

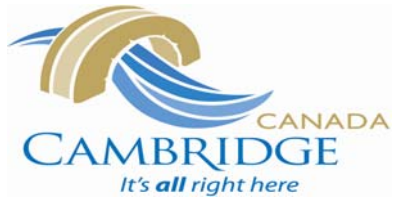
REGISTER AS A PLAN TAKER

Disclaimer

Any information or changes to the requirements of this bid opportunity will be posted on the website in the form of an addendum.

IT IS **IMPORTANT** THAT YOU REGISTER SO THAT YOU MAY RECEIVE AN EMAIL NOTIFICATION OF ANY NEW ADDENDA. YOU ACKNOWLEDGE, HOWEVER, THAT SINCE THIS IS AN AUTOMATED PROCESS THE CITY CANNOT GUARANTEE THAT YOU WILL BE NOTIFIED.

Failure to register may result in non-acceptance of your submission. The City of Cambridge is NOT responsible for computer malfunctions or delays, therefore, **it is your responsibility to check the website for addenda prior to bid closing.**



Tender 2012-24 ANNUAL SHORT-TERM LEASE OF PICK UP TRUCKS

SEALED TENDERS marked clearly as to the contents in a company envelope, will be received by the undersigned until:

2:00 p.m., Monday, February 13, 2012

for the lease of approximately twenty three (23) pick up trucks, at varying intervals, between the months of April to December, 2012.

Specifications may be downloaded, free of charge, at the website address listed below, on or after Friday, January 27, 2012. **Bidders must be registered with the Purchasing Division, either in person or via the plan takers section of the website in order for their bid to be considered valid.**

Tenders will be publicly opened in Bergey Room B, 4th Floor at 2:30 p.m. on the day of closing.

For further information regarding this Tender, please contact Michael Beattie, Manager of Operations (Fleet & Bldg.) at 519.740.4684, ext. 4547 or Denise Hellyer, Senior Buyer, at 519.740.4637, ext. 4515.

Tenders, Quotations and Proposals are to be dropped off at Purchasing Services Counter, 50 DICKSON STREET, 4TH Floor. Submissions received in Purchasing after the closing time 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.

Tenders, Quotations and Proposals can now be viewed and/or downloaded from our website. Bid results will be posted, when applicable, on the website after opening.

http://www.cambridge.ca/cs_corporate/purchasing_tenders_list.php

LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED

John Avery, CPPB
Manager of Purchasing & Inventory

Instructions, Terms and Conditions:

1. Each Tender must be returned in a sealed company envelope no later than 2:00 p.m., Monday, February 13, 2012 to:

The City of Cambridge
Purchasing Department
4th Floor, Finance & Administration
50 Dickson Street
Cambridge, Ontario
N1R 8S1

2. Tenders must be complete in all aspects and bear the appropriate signatures where indicated.

NOTE: Requirement for Vendor's Initials on each specification page.

3. Tenders must be completed in either ink or type and must be submitted on the forms provided. All specification pages and pricing page are to be included in the Tender envelope.
4. Prices quoted are to be F.O.B. our premises, 1310 Bishop Street, Cambridge, Ontario and are to include all freight, delivery charges, dealer preparation and must be licensed.

All prices quoted are to be in Canadian Funds and remain firm for the specified period.

Unless otherwise stipulated in writing, the terms of payment shall be net thirty (30) days from date of receipt of the invoice or net 30 days from acceptance of goods whichever is later.

The City of Cambridge will consider extending the contract for one (1) additional year, providing it is in our best interests to do so. Bidders are to state their percentage increase for the optional 2nd year on the Form of Tender, where indicated.

5. Sales Tax status is as follows:

(a) Harmonized Sales Tax – extra

If the item proposed is exempt from either tax, it should be noted "exempt".

The bidder shall be responsible to contact the Federal or Provincial Sales Tax Branches directly to verify any questions on applicable taxes and, if applicable, shall be shown in the Form of Tender.

