



**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY**

PROCUREMENT RFQ 2026-10

SUPPLY & DELIVERY OF (1) 3/4-TON TRUCK

DATE OF ISSUE

Tuesday, September 8, 2026

DATE OF CLOSE:

Tuesday, September 29, 2026 – 11:00:00 a.m.

QUESTIONS

Received until 4:00 p.m., Friday, September 18, 2026.

Sherry-Lynn Harbers

General Manager of Parks, Recreation and Culture

Township of South Glengarry

Phone: 613-347-1166 ext. 2302

Email: slharbers@southglengarry.com

INFORMATION TO BIDDERS

1. Tenders will be accepted via **email** to clerk@southglengarry.com until **11:00:00 a.m. on Tuesday, September 29, 2026**.
2. All addenda issued by the Township should be acknowledged on the Form of Tender. It will be the responsibility of the bidder to check the Township website for all applicable addenda.
3. An official virtual public opening of submissions will take place live on the Township's YouTube channel 15-minutes following the procurement closing:
<https://www.youtube.com/@townshipofsouthglengarry4658>
4. The total tendered price shall be for the supply of one (1) 3/4 ton pickup truck, as specified, delivered to 19740 John St., Williamstown ON, K0C 2J0 and shall include any and all associated costs (licensing, freight, service and preparatory charges) except H.S.T. which shall be paid as a separate item.
5. Vehicle(s) to be licensed to the end of the calendar year that it is delivered. This will be invoiced as a separate item and is not included in the tender amount. The successful proponent will be provided all information required to license and register the vehicle(s).
6. The unit shall be complete and operational at the time of delivery. The successful Bidder shall supply any equipment not specifically mentioned herein necessary for the successful operation of the equipment.
7. Tenders must be submitted on the forms provided. Bidders must complete all items as indicated. The Township may reject any tender as unacceptable if the submission is incomplete or altered in any manner or if any specification is less than that stipulated under "SPECIFICATIONS". Please fill out for one or both options.
8. The successful Bidder shall supply fully executed manufacturer's warranty and a copy of the operator's manual.
9. The trucks shall be new 2026 or newer models.
10. Payment in full will be made within 45 days of receipt of the vehicle, conforming to all specifications contained herein.
11. The Township will notify the successful bidder.
12. Notice of award will be made in writing.

13. Lowest, or any, tender not necessarily accepted.

FORM OF SUBMISSION
RFQ 2026-10
SUPPLY & DELIVERY OF ONE (1) THREE QUARTER (3/4) TON TRUCK

Company Name:			
Address:			
Phone No:		Email:	
Name & Position:			
Signature			
Date			

Option 1- GAS	
Year, Make and Model of Truck:	
Vehicle Identification Number (first digit only):	
Est Delivery Date:	
Sub Total:	\$
HST:	\$
Total Price:	\$

OR

Option 2 - Diesel	
Year, Make and Model of Truck:	
Vehicle Identification Number (first digit only):	
Est Delivery Date:	
Sub Total:	\$
HST:	\$
Total Price:	\$

TO: **THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
6 Oak Street
Lancaster, Ontario K0C 1N0**

I/We, having carefully examined any and all sites of the proposed work and all documents relating thereto, do hereby submit and offer in accordance therewith to enter into an Agreement as and when required by the Township of South Glengarry, in strict accordance with the said documents and such further details as may be supplied and to supply all necessary labour, material, and plant to complete the work in the time specified and agree to be bound by the terms and conditions of this procurement process.

DATED AT _____ THIS _____ DAY OF _____ 2026

Signature of Witness

Signature of Respondent

SPECIFICATIONS

1. General

When bidders are considering pricing of these units, please be advised that the Township of South Glengarry is part of the Provincial Broader Public Sector (BPS) and is therefore eligible to receive the competitive dollar discounts that have been contracted by the Ministry of Government Services with the vehicle manufacturers for the BPS.

