



Request for Proposal No: 2026-16-3220

Published Date: August 13, 2026

Submission Instructions:

Electronic submissions only, shall be received by the Bidding system, no later than **2:00:59 PM (Alberta Time) on September 8, 2026**

Request for Proposals – 2026 Fleet and Emergency Response Vehicles

Proposals must be received by the submission deadline outlined above, electronically, through the Bidding System. The closing time and date shall be determined by the Bidding System's clock. Late submissions are not permitted by the bidding system.

Proponents are cautioned that the timing of the Proposal submission is based on when the proposal is received by the Bidding System, not when a Proposal is submitted by the Proponent, as Proposal transmission can be delayed due to file transfer size, transmission speed etc. For these reasons, it is recommended that Proponents allow sufficient time to upload their Submission and attachment(s) (if applicable) and to resolve any issues that may arise.

The city will not accept Proposals by fax, email or hard copy.

This Request for Proposal (the "RFP") is issued by the City of Cold Lake (the "City"). This RFP consists of the following sections:

1. Part 1 – INVITATION AND SUBMISSION INSTRUCTIONS
2. Part 2 – GENERAL CONDITIONS OF PROPOSAL
3. Part 3 – Respondent Acknowledgement / SIGNATURE FORM
4. Appendix A
5. Schedule A
6. Schedule B
7. Schedule C

Important Notice for this Opportunity

The City of Cold Lake has moved to a fully integrated online eProcurement Tool bids&tenders which allows vendors to view, register and submit bids entirely online in one quick, easy and convenient location.

- The Bid document(s) for this opportunity has been posted on <https://coldlake.bidsandtenders.ca> for viewing and downloading.
- Bid submission will be received online only, through the Bidding System.

There are **no** fees or charges for accessing or downloading City of Cold Lake Opportunities on bids&tenders.

Requirements:

1. Bidding System and Plan Taker

All Proponents shall have a Bidding System **Vendor account** and be registered as a **Plan Taker** for this Bid opportunity. Registering as a Plan Taker will enable the Proponent to download the Bid Call Document (without the watermark “Preview” on them), to receive Addenda/Addendum email notifications, to download Addenda and to submit their bid electronically through the Bidding System.

Proponents interested in this opportunity are invited to create a free Bidding System Vendor account at <https://coldlake.bidsandtenders.ca> and click on the “Create Account” button. To register as a Plan Taker, click on the “Register for this Bid” button.

The opportunity can however be previewed with a watermark on it (only PDF’s), without creating a account.

The links provided below provide guide on how to create a Vendor account.

- <https://bidsandtenders.zendesk.com/hc/en-us/articles/360001984031-How-do-I-create-an-account-with-%20%20bids-tenders->
- <https://attendee.gotowebinar.com/recording/8673069059479882497>

Please note that any Bid(s) received from a Proponent that is not a registered as a Plan Taker for this particular Bid Call will be disqualified from the Competition.

2. Questions

Questions related to this Bid are to be submitted to the City Contact through the Bidding System only, by clicking on the “**Submit a Question**” button for the specific Bid opportunity.

3. Submission Confirmation

After a Bid is submitted, the Bidding System will send a confirmation email to the Proponent advising that their Bid was submitted successfully. If you do not receive a confirmation email, contact bids&tenders at support@bidsandtenders.ca Late Bids will not be accepted.

4. Submission Format

Proponent should complete the online form(s) and upload the required documentation **per each rated criteria section** as set out, in PDF format or Excel format (if applicable). Proponents should not merge all documents into a single PDF; the documents should be split out as provided in the system for submission upload. If however, a Proponent needed to upload more than one (1) document per category or criteria, the documents should be combined into a single PDF file.

5. Addenda

Proponent(s) shall acknowledge receipt of any addenda when submitting their Bid through the Bidding System by checking a box for each addenda and any applicable attachment.