6. Where available, descriptive literature and/or detailed specification sheets should be included with Tender submissions.
7. Tender submissions are irrevocable and open for acceptance after the closing date of this quote for a period of sixty (60) days. **The bids contained herein are subject to the budget approval of the Council of the City of Cambridge.**
8. The Corporation will not be responsible for any errors or omissions by the vendor in bidding on this Tender call and the price(s) shall remain firm as outlined in Item 7 above.
9. The successful bidder will not, without written consent of the Manager of Purchasing, make any assignment or any sub-contract for the execution of any service or product hereby proposed.
10. In cases of dispute as to whether or not a product or service quoted or delivered meets the conditions in the accepted Tender, the decision of the Manager of Purchasing of the Corporation shall be final and binding on all parties.
11. Complete detailed specifications and details on the product that is being supplied, must be included with your Tender.
12. Where minimums are called for, the equipment must meet or exceed the capacity, size or performance specified.
13. The equipment must be supplied complete to our specifications with all standard equipment essential to their operation whether or not specifically referred to herein.
14. The equipment must meet the provisions of the Canada Motor Vehicle Safety Act and Regulations which are in effect at the date of the manufacture.
15. The leased pick ups supplied by the successful vendor are to be NO OLDER THAN 2009 MODELS.
16. The successful bidder agrees to provide each unit delivered from their site with a full tank of fuel.

The Corporation, in return, agrees to refuel each unit with a full tank of fuel at the time the unit(s) are to be picked up and returned to the successful bidder's site.

There will be no fuel charges applied.

17. At the time of delivery and/or pickup of the unit(s) specified, an authorized City of Cambridge employee will be required to conduct an inspection of the unit(s) together with the successful bidder's appointed representative. (Refer to the requirements stated within the Specifications, Item #3:00)

Both the authorized City of Cambridge employee and the successful bidders appointed representative must sign the Inspection Form.

18. In cases where a transfer of a vehicle type is requested, (i.e. pickup to van), the terms, conditions and proposed costs will be as bid. If no costs are shown for a specific vehicle, they shall be negotiated.
19. Failure to comply with the instructions, terms, conditions and specifications of this Tender may disqualify quote submissions.
20. All questions regarding the Instructions, Terms & Conditions shall be directed to:

Michael Beattie, Mgr. of Operations
City of Cambridge
Public Works Department
(519) 740-4684 Ext. 4547

Denise Hellyer, Senior Buyer
City of Cambridge
Purchasing Department
(519) 740-4684, Ext. 4515

21. The Designated Official may issue addenda during the Tender period. All addenda become part of the Tender documents and must be submitted with the bid.

The Corporation has no responsibility to provide addenda. Bidders are requested to check the website or to enquire of the Corporation as to whether an addendum has been issued.

22. Failure to deliver within time specified or within reasonable time as interpreted by the City, or failure to make replacements when so requested, will constitute authority for the City to contract in the open market to replace the unit(s) rejected or not delivered. The City reserves the right to authorize immediate contracts in the open market against rejections on any contract when necessary. On all such contracts, the successful bidder(s) agree to promptly reimburse the City of excess costs occasioned by such contracts. Such contracts will be deducted from proposed quantities. However, should necessity demand, the City reserves the right to use or consume units, which are substandard in quality, subject to an adjustment in price to be determined by the City.
23. The Corporation of the City of Cambridge will assume no responsibility for oral instruction or suggestion. All official correspondence in regard to the Tender should be directed to and will be issued by the Manager of Purchasing or his/her designated official.
24. The terms of this Tender does allow for the "bidder" to submit in whole or in part.

25. The Corporation of the City of Cambridge reserves the right to accept the Tender in whole or in part, and reject any or all Tenders. We also reserve the right to accept any Tender, which in the opinion of the City of Cambridge is in the best interest of the City of Cambridge. The Corporation also reserves the right to extend or reduce the lease periods as required.
26. No tender, proposal or quotation will be accepted from any company which has a claim or instituted a legal proceeding against the Corporation or against whom the Corporation has a claim or instituted a legal proceeding with respect to any previous contract, without prior approval by Council.
27. The lowest or any Tender will not necessarily be accepted.

NOTE: As accurately as possible, delivery/return dates and quantities will be established with successful vendor(s) following the award of this Tender. However, minor changes are possible at any time during the term of this contract. If additional vehicles need to be added, the monthly charge given for similar type vehicles will be the base for payment.

