



**THE CORPORATION OF THE CITY OF STRATFORD
INFRASTRUCTURE & DEVELOPMENT SERVICES
PUBLIC WORKS DIVISION**

QUOTATION REFERENCE: Q15 - 29

SUPPLY AND DELIVER ONE, FULL-SIZE, ONE TON, HIGH ROOF, TWO WHEEL DRIVE
VAN

CLOSING DATE: 2:00:00 p.m., Wednesday, October 14, 2015

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INSTRUCTIONS TO BIDDERS

1. Sealed bids must clearly identify the Bidder's Name and Company in the return address detail and be marked "Supply and deliver one (1), full-size, one ton, high roof, two wheel drive van, Infrastructure & Development Services, Public Works Division," addressed to:
City of Stratford, City Hall, ATT: Purchasing Department BID# : Q15 - 29,
P. O. Box 818, 1 Wellington Street, Stratford, Ontario, N5A 6W1 will be received up to:
2:00:00 p.m., Local Time, Wednesday, October 14, 2015
and opened publicly at the same location at:
2:15:00 p.m., Local Time, Wednesday, October 14, 2015
2. Each bid shall contain the full name of the party or parties bidding and the signature of the parties bidding shall be in their respective handwriting.
3. Bids must be submitted on the forms provided. At the bid opening, Bid submissions that do not have the Bid number and project description on the envelop shall be opened and placed with the appropriate Bid.
4. The intent of this project is to supply and deliver one (1) full-size, one ton, high roof, two wheel drive van, per attached Specifications, and as directed by [Mr. Lyndon Kowch](#)¹, Manager of Public Works at 519-271-0250 ext. 255.
5. All submissions shall indicate separately, Harmonized Sales Tax (H.S.T.). It is the responsibility of the bidder to verify with the Customs and Excise Branch of Canada Customs and Revenue Agency any rulings for payment of tax or tax exemptions. Prices quoted shall be in Canadian funds inclusive of customs, duty and freight and F.O.B. job site, Stratford, Ontario.
6. Prices quoted are to remain firm for acceptance for a period of ninety (90) days after closing date unless otherwise stated herein.
7. The City of Stratford will not accept bids from bidders who are not registered under the Motor Vehicle Dealers Act. Bidders must also be registered dealers with the manufacturer of the equipment they are bidding on.

¹ lkowch@stratfordcanada.ca

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8. The bidder agrees to indemnify and hold harmless the city from and against all liability statutes, laws and regulations and in respect to all claims that may arise or be made against the City, as pertains to the terms, conditions and specifications of this bid.
9. Bidders must fill in the spaces on the right hand side of the SPECIFICATIONS to state their actual specifications for the respective designated unit, or if their specifications meet requirements outlined by The Corporation of the City of Stratford.
10. The vehicle and all the equipment furnished under this Contract shall be new and of the latest design, in the manufacturer's year being offered. The vehicle shall meet the provisions of the Canada Motor Vehicle Safety Act and the Regulations which are in effect at the date of manufacture. Accessories not specifically mentioned, but necessary to furnish a complete unit shall also be included and conform to the best practice in quality of material and workmanship.
11. Bidders are to provide a delivery date. The supplier whose Bid is accepted shall be required to maintain the delivery date as promised or the order may be cancelled at the option of The Corporation of the City of Stratford. Delivery date may have a direct bearing on the acceptance of the tender.
12. The manufacturer's warranties shall be provided or clearly stated. The manufacturer's brochures, specifications, drawings, illustrations, photographs and descriptive materials of the equipment tendered shall be attached to each Bid.
13. The City of Stratford is part of the Broader Public Service of the Province of Ontario and as such may be eligible for concessions (discounts) on vehicles included in the Ministry of Government Services Vendor of Record arrangement OSS-00163907.
14. One trade-in vehicle is being offered, VIN # 1GCHG35UO51119602, 2005 Chevrolet 1 ton van with approximately 133,000 kms. The trade-in unit is to be accepted by the successful bidder on an "as is, where is" basis at the time of delivery of the new unit.
15. When trade-in pricing has been requested and the bidder has offered a trade-in allowance - acceptance of that allowance is at the sole discretion of the City.