If a Proponent submits their bid prior to the Bid closing time and date, and an addenda is issued, the Bidding System shall **WITHDRAW** the Bid submission and the bid status will change to an **INCOMPLETE STATUS** and **Withdraw** the Bid. An incomplete status means that the City has not received the Bid. The Bidder can view this status change in the “MY BIDS” section of the Bidding System.

The Proponent is solely responsible to:

- i. make any required adjustments to their Bid; and
- ii. acknowledge the addenda; and
- iii. Ensure the re-submitted Bid is **RECEIVED** by the Bidding System no later than the stated bid closing time and date.

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Schedule A – Unit A

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1. INVITATION TO PROPONENTS

This Request for Proposals (the “RFP”) is an invitation by the City of Cold Lake (the “City”) to submit non-binding proposals to obtain formal pricing for the purchase of three (3) Fleet Vehicles for the City of Cold Lake.

This Proposal package includes a standardized “Tenders and Contract” document and specification sheets that must be completed in order to be considered for the purchase.

All bid amounts shall be indicated in figures and shall identify any other associated cost (freight, pre delivery, all other taxes etc) but exclude GST.

1.2. DESCRIPTION OF PRODUCT

For the purpose of this proposal package, the vehicle units will be identified as Unit A, Unit B and Unit C

UNIT A – Crew Cab 1 ton 4x4 pickup with long box for an Emergency Response Vehicle

UNIT B – Crew Cab 1 ton 4x4 truck with long box

UNIT C –Crew Cab ½ ton 4x4 pickup with short box

SUMMARY (Table 1)

Item	Item	Description
1.	RFP Name (“the Contract”)	Request for Proposals – 2026 Fleet and Emergency Response Vehicles
2.	RFP Number	2026-16-3220
3.	Deadline to submit Proposals (“Closing”)	Tuesday September 8, 2026 at 2:00:59 MST
4.	Number of Proposals to submit	Electronic Copies: 1
5.	Authorized Contact Person (“Authorized Contact Person”)	George Urlacher, Transportation Services Manager
6.	Delivery Address (“Delivery Address”)	The City’s electronic bidding system at Bids and Tenders https://coldlake.bidsandtenders.ca/Module/Tenders/en (the “Bidding System”). This will allow the Proponent to submit their proposal electronically through the Bidding System.

7.	Contact Information	To contact the City in relation to this RFP, Proponents must initiate the communication electronically through the Questions and Answer function ("Submit a Question"), within the Bidding System.
8.	RFP Schedule (subject to change at the City's sole discretion) Issue Date of RFP August 13, 2026 Deadline for Questions September 1, 2026 at 04:00:00 MST Deadline for Issuing Addenda September 1, 2026 Submission Deadline As per "Closing" Anticipated Award Date October 6, 2026	

1.3. RFP DOCUMENTS

1.3.1. The Proponent is responsible for ensuring that it receives all documents identified in the Table of Contents.

1.3.2. A submitted Proposal must be in Adobe PDF format, unless otherwise identified in Appendix B.

1.3.3. To be considered a Proposal must be:

- received by the Closing date and time, at the address specified in Section 1.1.
- duly signed; and
- submitted via bids&tenders™.

1.3.4. Proponents are asked to provide as much information as possible when replying to each point throughout the RFP and the Proponent must identify any specific provisions with which it is unwilling or unable to comply. Unwillingness or inability to comply with any specific provisions in the RFP may result in the Proposal being rejected.

1.3.5. A Proposal must be in enough detail to allow the City to determine the Proponent's position from the documents received. Every effort should be made to include complete details of products to be provided.

END OF PART 1

PART 2 - GENERAL CONDITIONS OF PROPOSAL

2.1. REQUIREMENTS

- 2.1.1. All requirements utilizing the words “shall” or “must” are mandatory and proposals must substantially comply with or fulfill such requirements. Proposals not clearly demonstrating they substantially comply with or fulfill the mandatory requirements may not be considered.
- 2.1.2. All requirements utilizing the word “should” are desired and the Proponent’s response to such requirements may be considered in analyzing proposals.
- 2.1.3. All statements using the words “may” or “might” are in the City’s discretion.

