

## REQUEST FOR TENDER 2010-15

Sealed bids for the above, one original and one copy, on the supplied forms and in a clearly marked envelope, are to be delivered to the Purchasing & Risk Management Division, Corporate Services Department, 6311 Old Church Road, Lower Level, Caledon, Ontario, L7C 1J6, **prior to 2:00:00 P.M. LOCAL TIME** (as per time clock located in the Purchasing Division) **on Friday, 19 March 2010.**

These terms, conditions and specifications are intended to govern the rental, supply and delivery of four vehicles (2008 or newer): Two (2) 1-Ton Crew Cab with 8' Box Pickup Trucks and Two (2)  $\frac{3}{4}$  or 1-Ton crew cab with 8' Box Pickup Trucks for use by the Public Works & Engineering Department for the period 1 May 2010 to 31 August 2010.

The Town reserves the right to:

1. extend the rental period on a monthly basis at the monthly price Tendered, in whole or in part;
2. exercise one additional 4 month term for the period 1 May 2011 to 31 August 2011 from the successful Bidder.

All units shall conform in design strength and quality that meets or exceeds all current regulatory requirements including the Ministry of Transportation Ontario Specifications. Bidders are to include all available descriptive data with bid.

### **Bid Deposit**

Each Bid submission must be accompanied by a Bid Deposit in the form of a certified cheque, bank draft, money order or irrevocable letter of credit in its original form for ten percent (10%) of the Bid amount, made payable to The Corporation of the Town of Caledon as surety that, if the Tender is accepted, a Contract will be entered into for the proper performance of the work. The Bid Deposit of the Bidder whose submission is accepted shall be forfeited by the Bidder should the Bidder fail to execute a contract and provide the necessary documents as required within this document (such as satisfactory insurance certificate, Workplace Safety and Insurance Board letter of clearance) within seven days after receiving written notice from the Town of the award of the contract to the Bidder. Bids that do not contain the required Bid Deposit will be declared non-compliant and will be rejected.

All bid submissions are to be dropped off at the Purchasing & Risk Management Division Counter, Corporate Services Department, 6311 Old Church Road, Lower Level, Caledon, Ontario, L7C 1J6. Bids received after the deadline, whether delivered personally, or if mailed, regardless of postal markings, will not be opened. Fax or electronic (email) submissions will not be accepted. The onus is on the bidder to ensure that the bid is received in the proper location and before the closing time.

The Town of Caledon is not liable for any costs associated with the preparation of the bid submission, or for any other costs incurred by any bidder prior to the execution of the contract. The Town reserves the right not to enter into an agreement for any of the equipment due to the lack of availability of funding.

**THE LOWEST OR ANY BID SUBMISSION WILL NOT NECESSARILY BE ACCEPTED AND THE TOWN RESERVES THE RIGHT NOT TO AWARD ANY CONTRACT IF IT IS DEEMED TO BE NOT IN ITS BEST INTEREST.**

Electronic document may be obtained free of charge from the Town of Caledon, Purchasing & Risk Management Division, Corporate Services Department, 6311 Old Church Road, Lower Level, Caledon L7C 1J6 by emailing Maria Giovannone at [maria.giovannone@caledon.ca](mailto:maria.giovannone@caledon.ca). If preferred, Bidders may pick up a hard copy of the Tender document for a fee of \$15.00, which includes GST, payable in cash or by cheque made payable to The Corporation of the Town of Caledon.

Karen Kellman BA, CPP, CHRP  
Purchasing & Risk Management Division  
Corporate Services Division