



THE CORPORATION OF THE TOWNSHIP OF MCKELLAR

Invites

TENDERS

**for One (1) New Vehicle (SUV)
for the Township's Building Department**

TENDER 2024-16

Sealed Proposals, clearly marked
Tender No. 2024-16
will be received by the undersigned
until 3:00 p.m.
on Wednesday, December 18, 2024

Lowest or any Proposal not necessarily accepted.

Chris Bordeleau
Township of McKellar
P.O. Box 69, 701 Hwy 124
McKellar, ON P0G 1C0
cbo@mckellar.ca
(705) 389-2842 x2

Please Note: Prior to submitting a Tender, further information may be obtained by contacting the Chief Building Official, Chris Bordeleau at (705) 389-2842 x2

Accessible Formats and Communication Supports Are Available, Upon Request



TOWNSHIP OF MCKELLAR
TENDER 2024-16 BUILDING DEPT. VEHICLE

Form of Tender

Vendor: _____

Address: _____

Telephone: _____ Email: _____

Contact Person: _____

Description:

The vendor will deliver one (1) current model year or newer, small SUV to the Township Office located at 701 Highway 124 McKellar, ON P0G 1C0.

Trade-In Vehicle: 2016 Chevrolet Equinox Lt VIN: 2GNFLFEKXG6314021
Mileage: Approx. 82,000

Contact Chris Bordeleau for viewing appointment if required to appraise at cbo@mckellar.ca

Year/Make & Model of Vehicle: _____

Subtotal \$ _____

H.S.T. \$ _____

Trade In Value \$ _____

TOTAL TENDER PRICE: \$ _____

Proposed Delivery Date: _____

By signing below, I acknowledge that I have read and understand this Tender **2024-16** and I agree to abide by the terms and conditions contained here-in.

Authorized Signature: _____

Name: _____ (Please Print or Type)

Date: _____

Witness: _____

Date: _____

*Note that this submission form is not transferable and any alteration of the Company name entered hereon will be cause for considering the proposal irregular and subsequent rejection of the Tender.



TOWNSHIP OF MCKELLAR
TENDER 2024-16
BUILDING DEPT. VEHICLE

INFORMATION TO TENDERING PARTIES

1) Delivery and Opening of Tenders

Tenders, sealed in an envelope and **clearly** marked with the **Tender No. 2024-16**, and tendering party's name, will be received by the Township of McKellar, 701 Highway 124, McKellar, Ontario P0G 1C0, until **3:00 p.m.** on **Wednesday, December 18, 2024**, Local Time on the advertised closing date for receipt of tenders. The use of the mails for delivery of a tender will be at the risk of the tendering party, especially with the current Canada Post strike, please send via courier service.

In light of the Canada Post strike, submissions will be accepted via email to cbo@mckellar.ca. Submissions must be received by the closing date and time, determined by the timestamp on the email.

On the closing day, commencing at **3:05 p.m.** Local Time, the envelopes will be opened and email submissions will be printed. The tenders will be read and recorded publicly at the above-mentioned address. Tenders will then be checked and analyzed.

2) Disqualification of Tenders

Under no circumstances will tenders be considered which:

- a) Are received after **3:00 p.m.** local time on the advertised closing date for tenders.
- b) Are sent by fax.

3) Withdrawal or Qualifying of Tenders

A tendering party who has already submitted a tender may submit further tenders at any time up to the official closing time. The last tender received shall supersede and invalidate all tenders previously submitted by that tendering party for this contract. A tendering party may withdraw his/her tender at any time up to the official closing time by submitting a letter bearing his/her signature and seal as in his/her tender to the Township of McKellar, 701 Highway 124, McKellar, Ontario P0G 1C0. Such a submission must be received in sufficient time to be marked before **3:00 p.m.** local time on the date for closing of tenders. The tendering party shall show his/her name and the project and contract numbers on the envelope containing such letter. No faxes or telephone calls for the withdrawal or qualifying of tenders will be considered.

4) Informal or Unbalanced Tenders

All entries in the *Form of Tender* shall be made in ink (printed). Un-initialed entries or changes made in pencil shall be deemed invalid. Tenders which are incomplete, illegible or obscure, or that contain additions not called for, erasures, alterations (unless properly and clearly made and initialed by the tendering parties' signing officer), or irregularities of any kind, shall be rejected. The Township reserves the right to waive formalities at its discretion. Tendering parties that have submitted tenders that have been rejected by the Township because of informalities will be notified of the reasons for the rejection within ten (10) days after the closing date for tenders.