2.2. SUBMISSION OF PROPOSAL

2.2.1. Electronic Proposals submission only, shall be received by the Bidding System. Hardcopy submissions not permitted.

2.2.2. Proposals must submit its Proposal through the Bidding System:

<https://coldlake.bidsandtenders.ca/Module/Tenders/en>

2.2.3. In order to submit a Proposal, the Proponent must have a Bidding System account and be registered as a plan taker for this RFP.

2.2.4. In the event of any technical issues, Proponents should contact technical support at bids&tenders™ via telephone at 1-800-594-4798, or email to support@bidsandtenders.ca prior to Closing.

2.2.5. Proposals must be fully uploaded, finalized and submitted in the Bidding System on or before Closing.

2.2.6. The time of receipt of Proposals shall be determined by the Bidding System web clock.

2.2.7. Late Proposals cannot be submitted through the Bidding System after the specific Closing date and time and therefore will not be considered.

2.2.8. Proponents are cautioned that the timing of submission is based on when the Proposal is received by the Bidding System, not when a Proposal is submitted by the Proponent. As transmission can be delayed due to file transfer size, transmission speed or other technical factors, Proponents are advised to allow sufficient time to upload their complete Proposal documents and to resolve any issues that may arise.

2.2.9. Uploading large documents may take significant time, depending on the size of the (files) and your internet connection speed. Allocate sufficient time for all uploads to complete prior to the official closing time. The dates and times of the submission are governed by the bids&tenders™ web clock.

2.2.10. The Bidding System will send a confirmation email to the Proponent advising when the quotation was submitted successfully. If you do not receive a confirmation email, contact technical support immediately at bids&tenders™ via telephone 1-800-594-4798, or email to support@bidsandtenders.ca.

2.2.11. The City is not responsible for files which do not open, errors in uploading, misplaced or incorrectly delivered proposals.

2.2.12. Fax Proposals will not be considered.

2.2.13. The conditions herein constitute a part of the RFP and the Proponent acknowledges acceptance of these conditions and waives all claims, rights, demands and the benefit of any provisions of any statute, rule of law or regulation that might affect the rights of the City under this RFP by electronically signing the online form through the Bidding System. Responses submitted that do not include an electronically signed Signature Sheet will not be considered.

2.2.14. The law applicable to this RFP is the law in force in the Province of Alberta.

2.2.15. All the terms and conditions of this RFP are assumed to be accepted by the Proponent, and incorporated in the Proposal, except those conditions and provisions which are expressly excluded by the Proposal.

2.2.16. Proposals shall be prepared at the sole cost of the Proponent and under no circumstances will the City be responsible for these costs.

2.2.17. Proposals should adhere to the format as set out in Appendix B.

2.3. COMMUNICATION, QUESTIONS AND INQUIREIES BETWEEN PROPONENT AND CITY

2.3.1. Unless otherwise instructed by the City, only inquiries directed to the Authorized Contact Person at the Delivery Address and Contact Information set out in Part 1, Section 1.1 will be considered.

2.3.2. The Proponent cannot rely on any oral advice or representations made by the City.

2.3.3. The City will not accept delivery of written communication:

2.3.4. The City reserves the discretion to reject, refuse to accept, or otherwise disregard communication sent by a means other than that authorized above.

2.3.5. It is the Proponent's responsibility to confirm that the City receives any communication. The City accepts no responsibility for lost, misplaced or undelivered communications.

2.3.6. All communications regarding this RFP should be sent to the Authorized Contact Person, the City will assume no responsibility for oral instructions or suggestions. Should the Proponent find discrepancies in, or omissions from the specifications, or should the

Proponent be in doubt as to their meaning, the Proponent must notify the Authorized Contact Person, which may issue written addenda.