Vehicle must be supplied with suitable components to comply with the following specifications in all aspects.

Vehicles must comply with new Municipal Buy Ontario Procurement Directives under the “Buy Ontario Act” for Fleet Vehicles.

It is fully understood that all items listed are to be provided as stipulated. Contact the Township **PRIOR** to tender closing if you require clarification on any of the options / items listed below. If the vehicle supplier is unable to provide all the options / items listed below, the bid will be deemed to be invalid.

Dealer markings or transfers are not to be applied to these vehicles.

The vehicle supplied shall meet the provisions of the Canada Motor Vehicle Safety Act and the Regulations made under, which are in effect on the date of manufacture of the vehicle.

This specification lists only the major details of a unit; therefore, it is the supplier's responsibility to deliver a fully equipped vehicle with compatible components to provide dependable, efficient service.

Vehicle shall meet or surpass the mandatory requirements of the “Canadian Motor Vehicle Safety Regulations” (SOR 84-812) amended.

The vehicle will be registered to the Township of South Glengarry.

2. Cab & Chassis Make and Model:

Shall be one of the following:

- Ford F-250,
- Chevrolet C-2500
- GMC C-2500
- Dodge RAM 2500

3. Vehicle Weight:	CONFIRMATION	
Minimum payload shall be 1,300 kg	Specify:	kgs
GVWR	Specify:	kgs

4. Exterior	CONFIRMATION	
The exterior shall be a Crew Cab.	Yes:	
Splash guards & Wheelhouse liners shall be supplied and mounted on the front/rear.	Yes:	
Mirrors shall be black power and extendable type.	Yes:	
Side steps shall be supplied. Side steps shall be black finish.	Yes:	
Factory wired Backup Camera	Yes:	

5. Interior	CONFIRMATION	
The sound insulation package shall be of high quality and installed throughout the cab interior.	Yes:	
The upholstery shall be cloth.	Yes:	
The floor covering shall be black vinyl. Moulded Rubber floor mats shall be supplied.	Yes:	
The front seat shall be a full width heavy duty bench type with fold down Console/armrest, suitable for three (3) passengers (40/20/40). The rear seat shall be manufacturer's standard for extended cabs.	Yes:	
Cab to be supplied with an AM/FM stereo with seek/scan, digital clock, four speakers and hands-free telephone Bluetooth connectivity.	Yes:	
Cab to include standard air conditioning.	Yes:	
Dual cup-holders shall be provided.	Yes:	
There shall be a minimum of two (2) power points.	Yes:	
Intermittent windshield wiper system w/demand- type washer to be supplied.	Yes:	
Light Bar interior on/off switch	Yes:	

6. Transmission	CONFIRMATION	
Automatic with overdrive.	Yes:	
Drive Train shall be four (4) wheel drive.	Specify:	

7. Brakes	CONFIRMATION	
Chassis shall come with power brakes, heavy duty front and rear disc with 4-wheel anti-lock braking system (ABS). A parking brake shall be provided.	Yes:	

8. Towing		
Minimum Class 5 Hitch	Yes:	
Electronic trailer break controls	Yes:	
7-way Trailer light connector female socket	Yes:	
2.5inch receiver with 2 5/16 ball/pintle combination (adjustable)	Yes:	

9. Suspension		CONFIRMATION
Heavy duty shocks and Heavy-duty front suspension shall be provided.	Specify:	
Rate weighting of front suspension:	Specify:	
Minimum spring capacity at ground:	Specify:	
Front - 660 kg. per spring.	Specify:	
Rear - 1,655 kg. per spring.	Specify:	
Minimum load carrying capacity of axles shall be:		
Front - 1,725 kg (min.)	Specify:	
Rear – 2,800 kg (min.)	Specify:	

10. Wheels:		CONFIRMATION
Tires shall be all season steel belted 8 ply radial tires.	Yes:	
Wheel type shall be painted steel wheels with centre cap.	Yes:	
One (1) spare tire mounted on a rim shall be supplied identical to above.	Yes:	

