



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

**REQUEST FOR PROPOSAL  
No. 2025-02**

**2025 COMPACT AWD SUV**

**Date Issued: February 12, 2025**

**Request Closes: March 12, 2025  
2:00 PM Local Time**

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

## TABLE OF CONTENTS

<b>1</b>	<b>INFORMATION TO BIDDERS</b> .....	<b>3</b>
1.1	BACKGROUND .....	3
1.2	SCOPE OF PROPOSAL .....	3
1.3	QUESTIONS & CLARIFICATIONS .....	4
1.4	SCHEDULE OF EVENTS .....	<b>Error! Bookmark not defined.</b>
1.5	SUBMISSION, CLOSING AND GENERAL TERMS AND CONDITIONS .	4
<b>2</b>	<b>OTHER GENERAL INCLUSIONS</b> .....	<b>5</b>
<b>3</b>	<b>EVALUATION CRITERIA</b> .....	<b>5</b>
<b>4</b>	<b>PROPOSAL SUBMISSION DOCUMENTS</b> .....	<b>6</b>
<b>5</b>	<b>PRICING SHEET</b> .....	<b>7</b>
	<b>SCHEDULE "A" – Specifications / Special Provisions</b> .....	<b>8</b>

# **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 By-law 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:** Corinna King, Supervisor of Municipal Law Enforcement  
**Email:** [cking@gbtownship.ca](mailto:cking@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	February 12, 2025	
Deadline for Queries	March 12, 2025	2:00 PM
Addendum Release (if required)	24 hrs following Query Deadline	2:00 PM
Closing Date	March 12, 2025	2:00 PM
Proposal Opening (virtual – link must be requested by)	March 12, 2025	2:00 PM
Anticipated Notice of Award	Week of March 17-21, 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

<b>General Planning Services</b>
----------------------------------

**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"><li><input type="checkbox"/> I have the Authority to bind the corporation</li><li><input type="checkbox"/> I understand that I have submitted a bid using legal bidding practices</li><li><input type="checkbox"/> I have attached a separate proposal with relevant information including details of warrantee</li><li><input type="checkbox"/> I have attached a pricing sheet with per item cost</li><li><input type="checkbox"/> I understand that the lowest or any proposal will not necessarily be accepted</li></ul> |
|--|

**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><b>Lowest or Any Tender Not Necessarily Accepted</b></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**

<b>2024 COMPACT AWD SUV with Towing Capacity</b>
--

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
<b>Model: Four (4) Door SUV/Crossover</b>	
Four (4) door compact SUV/Crossover	
Minimum GVWR 3100 kg – Specify	
Towing Capacity – 3500 lbs or more	
Minimum ground clearance 7.5 inches	
Engine Block Heater Installed	
Remote start system	
Colour - white	
<b>Powertrain:</b>	
Gasoline engine, regular grade fuel 87 octane, engine displacement - Specify	
Automatic Transmission	
AWD – Specify	
<b>Interior:</b>	
Winter 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	
<b>Exterior:</b>	
Blind spot detection	
Rear camera	
Rear lift gate	
Parking sensors	

<b>Wheels and Tires:</b>	
Spare tire and wheel, jack, and lug nut wrench	
Supply a complete and mounted on rims set of same size snow tires, with TPMS sensors	
<b>Ancillary:</b>	
Three (3) sets of keyless remotes to be supplied	
Krown undercoating will be applied to the vehicle pre delivery	
Trailer Tow Package Installed (Frame, Wiring, hitch, etc.)	