2.3.7. Only questions and inquiries concerning this RFP including questions related to facilities, the RFP Documents or other documents and information, discrepancies, omissions, ambiguities and conflicts directed to the City in the manner set out in Part 1, Table 1, and that are received no later than the date set out in item 8 of Part 1, Section 1.1 may be responded to by the City.

2.3.8. To ensure consistency and quality of information, the City may issue via its Bidding System to all Proponents questions and responses to questions relevant to the interpretation of this RFP, without revealing the source of the inquiries. All responses will be issued in the form of an addendum. The decision to issue or not issue an addendum is entirely at the discretion of the City. Information obtained from any other source is not official and the Proponent should not rely on it.

2.4. PROPOSAL PRICES

2.4.1. All prices proposed shall be in Canadian Currency. If not stated otherwise, the City will assume that prices quoted are in Canadian funds.

2.4.2. Prices will include all applicable taxes, duties and costs of providing the Product unless otherwise expressly stipulated.

2.4.3. Goods and Services Tax (GST) shall not be included in quoted prices.

2.4.4. Unless specified otherwise by the Proponent, the City will assume the Proposal to be firm for acceptance within **60 days** of Proposal closing.

2.4.5. The costs and work description shall be written in common language with descriptions manageable to a lay person.

2.5. DELIVERY

2.5.1. Proponent must indicate delivery date on the 'Proposal Form'. It is expected that the equipment be delivered to the City of Cold Lake and the price should include the delivery to Cold Lake

2.5.2. The Proponent is expected to use all reasonable undertakings to make delivery at the indicated delivery date in the Proposal or otherwise stated. If for any reason delivery is delayed, the Proponent shall be responsible for any loss or damage sustained by the Purchaser or any third party by reason of such delay, unless prior written consent from the Purchaser is given accepting delay.

2.5.3. RFP Process Timeline set out in Part 1, Table 1.

2.6. GENERAL

2.6.1. The City may refuse to award a contract to a Proponent who has not complied with applicable Federal, Provincial or municipal licensing regulations or bylaws or other requirements.

2.6.2. Each Proponent warrants that the products and services it will supply to the City conform in all respects to the standards set forth by all applicable Federal and Provincial agencies.

2.6.3. Headings and titles in the RFP are for convenience only and are not explanatory of the clauses with which they appear.

2.6.4. Any references in the RFP to statutes or regulations or to any City bylaws are deemed to include the most recent amendments thereto or replacements thereof.

2.6.5. The successful Proponent hereafter shall be referred to as the “Vendor” as the context requires.

2.7. COMMITMENT

2.7.1. Proponents are advised that no commitment or contractual obligations arise or are created under this RFP until such time as the successful Proponent receives official written confirmation of acceptance from the City of Cold Lake.

2.7.2. It is the purpose of this RFP to identify a proponent to provide the Product as described. As such, nothing in this RFP or any subsequent contract shall be or be deemed to be any commitment by the City to engage the Vendor to provide the Product or any volume of the Product. Further, the City shall remain entitled to obtain products similar or identical to the Products from third parties.

2.8. LIMITATION OF LIABILITY

2.8.1. In no circumstances will a Proponent be entitled to consequential damages for any loss of profit or damage to reputation.

2.9. ACCEPTANCE OR REJECTION

2.9.1. The City reserves the right to cancel this RFP in its entirety after the advertised closing date, if all qualified bids exceed the City’s allocated budgets or if the scope of the City’s requirements changes.

2.9.2. A Proposal may be rejected on the basis of the Proponents’ past performance, financial capabilities, completion schedule or failure to comply with Federal, Provincial or Municipal legislation.

2.9.3. As it is the purpose of the City to obtain a Proposal most suitable to the interests of the City and what it wishes to accomplish, the City has the right to waive any irregularity or insufficiency or non-compliance in any Proposal submitted and to accept the Proposal

which it deems most favorable to its interests or to reject all Proposals and cancel the RFP.

