any or all proposals. The Township also reserves the right to not proceed with the equipment procurement without stating reason thereof.

Selection of a proposal(s) will be based on all the above criteria and any other relevant information provided by the Respondent(s).

All proposals are to be submitted with the understanding that the selection of a proposal for discussion by the Evaluation Committee shall not thereby result in the formation of a contract. Nor shall it create any obligation on the Township to enter into further discussions.

Respondents shall include in their proposal a minimum of three (3) project references demonstrating these attributes, preferably in projects of a similar equipment use to

that specified herein. The equipment procurement will be awarded to the respondent who, in the sole judgment of the Township, provides the best overall value. The Township will not be obligated to select the lowest cost or any proposal.

The Township reserves the right to conduct reference checks on the Respondents, the results of which may affect the award decision. The Township reserves the right to negotiate equipment features and attachment requirements with the awarded supplier. These negotiations may affect the price proposal.

Bidder Checklist and Submissions Requirements

Equipment & Vehicle Purchases

RFP Submissions Inclusions:

The RFP proposal submission shall include the following documents:

1. A copy of this RFP document as provided with all signature approvals.
2. Complete the Required Bidder Documents Checklist forms.
3. Provide the Bidder Information Responses.
4. Complete the Bid Form Pricing Submission.
5. Include the Bid Deposit if applicable.
6. Complete the Bid Form Declaration; and
7. Provide any supporting documentation, materials, proposal explanations, etc. will be accepted and used as part of the selection process.

Company Contact Information

Contractor Company Name: _____

Company Phone #: _____

Company Representative: _____

Cell Phone #: _____

The Township of Southgate acquiring one new truck that would replace a patrol truck. This request requires your response to the following questions and your company providing a cost to the Township to acquire the described vehicle options. All prices quoted must be final sale price, taxes excluded.

Options required:

- | | | |
|-----------------------------|----------------------|------------------------|
| 1. Engine: | 2.7 Litre Min | Specify: Yes No |
| 2. Transmission: | 6 Speed (Min) | Specify: Yes No |
| 3. 4 Door (Crew Cab) | | Specify: Yes No |

4. Standard Box	Specify: Yes No
5. Cargo Spray in Liner	Specify: Yes No
6. 4X4 Drive with Automatic Shift	Specify: Yes No
7. Max Trailering Package	Specify: Yes No
8. Power Windows	Specify: Yes No
9. Power Door Locks (Keyless Entry)	Specify: Yes No
10.Remote Start	Specify: Yes No
11.Red Exterior Paint to match Twp. fleet	Specify: Yes No
12.Black Interior	Specify: Yes No
13.Rear Bumper step (or similar easy cargo access)	Specify: Yes No
14. LED box lighting	Specify: Yes No
15. LED Fog Lamps	Specify: Yes No
16.40/20/40 Front Seat w/ Centre console storage	Specify: Yes No
17.Carpet floor covering w/moulded floor mats front& rear	Specify: Yes No
18.Air Conditioning	Specify: Yes No
19.Am/Fm Entertainment Centre Bluetooth Compatible	Specify: Yes No
20.Driver Assist w/ 8" touch screen Camera	Specify: Yes No
21.110v Power outlet in cab and in cargo area	Specify: Yes No
22.Front and Rear Chrome Bumpers	Specify: Yes No
23.Chrome/Painted Grill	Specify: _____
24.Front and Rear Black splash guards	Specify: Yes No
25.6" Black Rectangular moulded	Specify: Yes No
26.Black Back Rack	Specify: Yes No
27.Black Aluminium Low Profile Tool box (mounted on Back rack)	Specify: Yes No
28.SWS Mini Light Bar 16130	Specify: Yes No
29.SWS Mini Strobe Lights Front (Amber) 80071	Specify: Yes No
30.Light Bracket BAC91002REC	Specify: Yes No
31.SWS Mini Strobe Lights Rear (Red) 80074	Specify: Yes No
32.SWS Arrow Bar 58050	Specify: Yes No
33.Power Cable SWS77202	Specify: Yes No
34.Bracket SWS98000	Specify: Yes No
35.Switch IPTNS-RSW1	Specify: Yes No
36.SWS Work Light Mounted on Back Rack	Specify: Yes No
37.Road Watch (Temp monitoring system)	Specify: Yes No

NOTE: The lowest or any quotations will not necessarily be accepted.

Price for 2026 4 Door (Crew Cab) 4x4 Pickup Truck _____

HST _____

Total _____

Bid Form Declaration – Equipment & Vehicle Purchases

This Bid Proposal is submitted by: _____

To: The Township of Southgate

1. I _____ **OF** _____

DECLARE that no person, firm or corporation other than the one whose signature or the signature of whose proper officers and the seal is or are attached below has any interest in this Proposal or in the contract proposed to be taken.

2. I **FURTHER DECLARE** that this Proposal is made without any connection knowledge, comparison of figures or arrangement with any other company, firm or person making a Bid for the same equipment and is in all respects fair and without collusion or fraud.

3. I **FURTHER DECLARE** that no employee of the Township or elected official is or will become interested directly or indirectly as a contracting party or otherwise 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 in any such supplies to be used therein or in any of the monies to be derived therefrom.

4. I **FURTHER DECLARE** that the several matters stated in the said Proposal are in all respects true.

5. I **FURTHER DECLARE** that I have carefully examined the Proposal, Instruction to Bidders, General Conditions, Proposal Specifications/Requirements proposed and hereby acknowledge the same to be part and parcel of any contract to be let for the equipment therein described or defined and do all the work and to provide the services of the equipment mentioned for the prices stated on the Bid Form Pricing Submission.

6. I **FURTHER DECLARE** that I have a clear understanding of all the work involved in this contract.

7. I **FURTHER DECLARE** that this offer is to continue to be open to acceptance until the formal awarding is made to the successful Bidder for the said project OR for a period of sixty (60) days after the closing date, whichever first occurs and that the Township may, at any time, within that period, without notice, accept this Proposal whether any other Proposal has been previously accepted.

8. I **FURTHER DECLARE** that the awarding of the equipment based on this Proposal by the Township shall be an acceptance of this Proposal.

9. I **FURTHER DECLARE** that in the event of default or failure on our part, that the Township shall be at liberty to advertise for new Proposals, or to carry out the works in any other way they deem best, and we also agree to pay to the said Township the difference between this Tender and any greater sum which the said Township may expend or incur by reason of such default or failure or by reason of such action as aforesaid, on their part, including the cost of any advertisement for new Proposals; and to indemnify and save harmless the Township of Southgate and their officers from all loss, damage, cost charges and expenses which they may suffer or be put to by reason of any such default or failure on our part.

(COMPANY NAME)

(SIGNATURE)

(ADDRESS)

(PRINT NAME & TITLE)

(CITY OR TOWN)

(WITNESS OR SEAL)

(POSTAL CODE)

(DATED)