

ADDENDUM 1 (April 19, 2018)
To Whom it May Concern



Re: RFP- 2018-05
- Fire Pumper Truck

In connection with the above noted project, the following changes have been made (in red):

(Page 1)

Proposals must be received by 2:00 p.m on. **May 17th 2018**

(Page 6)

2. SUBMISSIONS

Proposals will be submitted in envelopes clearly marked as to contents, will be received at the

Town of Minto Administration Office

5941 Highway 89

Harriston, ON N0G 1Z0, until 2:00 p.m., local time on **May 17th 2018**

Please replace your pages 1 and 6 with the attached amended page

If you have any further questions, please contact the undersigned:

Yours Truly

Chris Harrow

Fire Chief Town of Minto

519-343-3735

c.harrow@mintofiredept.on.ca



REQUEST FOR PROPOSAL
Town File Number FIRE 2018-05
Minto Fire Pumper Truck
Request for Proposal

The Town of Minto is requesting proposals for the following work:
To assist with design, construct and deliver a Pumper Truck to the Minto Fire Department to be delivered in 2019.

Proposals must be received by 2:00 p.m on. **May 17th 2018**

In a sealed package marked
FIRE 2018-05 Minto Fire Pumper Truck

Delivered to:

Chris Harrow
Fire Chief
5941 Highway 89
Harriston ON N0G 1Z0

There will be a public opening for this Request for Proposal. Any award of the proposal is subject to approval of the Town of Minto Council.

If the proposal arrives after the above deadline, the Town reserves the right, entirely at its discretion, to give or not give such proposal consideration.

Should a contract result from this proposal the name(s) of the successful bidder will be available to anyone upon request. The staff report to Council, if applicable, may bear the name of the bidders for the project and their respective bid amount. Submissions by bidders become records of the municipality and subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

This document consists of a Title Page (page 1), Form of proposal (page 2), Bid Document (page 6), and Bid Submission (Page 9). Bidders must review all four sections and confirm by initialing all pages that they have read and understand the contents. Please make sure all relevant forms and documents are signed and completed to ensure your bid is complete.

Bid Document

1. BACKGROUND

Minto Fire has been following a truck replacement plan for the last 10 years and this item is a part of the plan. The Pumper truck being replaced is 20 years old and due to be upgraded. The old truck will be declared surplus and will be disposed of after the new truck is in service.

2. SUBMISSIONS

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Harriston, ON N0G 1Z0, until 2:00 p.m., local time on May 17th 2018

3. SCOPE OF WORK

Bidders will submit proposals to supply the Minto Fire Department with a 2018 Pumper Truck including all mandatory items listed in Schedule A. The accepted proposal will be discussed and finalized by a committee at Minto Fire working with the successful bidder. Once finalized and signed, the truck will be delivered and paid for in full in 2019.

4. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Submissions by bidders become records of the municipality and subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

5. QUALIFICATIONS

No bidder shall submit under this proposal unless they have the skills, ability and qualifications to provide the goods, services and/or supplies in accordance with applicable federal or provincial law, and shall demonstrate such skills, abilities or qualifications explicitly in the proposal if required to do so in the bid documents, or prior to the award if requested to do so by Town representatives at their sole discretion.

6. COMPLETION DATE

The completion date for the provision of all goods, services and/or supplies required under this proposal shall be agreed upon in the pre-build meeting, but expected to be in 2019.

Failure to provide goods, services and/or supplies in the agreed upon delivery date shall result in the following liquidated damages, if applicable:

\$1000 per week deducted from purchase price for every week past the agreed upon delivery date.

7. AGREEMENT

Prior to proceeding with the work required by this proposal, the successful bidder shall be required to enter into a written agreement with the Town, on terms directed by the Town, for providing the goods, services and/or supplies under this proposal. This will be completed after the pre-build meeting(s).