2.9.4. The City reserves the exclusive right in its sole discretion:

- to accept the Proposal which it deems to be most appropriate and to waive any deviations in the Proposal;
- to accept the Proposal in part or in its entirety;
- to accept a Proposal submitted as a partnership between 1 or more potential Proponents;
- to reject all Proposals and to invite new Proposals for the products required;
- to increase, decrease, delete, or vary any specifications of products requested
- to reject Proposals which in its opinion are clearly non-viable from an implementation, operational, environmental, scheduling, technological, or financial point-of-view;
- to reject Proposals where there are significant omissions of required information as they relate to desirable requirements;
- to reject Proposals which have conditions attached, which are not authorized by the RFP;
- to reject Proposals that have one or more errors, erasures, or corrections in the Form of Proposal; and
- to reject Proposals that omits a price on any one or more items in any Appendices of the Form of Proposal.

2.9.5. Proponents may submit more than one proposal for each unit. Proponents may complete additional submittal sheets for each unit and may suggest several alternatives. A separate form should be used for each submittal. The total number of submittals for each unit should be indicated on the summary sheet.

2.9.6. The City of Cold Lake reserves the right to inspect any vehicle for which a proposal is submitted. The City of Cold Lake reserves the right to reject any or all tenders or to accept the tender and/or tenders deemed most favorable to the City of Cold Lake including accepting a tender in full or part. The City of Cold Lake will evaluate each vehicle(unit) being proposed based on a combination of the following:

- Compliance of the unit to the specifications;
- Age, mileage and condition of the proposed unit;
- Warranty;

- Estimated reliability and service life of the proposed unit as determined by the City of Cold Lake;
- Delivery time to the City of Cold Lake
- Price of the unit.

2.10. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)

2.10.1. The City acknowledges that a Proposal may contain information in the nature of trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Proponent. The City acknowledges and agrees that responses to this RFP are provided in confidence and protected from disclosure to the extent permitted under law. The City is, however, bound by the Freedom of Information and Protection of Privacy Act (Alberta) and all documents submitted to the City will be subject to the provisions of this legislation.

2.11. ENVIRONMENTAL CONSIDERATIONS

2.11.1. Proponents are advised that the City has a policy to support the purchase of products and services that will minimize any negative impact on the environment. The City recognizes that procurement decisions by its employees can make a difference in pursuit of improving environmental performance. The City will purchase environmentally preferred products or services whenever it is practical and can be obtained at a reasonable cost.

2.12. CLARIFICATION

2.12.1. The City reserves the right to seek clarification from any Proponent to assist in the evaluation of its Proposal.

2.13. RIGHT TO TERMINATE

2.13.1. Any of the following occurrences or acts will constitute an event of default by the Proponent under the RFP and any resulting contractual agreement:

2.13.2. Non-performance or non-observance of any of its other covenants, agreements, or obligations hereunder, express or implied, continuing for fifteen (15) days after the City has given the Proponent notice in writing to rectify the non-performance or non-observance. If the failure cannot be remedied within fifteen (15) days, then the City in its discretion may extend the time period for rectification or terminate the agreement;

2.13.3. an assignment for the benefit of creditors or becoming bankrupt or insolvent, taking the benefit of any legislation for the protection of a bankrupt or insolvent parties; or

2.13.4. the appointment of a Receiver for the Proponent. In the event either 14.1.2. or 14.1.3 occurs, the City will have the right to terminate the Purchase Contract immediately.

2.13.5. The City in its sole discretion may terminate the Purchase Contract for reasons including, but not limited to, unethical or criminal activities by the Vendor upon giving 7 days notice to the Vendor.

2.14. NO COLLUSION

2.14.1. Except as otherwise specified or as arising by reason of a provision of the RFP documents, no person either natural, or body corporate, other than the Proponent has or will have any interest or share in its Proposal or in any award or Contract arising out of this RFP. There must be no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted in response to this RFP.