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16. Unless otherwise stipulated in writing, the terms of payment shall be net thirty (30) days from date of receipt of the invoice or net thirty (30) days from acceptance of goods, whichever is later.
17. No addendum(s) will be issued within 48 hours prior to bid closing. All addendum(s) become part of the quotation documents and must be acknowledged and/or submitted as instructed with the bid. All addendum(s) will be posted on the City of Stratford website; [Bid Opportunities](#)². It is the Bidder's sole responsibility to check the website for addendum(s) prior to submitting their bid. Any bid received without addendum(s) acknowledged and/or submitted as instructed will be rejected.
18. No bid will be accepted from any Bidder inclusive of its subcontractor(s), which has a claim or instituted a legal proceeding or has threatened a claim or instituted a legal proceeding against The Corporation or against whom the Corporation has a claim or instituted a legal proceeding with respect to any previous contract, without prior approval by Council.
19. The lowest or any compliant Bid will not necessarily be accepted. The Corporation of the City of Stratford reserves the right to accept or reject any or all bids, to award the contract to other than the bidder submitting the lowest bid, or on a split-order basis, lump-sum or individual-item basis, or such combination as shall best serve the interests of the City. The award is not based solely on price but on a combination of past performance, with the City of Stratford, if applicable, satisfactory reference checks and price.
20. Instances where a bid shall be rejected as unacceptable are:
- Incomplete bids (all items put to tender are not bid).
 - Bids are not properly signed and dated.
 - Bids offered or received after the specified closing time.*
 - Bids that contain restrictions placed on the goods or services, by the vendor.
 - Bids completed in pencil, rather than typed or written in ink.
 - Bids withdrawn by the vendor or his agent.* *
 - Bids completed on forms other than those supplied by The Corporation of the City of Stratford.
 - Bids submitted without the required documentation attached or completed, bonding, etc.
 - Bids that do not include samples (if requested).

² <https://www.stratfordcanada.ca/en/insidecityhall/bidopportunities.asp>

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* Bids received after the designated closing time and date specified, will be returned to the vendor unopened.

** Request for withdrawal of a bid shall be allowed if the request is made before the closing time. Requests must be directed to the Manager of Financial Services by a Senior Official of the company with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of the bid does not disqualify a bidder from submitting another bid on the same contract.

No facsimile or email bids accepted.

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SPECIFICATIONS

The following is a list of the City's requirements. Please check either YES or NO and provide any comments.

Item	Minimum Requirement	Confirm Yes/ No
General	Supply and deliver one, full-size, one ton, high roof, two wheel drive van, single rear wheels. Vehicle must be of latest model and design. Make _____ Model _____ Year _____ State trim level of unit being bid. State GVW _____	
Engine	Shall be 8 cylinder maximum, gasoline powered.	
	State engine and size.	
	State in detail fuel ratings. Hwy and City	
	Shall have heavy duty engine cooling with extended life coolant and factory block heater.	
	State full tank size.	
Transmission and Axles	Shall be heavy duty, four to six speed automatic transmission complete with overdrive and auxiliary transmission cooler.	
	Shall have limited slip differential included.	
Wheels and Tires/ Suspension	Shall be first line steel belted, BSW, all season radial tires. Specify: manufacturer, model of tire and tire size.	
	Manufacture standard wheel rims.	
	Matching spare tire and rim shall be included.	
	Heavy duty suspension package.	
	State rear axle ratio being provided.	

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Item	Minimum Requirement	Confirm Yes/ No
Wheels and Tire/ Suspension (cont'd)	Surface mount LED light headers LINZ61 – two amber in front grill and two in rear license plate complete with bracket.	
	Installed a mini bar R2LPPA with bracket 91002REC. To be mounted on top of van at rear.	
	A Whelen TACF85 48” traffic advisor shall be installed center top of TACTLD1 controller mounted neatly and within easy reach of the driver. The controller shall include mounting brackets and 3 illuminated rocker switches. The R2LPPA beacon shall be controlled by one of these switches and the two other switches shall be used for future use Strobes – Surface mount LED light heads L1NZ61 – 2 amber in front grille & 2 amber in rear license plate area complete with brackets C-T1R3-UNV	
	Lite switches must be used and clearly marked	
Rear Bumper	Shall have a heavy duty step bumper.	
Body:	Shall have heavy duty bucket vinyl covered seats with lumbar adjustment and complete arm rests and head rests. Aftermarket lockable center fold down console storage with writing surface required. State:	
	Shall have sliding side door/or barn style. Please specify :	
	A cab divider is required, state:	
	Auxillary light in rear of van is required	
	Interior walls in rear shall be protected. Specify what material is being used.	