Annual Short-Term Lease of Pick up Trucks S P E C I F I C A T I O N S

This specification lists only the major details of the equipment; therefore it is the supplier's responsibility to provide dependable efficient service for the lease of approximately twenty three (23) pick-up trucks. Unless stated otherwise on the Form of Tender, the vehicles are expected to be ½ ton, regular cab pick-up trucks with tow packages. Vehicles are expected to be delivered to Public Works Department, 1310 Bishop Street, Cambridge, no later than 10:00 a.m. on the dates outlined in the attached schedule.

These units shall meet or surpass the mandatory requirements of the City of Cambridge.

Some variations from this specification may be accepted provided these variations are, in the opinion of the City, of a minor nature and will not adversely affect the performance of the equipment. Any variations must be clearly stated in the space provided.

REQUIREMENTS:

Bidder to state on Form of Tender:

- 1:01 Basic lease rate per month for each unit specified.
- 1:02 Free km. allowance per month for each unit specified.
- 1:03 Rate to be charged per km. if the vehicle(s) exceed the free km allowance.
- 1:04 Rate to be charged per km. if supplier does not offer free km. allowance.
- 1:05 Rate to be charged per month for each unit specified if lease agreement term is extended or reduced. Note: Lease periods stated must be flexible.
- 1:06 Indicate where service will be available for each unit. Note: Service must be available within 10 km from the City of Cambridge boundaries.
- 1:07 Specify terms of Maintenance Agreement (Include. Parts & Labour)
- 1:08 Provide list of other options included and available for each vehicle.
- 1:09 State confirmation of loaner vehicles to be provided if leased unit(s) are in for service. Any additional costs will not be applicable.

Company Name: _____ Vendor's Initials _____

2:00 The Corporation of the City of Cambridge will ensure each leased vehicle is included on our own insurance policy.

Allowance for Minor Dents and Scratches:

- 3:01 Any minor dents and scratches must be clearly defined on the Inspection form at the time of delivery and return of vehicles.
- 3:02 *An Inspection Form will be required to cover each unit at the time of delivery and return pickup. (The Corporation and the Bidder will agree on an appropriate form.)*
- 3:03 The Inspection form must be signed by both the authorized City of Cambridge employee and the successful bidders appointed representative.
- 3:04 All discrepancies regarding the Inspection Form must be reported to the City's Purchasing Section within 24 hours and must be confirmed in writing within five (5) normal working days. Acceptance by the Corporation will be within ten (10) normal working days.
- 3:05 The successful bidder will be required to provide the Purchasing Section three (3) written quotes prior to processing any damage claims in order to be approved by the Corporation.
- 3:06 The following description used by the Ministry of Natural Resources for their vehicle tenders will be used to outline the Corporation's allowance for minor dents, scratches and normal wear & tear.

For the purpose of this agreement "normal wear and tear" includes:

- a) tire wear, and flat tire repairs due to road hazards, chipped and scratched paint on vehicle bodies and bumpers normally associated with bush travel;
- b) all scratches and paint wear to the interiors of truck bodies;
- c) all scratches and paint wear that does not extend to the base metal of the exteriors of the truck boxes and bodies;
- d) chipped paint caused by stones thrown by wheels of the vehicle;
- e) frayed or stretched emergency brake cables.

Additional Supplies Required

Successful bidder will be required to provide at least two (2) sets of keys for each vehicle.

Company Name: _____ Vendor's Initials _____

**THE CORPORATION OF THE CITY OF CAMBRIDGE
TENDER 2012-24**

**Annual Short-Term Lease of Pick up Trucks
Form of Tender**

Please state the year model 2009_____ 2010_____ 2011_____ 2012 _____ for leased vehicles only.

Rate charged per KM if the vehicle(s) exceed the free KM allowance	\$
Rate to be charged per km. if supplier does not offer free km. allowance	\$
Rate to be charged per month/each unit(s) if lease agreement term is extended	\$
Rate to be charged per month each unit(s) if lease agreement term is reduced.	\$

SERVICE WILL BE AVAILABLE FOR EACH UNIT AT THE FOLLOWING LOCATIONS:

Company Name & Address	Contact Person	Telephone Number

Note: Service must be available within 10 KM for the City of Cambridge boundaries (As outlined in these Specifications).

