



Request for Quotations No. RFQ CS-2025-05 for the Lease of Seasonal Trucks (the “RFQ”)

1. Invitation to Submit Bid

The Municipality of Kincardine (the “Municipality”) invites you to submit a bid for the Lease of Seasonal Trucks, as further described in Schedule 1.

2. Bidder Questions

If you have questions about this RFQ process, please submit your questions by email to:

Michel Di Giovanni, Manger of Parks and Facilities
mdigiovanni@kincardine.ca

3. Submission Deadline

The submission deadline for this RFQ is **5:00:00 PM ET on April 1, 2025**. Late submissions may not be considered.

4. Submission Instructions

Please submit your completed and signed Bid Submission Form (see Schedule 3) by email to:

tenders@kincardine.ca

5. RFQ Process

The purpose of this RFQ process is to request bids for the goods and services described in Schedule 1. This is a non-binding RFQ process and no legal obligations regarding the procurement of any good or service will be created until the Municipality and the selected bidder have confirmed a contract for the goods and services. The Municipality may choose to select or not select any bidder and may cancel this RFQ at any time.

The Municipality intends to select the bidder that can provide for the goods and services in accordance with all requirements described in Scheduled 1 for the lowest price. The Municipality will send the selected bidder a selection notice by email. Unsuccessful bidders will also be notified by email.

The selected bidder is expected to confirm acceptance of the Contract terms as defined in Schedule 2, within the timeframe specified in the selection notice. If the selected bidder does not confirm acceptance of the Contract, the Municipality may select another bidder or cancel the RFQ process. The Municipality may agree to negotiate minor changes to the Contract if the Municipality considers such changes necessary and/or acceptable.

The Municipality reserves the right to request and verify references and to clarify information in the highest ranked bidder's bid as a condition of entering into a Contract.

If a reference cannot be reached within a reasonable time or is unable or unwilling to provide a reference for any reason, the Bidder will be given one opportunity to provide an alternate reference. If the alternate reference can not be reached within a reasonable period of time or is also unwilling or unable to provide a reference, the selected Bidder will fail the reference check and will not be invited to enter into a Contract.

If during this pre-contract verification phase any information is discovered to be invalid, incorrect or based on incorrect assumptions to an extent that, in the Municipality's opinion, compromises the bidder's ability to deliver the requirements at the price in the bid, the selected bidder will not be invited to enter into a Contract.

Schedule 1 – Scope of work

INTRODUCTION

The Municipality is seeking a Lessor to lease 5 pick-up trucks for use in the Municipality of Kincardine Parks Division's seasonal operations fleet.

A. CONTRACT TERM

The Contract is effective as of the Contract Effective Dates specified below and shall expire upon the Municipality's approval of the final deliverable to be submitted in connection with this SOW (the "Term").

B. ADDITIONAL INFORMATION

N/A

C. GOODS

1. GOODS SPECIFICATIONS

Truck 1:

One (1) - ¾ Ton Regular Cab w/ Long Box Truck to carry Water Tank

- Regular Cab w/ Long Box
- 4 Wheel Drive
- V 8 Gas Engine
- Directional Light Bar w/ Controller attached to top of Headache Bar
- Beacon Bar Light (hard wired) and Reverse Alarm / Beepers
- Automatic
- Headache Rack
- Trailer Hitch
- Mileage 15,000 Km approximately put on Truck during duration of Lease
- 2010 or Newer
- Valid: Annual Inspection Sticker (Yellow Sticker)
- Lease date of: **April 1st, 2025 to Fall 2025 (Date TBD)**

Truck 2:

One (1) - ¾ Ton 4x4 Extended Cab Truck

- Extended Cab (Extended Cab or 4 Door)
- V 8 Gas Engine
- Automatic
- Trailer Hitch w/ Brake Controller
- Beacon Bar Light (hard wired) and Reverse Alarm / Beepers
- Mileage 15,000 Km approximately put on Truck during duration of lease
- 2010 or Newer
- Valid: Annual Inspection Sticker (Yellow Sticker)

- Lease date of: **April 1st, 2025 to Fall 2025 (Date TBD)**

Truck 3:

One (1) - ¾ Ton 4x4 Extended Cab Truck

- Extended Cab (Extended Cab or 4 Door)
- V 8 Gas Engine
- Automatic
- Trailer Hitch w/ Brake Controller
- Beacon Bar Light (hard wired) and Reverse Alarm / Bleepers
- Mileage 15,000 Km approximately put on Truck during duration of lease
- 2010 or Newer
- Valid: Annual Inspection Sticker (Yellow Sticker)
- Lease date of: **April 1st, 2025 to Fall 2025 (Date TBD)**

Truck 4:

One (1) - ½ Ton 4x4 Extended Cab Truck

- Extended Cab (Extended Cab or 4 Door)
- V 8 Gas Engine
- Automatic
- Beacon Bar Light (hard wired) and Reverse Alarm / Bleepers
- Trailer Hitch
- Mileage 15,000 Km approximately put on Truck during duration of lease
- Oil Changes Included
- Valid: Annual Inspection Sticker (Yellow Sticker)
- 2010 or Newer
- Lease from: **April 29th, 2025 to September 6th, 2025**
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Truck 5:

One (1) - ¾ Ton Regular Cab w/ Long Box Truck to carry Water Tank

- Regular Cab w/ Long Box
- 4 Wheel Drive
- V 8 Gas Engine
- Directional Light Bar w/ Controller attached to top of Headache Bar
- Beacon Bar Light (hard wired) and Reverse Alarm / Bleepers
- Automatic
- Headache Rack
- Trailer Hitch
- Mileage 15,000 Km approximately put on Truck during duration of Lease
- 2010 or Newer
- Valid: Annual Inspection Sticker (Yellow Sticker)
- Lease date of: **April 29th, 2025 to September 6th, 2025**

All of the above trucks must be equipped with:

- Warning - Beacons Bar Lights (hard wired)
- Truck Box and Box Rail protection.

- Reverse Alarm / Beepers.
- A temporary decal of the Municipal Logo at the centre of both front doors. This logo should meet the municipal standards.
- All vehicles must come with safety inspections and with proof of compliancy.
- Please note that the above trucks will be used as daily work trucks and as such, these trucks will have normal day to day wear and tear as a whole on the truck cargo box, tires, wiper blades, brake pads, exterior & interior.
 - Normal Wear and Tear – is defined as dents, dings, paint chips or scratches three inches (3”) or less in size, pitted (but not cracked) windshields, and interior wear such as stained/dirty carpets and seats normally incurred by day to day use in a rural and urban area.
- During any duration of repairs needed to any of the above Truck Units that exceeds Twelve (12) hours - we will require a substitute truck during repair that can perform equal duties as the out of service truck, free of charge to the Municipality.
- The Municipality of Kincardine will maintain responsibility for maintenance that would typically be considered the duty of the vehicle operator, such as: daily inspections, fluid level checks and replenishment of washer fluid. The Lessor will also include the above tasks along with oil changes when required as part of every scheduled maintenance visit and will correct deficiencies at each visit.
- The Lessor will provide safe and reliable vehicles to be used by the Municipality of Kincardine. At the beginning of the lease, both the Lessor and Lessee will perform a visual inspection inside and out of the vehicle to be leased and record the overall condition. The Lessor understands that there will be reasonable normal wear and tear occurring over the duration of the lease. At the conclusion of the lease, the leased vehicle again both Lessor and Lessee will perform a visual inspection inside and out of the vehicle and record the overall condition. Insurance for each rental vehicle will be under the Municipality of Kincardine Insurance policy.
- Leasing cost: Pricing will remain fixed and firm for the duration of the Lease contract period. The Lease payment will include all Truck Unit monthly lease amounts which will be itemized separately on payment invoice.
- Individual vehicle leasing pick up / drop off dates – may be subject to change.
- The Municipality has the right to reduce the duration of a Lease at no additional costs and with a reduction for months not used.
- The Lessor will be responsible for installing the Municipal decal on the centre of both front doors. The decal should meet municipal standards and be removable at the end of the lease period. The Lessor will be responsible for removing the decal.

2. DELIVERY TIMELINES

Delivery and return timelines vary by unit. See Goods Specifications for details.

1. DESCRIPTION OF SERVICE DELIVERABLES

The Municipality will receive 5 pick-up trucks suitable for use in our municipal operations fleet for the duration of the lease. These leases will be full-service and include any and all required service on the leased vehicles at no cost to the municipality.

2. MUNICIPALITY CONTRACT REPRESENTATIVE

The Municipality's representative for all matters concerning this Contract and the services shall be:

Michel Di Giovanni, Manager of Parks and Facilities

mdigiovanni@kincardine.ca

Schedule 2 - Contract Terms

1. Contract

The terms of the contract (the “**Contract**”) between the Municipality and the successful bidder (the “**Contractor**”) are comprised of the terms and conditions published on the Municipality’s website at www.kincardine.ca, the Requirements in Schedule 1 of the RFQ document, and the Contractor’s Bid Submission Form submitted in response to this RFQ. In the event of any conflict or inconsistency among the Contract terms and any other term on other documents forming part of the Contract, the Contract terms shall govern. Any terms and conditions which are contained in any other document submitted by the Contractor, such as an order acknowledgement, invoice, standard or online terms or other such document, are hereby expressly rejected and superseded by these Contract terms.

Schedule 3 – Bid Submission Form

Bidder's Name:	
Bidder's Address:	
Contact Name and Title:	
Contact Phone Number:	
Contact Email:	

The bidder offers to provide the goods and services, as described in Schedule 1, in accordance with the Contract Terms in Schedule 2, for the following pricing:

Goods (if any)

Item	Unit Price / Month	Total Months For evaluation purposes only	Total Bid Price
Truck 1 (3/4 ton)		6	
Truck 2 (3/4 ton)		6	
Truck 3 (3/4 ton)		6	
Truck 4 (1/2 ton)		4	
Truck 5 (1/2 ton)		4	
Total Bid Price			
<i>Prices are exclusive of Canadian sales taxes</i>			

TOTAL BID PRICE

TABLE	BID PRICE
TOTAL BID PRICE	

The total bid price includes all costs and expenses associated with providing the goods and services as specified in this RFQ and is exclusive of applicable sales taxes.

Signature of Bidder's Representative

Date