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Item	Minimum Requirement	Confirm Yes/ No
Body (cont'd)	Shall include: air conditioning, heater and defrost system, AM/FM radio/CD, and power door locks with remote keyless fob, power windows, power and tilt steering and intermittent wipers, power heated mirrors. Weathertech floor mats to be supplied.	
	Cab floor covering shall be rubber/vinyl and shall have 2 factory rubber pant saver style floor mats included and rubber flooring in rear.	
	Analog gauge package including fuel, speed odometer, trip meter, ammeter or volt, oil pressure, water temperature and hour. (preferred) State which are analog and which are lights.	
	Shall have standard factory tinted windows.	
Paint	Shall be painted standard Manufacturers white.	
Miscellaneous:	Shall have factory mud flaps installed.	
	Shall have front tow hooks installed.	
	Shall have a factory class 4 receiver hitch complete with 7 wire trailer and brake controller package (RV style)	
	Supply and install first aid kit and 2.5 lb fire extinguisher.	
	Shall have 4 sets of keys with fobs.	
	Service manuals and/or CD disc(s) shall be supplied.	
	Shall have license plates and ownerships supplied.	
	Specify delivery times.	
	Shall be Krown rust proofed prior to delivery. Include Krown warranty certificate with delivery.	
	Interior shall be Scotch guarded.	
	Second set of matching rims with winter Michelin or Bridgestone tires (4).	

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Item	Minimum Requirement	Confirm Yes/ No
Miscellaneous: Cont'd	Shall have rear of van ½ ply p. t. floor covering factory rubber flooring	
	Factory auxiliary heating in rear of van	
	Install additional 12" LED strip lighting in rear	
	Rear step and side door step to be supplied and installed.	
Warranties	State all warranties including basic vehicle, body and all engine and power train warranties.	
2-way radio	Install 2-way radio, city to provide and advise on location at pre-build meeting.	
NOTE:	Provide brochures (latest version) and detailed build sheets with bid. Vendor to deliver fully pre-serviced, ready to operate vehicles with suitable components to comply with these specifications in all respects. This specification lists only the major details of the units. It is the bidders responsibility to deliver unit fully equipped to Government specifications.	
License Price	To October 31, 2016 based on delivery.	

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BIDDER DECLARATION

To: The Corporation of the City of Stratford

I/We _____
(name)

(title/position)

of _____
(name of firm)

1. DECLARE that no person, firm or corporation other than the one whose signature or the signature of whose proper officers I attached below, has any interest in this bid or in the Contract proposed to be undertaken.
2. FURTHER DECLARE that this bid is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a bid for the same requirement (unless performed under a "joint" agreement and so declared in the bid), and in all respects is fair and without collusion or fraud.
3. FURTHER DECLARE that no City of Stratford employee, or Member of Council is, or will become interested directly or indirectly as a contracting party unless disclosed as follows:

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4. FURTHER DECLARE that all statements, schedules and other information provided in this bid are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.
 5. FURTHER DECLARE that I have carefully examined the bid, response requirements, general conditions, requirements and hereby acknowledge the same to be part and parcel of any contract to be let for this project therein described or defined and do all the work and to provide the services of the project mentioned for the price(s) stated.

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6. FURTHER DECLARE that the agent listed below is hereby authorized by the Proponent to submit this bid and is empowered and authorized to negotiate all matters with the City representatives on behalf of the Proponent.

7. AGREE that this bid is to continue open for acceptance until the formal Contract is executed or a Purchase Order is issued to the successful Proponent or for ninety (90) days following the bid closing date, whichever occurs first and that the city may, at any time within that period, without notice, accept this bid whether any other bid has been previously accepted or not.

8. Agrees to have checked the City of Stratford website and have allowed for Addenda numbered as follows: _____ through to _____.

Signature of Authorized Officer

Name of Authorized Officer (print)

THIS FORM MUST BE INCLUDED IN YOUR SUBMISSION COMPLETED IN INK, IN FULL. FAILURE TO DO SO SHALL RESULT IN THE SUBMISSION BEING REJECTED.

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QUOTATION FORM Q15 - 29

Quotation Closing: 2:00:00 p.m., Wednesday, October 14, 2015
Quotation Opening: 2:15:00 p.m., Wednesday, October 14, 2015

His Worship Mayor Dan Mathieson and
 Members of City Council
 City of Stratford, Ontario

Ladies and Gentlemen:

I/We the undersigned, do hereby submit our Bid to supply and deliver one full-size, one ton, two wheel drive van, in accordance with the attached Instructions to Bidders, and Specifications and as follows:

PRICE of New Vehicle	AMOUNT
Base Price	\$
Competitive Dollars Discount	
Harmonized Sales Tax, 13 %	
Total Bid Price of New Vehicle	\$

Delivery date from receipt of order _____ weeks.

Trade-In

PRICE of Vehicle (Priced Separately)	AMOUNT
Base Price	\$
Harmonized Sales Tax, 13 %	
Total Bid Price of Vehicle	\$

NOTE: When separate trade-in pricing has been requested and the bidder has offered a trade-in allowance - acceptance of that allowance is at the sole discretion of the City.

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Q15 – 29 Cont'd

Vendor Name:
Address 1:
Address 2:
City, Province, Postal Code
Telephone:
Fax:
Website:
E-mail:
Primary Contact
Authorized Signature:
Date: