



**THE CORPORATION OF
THE TOWNSHIP OF
GEORGIAN BAY**

**REQUEST FOR PROPOSAL
No. 2024-11**

2024 COMPACT AWD SUV

Date Issued: March 15th, 2024

**Request Closes: April 5th, 2024
2:00 PM Local Time**

**Location: The Township of Georgian Bay
99 Lone Pine Road
Port Severn, Ontario
L0K 1S0**

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1 INFORMATION TO BIDDERS

1.1 BACKGROUND

The Township of Georgian Bay is a lower tier municipality in the District of Muskoka. As such, it delivers planning, parks, libraries, roads, limited social services and other ancillary services. The close proximity of the Township to the urban population of Ontario has contributed to its historic and contemporary role as an important cottaging, recreation and tourism destination. The Township has a permanent resident population of approximately 2,100 and an additional seasonal population of approximately 15,000. Local census data shows rapid growth and changing demographics creating pressure for year-round retirement and seasonal residences. The Township is comprised of three urban communities – Port Severn, Honey Harbour and MacTier as well as waterfront and rural areas.

The Township of Georgian Bay is a water-based community located on the southern edge of the Canadian Shield and possesses a rich and rugged natural landscape of lakes, rock, forested and wetland areas. The northern part of the Township is traversed by the Muskoka River watershed while the southern boundary is formed by the Severn River watershed; these watersheds discharge into Georgian Bay. The result is serenity of our inland lakes, a historic navigable waterway of locks, lakes and rivers, and the unique coastline of Georgian Bay including the southern portion of the 30,000 islands. The unique environmental features of this area have contributed to its recognition as a world-renowned Heritage Coast and part of the Georgian Bay Littoral Biosphere Reserve by UNESCO.

This breath-taking natural and scenic setting, which offers high quality living and recreational opportunities, has played a significant role in the settlement of the Township and continues to define its character and identity. The integrity and strength of the community make the Township of Georgian Bay a unique place to live for our full time and seasonal residents. Known as a balanced community, it has also earned a reputation as a year-round tourist destination respected internationally for its spectacular scenery and recreation for all seasons.

1.1 SCOPE OF PROPOSAL

The following is a request for proposals to provide an AWD Compact SUV with towing capacity for the Building Department of the Township of Georgian Bay. The requirements of the submission are outlined in the Request for Proposal. Schedule A – Specifications is an integral part of this document and must be supplied with your submission.

1.2 QUESTIONS & CLARIFICATIONS

It will be the Proponent's responsibility to clarify any details in question not mentioned in this request before submitting their Proposal.

Questions relating to this request must be:

Received By: (See schedule of events)
Contact: Caely Nicholson, Chief Building Official
Email: cnicholson@gbtownship.ca

Answers to pertinent questions will be responded to and shared with other Consultants via an addendum to ensure a level playing field for all Consultants. Questions received after this date and time will not receive a response.

A clarification does not form part of the proposal document.

Any modifications to the document, or answers to questions, will be in the form of addenda, which will be issued by the Contact and posted on the township's website in accordance with the schedule of events below.

Consultants are notified that any errors or omissions in the Proposal may render the Proposal invalid.

1.3 SCHEDULE OF EVENTS

Request for Proposal Release	Wednesday, March 15, 2024	
Deadline for Queries	Friday, March 22, 2024	2:00 PM
Addendum Release (if required)	24 hrs following Query Deadline	2:00 PM
Closing Date	Friday, April 5, 2024	2:00 PM
Proposal Opening (virtual – link must be requested by)	Friday April 5, 2024	2:05 PM
Anticipated Notice of Award*	Week of April 8-12st, 2024	

1.4 **SUBMISSION, CLOSING AND GENERAL TERMS AND CONDITIONS**

Proposal submissions will be accepted in at the Township Office:

The Township of Georgian Bay

99 Lone Pine Road

Port Severn, Ontario

L0K 1S0

OR

digitally through Biddingo for consideration prior to the closing date and time.

Emailed submissions are NOT accepted

All proposal submissions must conform to the terms and conditions included in the Procurement Policy By-law 2013-74 & Revision of June 2015 (Available upon request). Failure to do so may cause the submission to be rejected.

OTHER GENERAL INCLUSIONS

- There is NO bid Deposit required on this submission.
- Payment will be made within 45 days following the receipt of the goods

EVALUATION CRITERIA

QUALITY (40%)

Can meet the specification required in Appendix A

- 5% deduction for each (1) criteria that cannot be met

PRICE (30%)

WARRANTY (30%)

Baseline warranty will be worth 15%

- Based on complete warranty coverage
- Best would receive full marks
- 5% will be deducted for less

Additional extended warranty will be worth 15%

- Based on cost/benefit

- Best would receive full marks
- 5% will be deducted for less

2 PROPOSAL SUBMISSION DOCUMENTS

General Planning Services

COMPANY NAME:

ADDRESS:
(Including Branch if applicable)

TELEPHONE No:

EMAIL ADDRESS:

DATE:

AUTHORIZED NAME
(Print):

AUTHORIZED
POSITION:

AUTHORIZED
SIGNATURE:

- | |
|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> I have the Authority to bind the corporation <input type="checkbox"/> I understand that I have submitted a bid using legal bidding practices <input type="checkbox"/> I have attached a separate proposal with relevant information including details of warrantee <input type="checkbox"/> I have attached a pricing sheet with per item cost <input type="checkbox"/> I understand that the lowest or any proposal will not necessarily be accepted |
|--|

NAME AND CONTACT
INFO OF PROJECT LEAD
(Manager)

TELEPHONE No:

EMAIL ADDRESS:

3 PRICING SHEET – GAS FUELLED

Compact SUV/Crossover (Gas)		\$
Make: _____ Model: _____ Year: _____		
<u>Lowest or Any Tender Not Necessarily Accepted</u> Tendered price must be valid for 90 days	Subtotal	\$
	HST (13%)	\$
	Total	\$

Option:

1. Extended Warranty Price for Premium care warranty package (Option)

*Do not include HST

\$ _____

Other Recommended options

_____ \$ _____

_____ \$ _____

_____ \$ _____

Proposed Delivery Date: _____

(Date to be proposed in terms of number of weeks subsequent to the award of the RFP)

Delivery to be made to the Township of Georgian Bay:

99 Lone Pine Rd.

Port Severn, Ont.

I understand that the lowest or any proposal will not necessarily be

accepted

SCHEDULE "A" – Specifications / Special Provisions

2024 COMPACT AWD SUV with Towing Capacity

The following Special Provisions are intended as a guideline only. The Municipality reserves the right to compare tenders on their individual merit and award the contract accordingly.

This specification lists only the major details of a unit, therefore it is the responsibility of the supplier to deliver a fully equipped vehicle with compatible components including all current regulatory safety/restraint devices and equipment as required by government regulations and manufacturer's standard equipment for the make/model as described to provide dependable, efficient service

YES: NO:

One complete set of service manuals/CD's will be supplied

YES: NO:

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

YES: NO:

SPECIFICATIONS	SPECIFY
Model: Four (4) Door SUV/Crossover	
Four (4) door compact SUV/Crossover	
Minimum GVWR 3100 kg – Specify	
Towing Capacity – 3500 lbs	
Trailer hitch	
Minimum ground clearance 7.5 inches	
Remote start system	
Colour - white	
Powertrain:	
A. Gasoline engine, regular grade fuel 87 octane, engine displacement - Specify	
Automatic Transmission	
AWD – Specify	
Interior:	
Rubber floor mats	
Carpet flooring – Specify	
Adjustable steering column	
A/C	
Heated seats	
Bluetooth connection	
6- way driver and passenger seat adjusters	
Side air bags	
AM/FM Radio	
Exterior:	
Blind spot detection	
Rear camera	
Rear lift gate	
Parking sensors	
Wheels and Tires:	
Spare tire and wheel, jack, and lug nut wrench	