11. Fuel Tank:		CONFIRMATION
Fuel tank shall have a minimum of 100 litre capacity.	Specify:	L

12. Paint		CONFIRMATION
Exterior paint shall be: Silver Ice Metallic, Iconic Silver, Quicksilver Metallic, or Billet Silver Metallic or manufacturer's closest equivalent.	Specify:	
Frame shall be painted gloss black.	Yes:	

13. Truck Box		CONFIRMATION
Box length shall be 8' (98")	Specify:	
Aluminum "KABRAK" Mesh Type or Equivalent	Specify:	
Spray on bedliner	Yes:	

14. Power Pack		
Truck Dual Battery (specify CCA)	Specify:	
220 Amp Alternator	Specify:	

15. Lights	
Five (5) roof marker lamps shall be installed.	Yes:
Gore low-profile LED light bar (#76980), installed on "KABRAK"	Yes:
All body lighting to CMVSS 108 specification.	Yes:

Provisional Value-Added Features (installed)		
Item	Description	Price (Ex HST)
P1	Wired Backup Alarm	\$
P2	Block Heater	\$
P3	120V Outlet in Cab	\$
P4		\$
P5		\$
P6		\$

16. Safety Features:

The vehicle supplied shall meet the provisions of the Canada Motor Vehicle Act and the Regulations made there under, which are in effect on the manufacturer of the vehicle.

17. Warranty, Manuals, etc:

Signed manufacturer's factory warranty on truck and engine shall be supplied.

Where minimums are called for the vehicle they must meet or exceed the capacity, size or performance specified.

This specification lists only the major details of a unit; therefore, it is the supplier's responsibility to deliver a fully equipped vehicle with compatible components to provide dependable, efficient service.

Vehicles shall meet or surpass the mandatory requirements of the "Canadian Motor Vehicle Safety Regulations" (SOR 84-812) amended and must bear the national safety mark, outlined in those regulations.

The successful bidder shall supply a PDF copy of the operator's manual, and repair manual. Dealer markings or transfers are not to be applied to these vehicles. Current safety sticker shall be supplied.

18. License:

The successful bidder shall be responsible for licensing the vehicles until December of the year it is delivered, and the documents will identify the owner as:

PROCUREMENT #2026-10
TERMS AND CONDITIONS OF THIS PROCUREMENT PROCESS

1. Time Limit for Bidding

- 1.1. Submissions will be received by the Township Clerk at the time and date designated which shall be deemed to be the Date of Closing.
- 1.2. Late submissions will not be accepted.
- 1.3. The official opening of submissions will take place (Virtually) at the Township Hall (Conference Room), 6 Oak Street, Lancaster, Ontario at the time and date designated for this solicitation.

2. Submissions

- 2.1. Submissions are to be submitted via email to the General Manager of Corporate Services/ Clerk clerk@southglengarry.com. General Manager of Corporate Services/ Clerk shall hold these submissions in complete confidence until closing.
- 2.2. All submissions must be upon the Form of Submission, if included herein, and must be accompanied by a duly completed copy of the Schedule of Items and Prices.
- 2.3. All information required must be provided and the submission price must equal the total amount of the Schedule of Items and Prices.
- 2.4. Each Respondent is solely responsible for any and all costs associated with preparing and submitting its submission.
- 2.5. All submissions become the property of the Township of South Glengarry. Details of submissions may be disclosed after the evaluation process and therefore shall not be treated as confidential unless expressly stated otherwise.
- 2.6. Upon closing all submissions become irrevocable for 60 days from the closing time; a Respondent that fails to comply with this shall forfeit their deposit and will be liable for damages.

3. Declarations of Interests

- 3.1. The Respondent shall clearly indicate any and all persons, firms or corporations, other than the Respondent, that has any direct or indirect interest in the Respondent being successful in this solicitation and describe the general nature of the interest.
- 3.2. The Respondent shall clearly indicate any Member of Council or employee of the Township that has any direct or indirect pecuniary interest in the Respondent being

successful in this solicitation and describe the general nature of the interest.

4. Taxes

- 4.1. The prices submitted shall include all taxes where applicable. For material on which the Township is exempt the prices bid shall not include sales taxes and the Township will provide the successful Respondent with a certificate of end use.

5. Ability and Experience of Respondent

- 5.1. It is not the intent of the Corporation of the Township of South Glengarry to award this Contract to any Respondent who does not furnish satisfactory evidence that he/she has the ability and experience in this class of work and that he/she has sufficient capital and plant to enable him/her to prosecute and complete the Agreement.

6. Sub-Contractors

- 6.1. The Respondent shall list the name and address of each proposed subcontractor. Only one subcontractor shall be named for each part of the work to be sublet. Each subcontractor is subject to the approval of the Township and no change in unit prices submitted in the solicitation will be allowed for the substitution of any subcontractor.

7. Collusion or Fraud

- 7.1. The Respondent has ensured that their submission is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a submission for the same work and is in all respect fair and without collusion or fraud.

8. Evaluation

- 8.1. The Township of South Glengarry shall utilize the following scoring system in the evaluation of submissions:

Evaluation Criteria	Points
Ability to Meet Specification	25
Delivery Date	10
Service/Value Added	5
Price	60
Base Evaluation Score	/100

8.2 Buy Ontario Bonus Points

Additional points will be awarded to proponents whose proposed vehicle qualifies under the Province of Ontario's Buy Ontario Procurement Directive:

Buy Ontario Category	Bonus Points
Made-in-Ontario Vehicle (MIO)	+30
Ontario Vehicle Producer (OVP) Vehicle	+15

Only one Buy Ontario bonus category will apply. The score for price shall be determined as follows:
(Lowest Bid Price / Evaluated Bid Price) X 60

The final evaluation score will be calculated as the Base Evaluation Score plus any applicable Buy Ontario Bonus Points. Proponents must provide sufficient documentation to demonstrate eligibility for Buy Ontario bonus points. The Township reserves the right to verify all claims prior to award.

9. Written Agreement

- 9.1. This solicitation is subject to a formal Agreement being prepared and executed.
- 9.2. The Township shall not be obligated to any Respondent whatsoever unless a written Agreement has been executed relating to an approved submission.
- 9.3. The successful Respondent will be required to execute the Agreement within ten (10) business days from the date of mailing of the notice to the Respondent, according to the address given in the submission, that the Contract is ready for signature.
- 9.4. Unless specifically stated otherwise in any Agreement arising from this procurement process, any service, good or claim made in a Respondent's submission shall be considered to be part of the Agreement arising from this procurement process.

10. Payment

- 10.1. Payment shall be considered as compensation in full for the supply of all necessary labour, equipment, trucking and appliances including all material to complete the work as outlined in this Contract.
- 10.2. Payment shall be construed as including protection to all existing plant and structures within the limits of this Contract.

11. Rights of Respondents/Contractor

- 11.1. By submission of a clear and detailed written or electronic notice, a Respondent may amend or withdraw its submission prior to the closing date and time.
- 11.2. Based on an approved invoice submitted to the Township Treasurer the Contractor shall be entitled to be paid monthly for Work completed.
- 11.3. The Contractor shall be entitled to simple interest calculated at ½ per cent per month on

late payments.

- 11.4. Respondents shall be entitled to prompt return of their Submission Deposit if their submission is neither the best nor second best evaluated submission.
- 11.5. After the acceptance of a submission, the Contractor may apply to the Township to substitute another Material identified by a different trade or other name for the Material designated as aforesaid or propose a different work process. The application shall be in writing and shall state the price for the proposed substitute Material or work process and such other information as the Township may require.
- 11.6. Submissions and correspondence of Respondents or the Contractor shall be protected by the Freedom of Information and Protection of Privacy Act.

