

**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](http://www.southgate.ca)  
[info@southgate.ca](mailto:info@southgate.ca)**

**Bid Response – Equipment & Vehicle Purchases**

**Equipment:** New 2026 4 Door Compact Cross Over SUV

\_\_\_\_\_  
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](mailto: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](mailto: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 Compact Cross Over SUV**" 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 4 Door Compact Cross Over SUV.

### **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 4 Door Compact Cross Over SUV".

## **Proposal Opening**

The opening of the submissions shall commence just after 2:00 pm on April 16, 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.

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

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.

	<b>Evaluation Criteria</b>	<b>Weight Factor</b>
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 compact cross over SUV to add to our fleet. 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:**

- |                         |                      |                        |
|-------------------------|----------------------|------------------------|
| <b>1. Engine:</b>       | <b>1.5 Litre Min</b> | <b>Specify: Yes No</b> |
| <b>2. Transmission:</b> | <b>Automatic</b>     | <b>Specify: Yes No</b> |
| <b>3. 4 Door</b>        |                      | <b>Specify: Yes No</b> |

<b>4. ≤ 9.0 L/100 km fuel economy</b>	<b>Specify: Yes No</b>
<b>5. AWD with Automatic Shift</b>	<b>Specify: Yes No</b>
<b>6. Power Windows</b>	<b>Specify: Yes No</b>
<b>7. Power Door Locks (Keyless Entry)</b>	<b>Specify: Yes No</b>
<b>8. Remote Start</b>	<b>Specify: Yes No</b>
<b>9. Red Exterior Paint to match Twp. fleet</b>	<b>Specify: Yes No</b>
<b>10. Durable cloth or heavy-duty interior surfaces (easy clean preferred)</b>	<b>Specify: Yes No</b>
<b>11. Minimum 190 mm (7.5") ground clearance</b>	<b>Specify: Yes No</b>
<b>12. LED Fog Lamps</b>	<b>Specify: Yes No</b>
<b>13. Ample storage (center console + cargo organization)</b>	<b>Specify: Yes No</b>
<b>14. Rubber all weather floor mats front&amp; rear</b>	<b>Specify: Yes No</b>
<b>15. Air Conditioning</b>	<b>Specify: Yes No</b>
<b>16. Am/Fm Entertainment Centre Bluetooth Compatible</b>	<b>Specify: Yes No</b>
<b>17. Driver Assist w/ touch screen and backup Camera</b>	<b>Specify: Yes No</b>
<b>18. Blind Spot Monitoring</b>	<b>Specify: Yes No</b>
<b>19. Rear Cross Traffic Alert</b>	<b>Specify: Yes No</b>
<b>20. Automatic Emergency Braking</b>	<b>Specify: Yes No</b>
<b>21. 12V outlet (front and cargo preferred)</b>	<b>Specify: Yes No</b>
<b>22. 2 USB ports</b>	<b>Specify: Yes No</b>
<b>23. Front and Rear Black splash guards (required)</b>	<b>Specify: Yes No</b>
<b>24. Traction control and stability control required</b>	<b>Specify: Yes No</b>
<b>25. Capable of operating on gravel, mud, and unmaintained roads</b>	<b>Specify: Yes No</b>
<b>26. Minimum 900 L cargo capacity behind rear seats</b>	<b>Specify: Yes No</b>
<b>27. Flat-folding rear seats</b>	<b>Specify: Yes No</b>
<b>28. Cargo area must accommodate: Safety Cones, toolboxes small pumps or inspection gear.</b>	<b>Specify: Yes No</b>
<b>29. SWS Mini Light Bar 16130 or approved equivalent, mounted on roof and hard wired with switch in cab. (Required)</b>	<b>Specify: Yes No</b>
<b>30. SWS Mini Strobe Lights Front (Amber) 80071 SWS Mini Strobe Lights Rear (Red) 80074 mounted on bumpers and hard wired with switch in cab. (Required)</b>	<b>Specify: Yes No</b>

**Warranty & Reliability**

- Minimum:
  - 3-year / 60,000 km comprehensive
  - 5-year / 100,000 km powertrain
- Proven reliability in Canadian climate

**Delivery Requirements**

Delivered fully fueled, plated, and ready for service Include:

All-weather mats

Owner manuals

Two sets of keys

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

Price for 2026 4 Door Compact Cross Over SUV \_\_\_\_\_

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)