<p>Terms of Maintenance Agreement:</p> <hr/> <hr/> <hr/> <hr/>
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Company Name: _____ Vendor's Initials_____

Other options available

State percentage increase (if any) for Optional Year 2: _____

Loaner Vehicles Available: Yes _____ No _____ (Any additional costs will not be applicable.)
Comments: _____

We understand from the above specifications what is required and agree to provide dependable, efficient service for the lease and/or purchase of the units listed at the price bid.

SUPPLIER'S NAME _____

ADDRESS: _____

POSTAL CODE _____ DATED _____

TELEPHONE # () _____ FAX # () _____

SIGNATURE _____ WITNESS: _____

PRINT NAME: _____

Company Name: _____ Vendor's Initials _____

**TENDER 2012-24
ANNUAL SHORT-TERM LEASE OF PICK UP TRUCKS**

	Dates Required	# of Months Each	Total # of Months	# of Pick-ups	Department Usage	Leased Cost/Month	Total
1	May 3 to Nov 25, 2012	7	14	2	Public Works / Grass Cutting ¾ Ton, 6 passenger extended cab*		
2	May 3 to Sept 2, 2012	4	4	1	Public Works / Litter Brigade ¾ Ton, 6 passenger extended cab*		
3	Apr 5 to Dec 24, 2012	9	18	2	Engineering / Capital Works Survey Recovery		
4	April 5 to Nov 25, 2012	8	8	1	Engineering / Concrete Inspector		
5	May 3 to Nov 25, 2012	7	7	1	Public Works / Seasonal LH		
6	Apr 5 to Oct 28, 2012	7	7	1	Central West (Brian S) - Parks Mtce CSD24		
7	May 3 to Oct 31, 2012	6	6	1	Southeast (Chris Z) - Churchill Park CSD35		
8	Apr 5 to Sept 30, 2012	6	6	1	Southeast (Chris Z) - Parks Mtce CSD26		
9	May 3 to Sept 2, 2012	4	4	1	Northwest (Don B) Hort Mtce Student CSD33		
10	Apr 5 to Sept 30, 2012	6	6	1	Northwest (Don B) Gardener CSD 23		
11	May 3 to Oct 28, 2012	6	6	1	Northwest (Don B) Gardener CSD 29		
12	May 3 to Oct 28, 2012	6	6	1	Northwest (Don B) Gardener CSD 34		
13	May 3 to Oct 28, 2012	6	6	1	Northwest (Don B) Gardener CSD 30		
14	May 3 to Sept 30, 2012	5	5	1	Northwest (Don B) Aquacide Weed Control CSD 28		
15	May 3 to Oct 30, 2012	6	6	1	Northwest (Don B) - Riverside Park CSD 25		
16	May 3 to Oct 30, 2012	6	6	1	Northwest (Don B) - Line Painting CSD32		
17	Apr 5 to Nov 25, 2012	8	8	1	Northwest (Don B) - Trails Mtce CSD31		
18	Apr 5 to Nov 25, 2012	8	8	1	Northeast (Jason R) - Parks Mtce/Grass Extend Cab CSD22		
19	Apr 5 to Sept 30, 2012	6	6	1	Southwest (Roger) - Parks Mtce/Grass CSD20		
20	Apr 5 to Sept 30, 2012	6	6	1	Central East (Tony) - Parks Mtce/Grass Extend Cab CSD27		
21	Apr 5 to Sept 30, 2012	6	6	1	Central East (Tony) - Mtce CSD21		
	TOTALS		128	21		SUB TOTAL	
						H.S.T.	
						TOTAL	

*** Please note this is a ¾ ton Crew Cab 4x4 (reference lines 1 & 2)**

These units must have the following options:

- Automatic Transmission
- Power Steering & Brakes
- Over-the-Rail Box Liner and Rear Step Bumper
- Meet "CMVSR" Requirements
- Full Sized Pick-ups Only
- Tow Package on all vehicles

Company Name: _____ Vendor's Initials _____