12. Rights of the Township

- 12.1. Notwithstanding anything herein, if it is deemed most favourable in the interests of the Township of South Glengarry then the Township reserves the following rights, to be exercised at its sole discretion, in order to select a submission that provides the greatest value based on quality, service and price:
 - 12.1.1. to accept corrections to a submission after the closing date for obvious clerical errors except those that would vary the bid price;
 - 12.1.2. to reject any or all submissions;
 - 12.1.3. to include externalities and full-life cycle costs in determining price;
 - 12.1.4. to use its own estimates on time requirements or “cost plus” estimates in determining price;
 - 12.1.5. to award by item, or part thereof, groups of items, or all items of the procurement;
 - 12.1.6. to accept non-compliant submissions where such non-compliance relates purely to a matter of form, is of a trivial nature, or has no effect upon the relative standing of the submissions;
- 12.2. Notwithstanding anything herein, the Township reserves the following rights in all cases, to be exercised at its sole discretion:
 - 12.2.1. to reject any or all submissions based on one or more of the following factors: safety, financial stability of the Respondent, previous problems with the Respondent in delivering goods or services, the benefits of diversifying the Township’s sources of supply, reliability of a Respondent, and other commercially relevant considerations;
 - 12.2.2. to reject any submission that has an all-inclusive cost that is more than 40% below or more than 40% above the average prices submitted and evaluated;
 - 12.2.3. to modify, extend, suspend, postpone or cancel any part of this solicitation or any subsequent processes without any liability to anyone;

- 12.2.4. to reject any or all submissions if the fairness or legitimacy of the procurement process could reasonably be called into question because of interests any and all persons, firms or corporations have in a Respondent's submission;
 - 12.2.5. to issue, prior to the closing date, addenda for any part of the procurement process, including: guidelines, plans, specifications, scope of work, requirements, timelines, etc.;
 - 12.2.6. to cancel any Agreement arising out of this procurement process, without liability to the Township, if it is found that the successful Respondent provided information as part of this procurement process that it should have known to be incorrect and, in such circumstances, the Respondent will be liable for any damages incurred by the Township resulting from the cancellation of any such Agreement;
 - 12.2.7. in the event of an emergency or pending emergency, to cancel the solicitation and accept, at any time, the submission that best meets the needs of the Township given the emergency;
 - 12.2.8. the Township may contact any Respondent before, during and/or after this procurement process, including to clarify or gather additional information regarding a submission.
- 12.3. In the event that two or more submissions are ranked as equal the Township reserves the right to break the tie in a manner it deems appropriate.
 - 12.4. Where a stepped or ranked scoring process is used, the Township reserves the right to score one or more submissions for any criteria as tied or to use a ranking for any criteria that exceeds the total number of submissions.
 - 12.5. The Township reserves the right, at its sole discretion, to restrict a Respondent from participating in future solicitations if, at any time, they fail to follow any part of this procurement process.
 - 12.6. The Township reserves the right to determine the existence of an emergency situation, and when such an emergency situation is deemed to exist the Township may instruct the Contractor to take action to remedy the situation. If the Contractor does not take timely action, or if the Contractor is not available, the Township may direct others to remedy the situation.

13. Other

- 13.1. A Respondent must be prepared, if requested, to present evidence of experience, ability, service facilities and financial standing necessary to meet satisfactorily the requirements set forth or implied in the procurement process, regardless of whether this is a requirement of the procurement process.
- 13.2. If this solicitation is a "request for information", "request for expression of interest", "request for qualifications" or similar request then this process does not give rise to any contractual

rights or obligations.

- 13.3. Where the Contractor fails to correct a default within the time specified by the Township or where the Contractor fails to comply with the terms of the Procurement or Contract Documents, the Township, without prejudice to any other right or remedy the Township may have, may terminate the Contractor's right to continue the Work in whole or in part by giving written notice to the Contractor and charge the Contractor the additional cost over the submission price of completing the Work or portion thereof.