2.14.2. Each Proponent must certify in writing that it has no knowledge of the contents of other Proposals and have made no comparison of figures or agreement or arrangement, expressed or implied, with any other party in connection with the making of its Proposal.

2.15. CONFLICT OF INTEREST

2.15.1. By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the City or their immediate families which might in any way be seen by the City to create a conflict.

2.15.2. Any issues which may be perceived as conflicts of interest must be identified. If the Proponent declares an actual or potential Conflict of, the Proponent must provide details of the actual or potential conflict of interest when submitting the Proposal.

2.15.3. If the Proponent does not identify an actual or potential conflict of interest when submitting their Proposal, they will be deemed to declare that there was no conflict of interest in preparing its Proposal, and there is no foreseeable conflict of interest in performing the contractual obligations contemplated in the RFP.

2.16. EXECUTION OF FORMAL AGREEMENT

2.16.1. This RFP represents a definition of specific requirements only. It is not intended to be, nor should it be construed as, an offer to purchase. The City will consider each submitted response but assumes no obligation to act on any response. All submitted responses shall become the property of the City. Only the execution of a written award letter will obligate the City in accordance with the terms and conditions of that purchase contract.

2.16.2. If the Proponent's document is accepted, the Proponent shall be required to enter into a formal Purchase Contract. The Proponent will in good faith and in a timely manner clarify any terms or provisions of the Purchase if required, or negotiate if circumstances require, and finalize the Purchase within 60 days.

2.17. CREDIT CHECKS

2.17.1. The City reserves the right to request and receive references from a Proponent that will, in the City's opinion, protect the City's interests and/or demonstrate that the product provided will fit the needs of the City. Failure to comply with such requests may result in a Proposal being rejected.

2.18. CITY PROVIDED INFORMATION

All information provided to the Proponent including quantities or any other figures are accurate to the best of the City's knowledge. This information is intended to allow the Proponent to ascertain the scope of the Proposal. The actual figures may vary, and the City will not guarantee that this information is correct. Reliance on this information shall be at the Proponent's own risk.

2.19. FIRM PRICE AND ESCALATION

To be considered, all Proponents shall keep prices firm, for the time period quoted in the Proposal. Failure to comply with this requirement shall be cause for rejection of a Proposal. Alternative price Proposals will not be considered unless the Proponent first makes an offer based on firm pricing for the term of the contract.

2.20. CITY OF COLD LAKE BYLAWS

Copies of the applicable Bylaws are available online via City of Cold Lake website www.coldlake.com for the information of the Proponents. Proponents acknowledge and agree that the City may, from time to time, during the term of the Contract amend, repeal and/or replace the bylaws, as deemed appropriate.

END OF PART 2

PART 3 - SIGNATURE FORM

The Undersigned Company represents and warrants that it is authorized to carry on business of this nature and that it is not disabled from performing the Purchase Contract if awarded by any law of Canada or of the Province of Alberta. The Undersigned also acknowledges receipt, understands, and has taken into consideration all the information presented in this Request for Proposal. The Undersigned further confirms and agrees that the person whose name is set out below is fully authorized to represent the Company and to bind it to this Request for Proposal and Purchase Contract awarded pursuant to the Request for Proposal.

The Undersigned hereby acknowledges it has thoroughly reviewed and has complied with the documents making up this Request for Proposal, which may include, Instructions for Submitting Proposal, General Conditions of Proposal, Special Conditions of Proposal, all drawings and specifications as may be listed in and any amendments or addenda.

The Undersigned also authorizes the CITY OF COLD LAKE to contact any of the listed references submitted in their Proposal response.

If the RFP is being conducted through bids&tenders the Proponent will only need to acknowledge and agree to the Terms and Conditions through the Bidding System. Physical signature form will not be required.

Company Name

Date

Name and Title

Authorized Signature

THIS FORM MUST BE RETURNED WITH ANY SUBMISSION