Tenders that contain prices which appear to be so unbalanced as likely to affect adversely the interests of the Township may be rejected. Wherever in a tender the amount tendered for an item does not agree with the extension of the estimated quantity and the tendered unit price, the unit price shall govern and the amount and the Total Tender Price shall be corrected accordingly, unless otherwise decided by the Township.

If a tendering party has omitted to enter a price for an item of work set out in the *Form of Tender*, he/she, unless he/she has specifically stated otherwise in his/her tender, will be deemed to have allowed elsewhere in the *Form of Tender* for the cost of carrying out the said item of work and, unless otherwise agreed to by the Township, no increase shall be made in the total Tender Price on account of such omission.

5) Tender

Each tender shall include:

- 1) A completed *Form of Tender*;
- 2) A "window sticker" and/or spec sheet of the vehicle; and
- 3) A sheet detailing missing features, if applicable (see Section 12 – Specifications).

6) Omissions, Discrepancies and Interpretations

Should a tendering party find omissions from or discrepancies in any of the tender documents or should he/she be in doubt as to the meaning of any part of such documents, he/she shall notify the **Chief Building Official**, preferably in writing and not later than four days before the closing date for tenders. If the **Chief Building Official** considers that a correction, explanation or interpretation is necessary or desirable, he/she will issue an Addendum to all who are listed on the *Request for Tender Obtained Register*. No oral examination or interpretation shall modify any of the requirements or provisions of the tender documents.

7) Right to Accept or Reject Tenders

The Township shall not be responsible for any liabilities, costs, expenses, loss or damages incurred, sustained or suffered by any tendering party prior or subsequent to or by reason of the acceptance or the non-acceptance by the Township of any tender or by reason of any delay in the acceptance of a contract being prepared and executed. The Township reserves the right to reject any or all tenders and to waive formalities, as

the interests of the Township may require, without stating the reasons and the lowest or any tender will not necessarily be accepted.

8) Inquiries during Tendering

Tendering Parties are advised that inquiries regarding the tender documents shall be directed to Chris Bordeleau, **Chief Building Official** (705-389-2842 ext 2)

9) Method of Payment

Payment will be processed within 15 days of the delivery.

10) Bids

All tender parts must be bid and award will be based on the sum of all the parts.

11) Delivery

All delivery costs shall be included in the unit price. Delivery shall be to the McKellar Township office, 701 Highway 124, McKellar or may be arranged to be picked up.

12) Specifications

Description:	Building Department Inspection Vehicle
Type:	Small SUV (AWD or 4WD)
Year:	Current model year or newer
Fuel Type:	Gasoline
Anticipated delivery:	January 2025

Features to Include:

- Heated Mirrors
- Fog Lights
- Power windows
- Power Brakes
- Blue Tooth Capability
- Automatic Transmission
- Rubber Floor Mats
- Air Conditioning
- Power Adjustable Driver Seat
- All Wheel or 4WD Option
- Back up Camera

Should any of the "Features to Include" be absent from the SUV you are submitting, please attach an additional sheet detailing the missing features.

13) Trade in Vehicle to Consider

Year: 2016
Make: Chevrolet
Model: Chevrolet Equinox Lt
VIN: 2GNFLFEKXG6314021
Mileage: 82,000KM (approximately)

14) Awarding of Tender

Tender submissions will be reviewed by Council at the Regular Meeting to be held on January 14, 2025. At that time, Council may choose to award the tender, with the successful vendor being notified on January 15, 2025 by the **Chief Building Official** and/or Clerk/Administrator. Alternatively, Council reserves the right to reject all submitted bids.

GENERAL CONDITIONS

Indemnification

The Vendor shall indemnify and save harmless the Township of McKellar from any and all claims, demands, causes of action, loss, costs or damages that the Township may suffer, incur or be liable for resulting from delivery of the vehicle to 701 Highway 124 McKellar, ON P0G 1C0.

Invoicing

The Vendor will be solely responsible for invoicing the Municipality. Payment will be processed within 15 days of the delivery.

Conflict of Interest

All firms are required to disclose to the Township of McKellar prior to accepting the assignment any potential conflict of interest. If a conflict of interest does exist, the Township of McKellar may, at its sole discretion, withhold the assignment from the Vendor until the matter is resolved to the satisfaction of the Township.

Fraud or Bribery

Should the Vendor, any of his/her agents give or offer any gratuity to, or attempt to bribe any member of the awarding body, officer or servant of the Township of McKellar, or to commit fraud against the Township of McKellar, the Township shall be at liberty to declare the Tender void forthwith.