

The Corporation of the Town of Englehart

Request for Quote

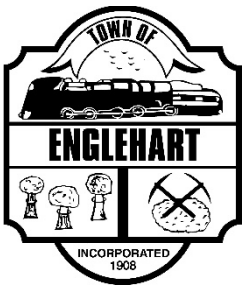
One (1) ½ Ton 4x4 Pick-Up Truck

Reference No.: RFQ 2026-01
Issue Date: **August 18th, 2026**
Closing Date: September 4, 2026
Contact Information: Ryan Vickery, Public Works Superintendent
T: 705-544-2288 | 705-544-2244
E: rvickery@englehart.ca

This Request for Quote is an invitation to submit a quotation via email, addressed to the undersigned. The subject must be clearly marked as **"RFQ 2026-01– Pick-up Truck"**.

Amy Vickery, CAO /Clerk/ Treasurer
The Corporation of the Town of Englehart
PO Box 399
61 Fifth Avenue
Englehart, ON P0J 1H0
avickery@englehart.ca

Please note that submissions received after the deadline will not be accepted and will be emailed back to the sender. Proposals received by telephone, or fax will not be accepted. **Lowest or any quote not necessarily accepted**



The Corporation of the Town of Englehart

REQUEST FOR QUOTE (RFQ) Supply of One (1) New ½ Ton 4X4 Pick-up Truck RFQ No.: 2026-01

1. INVITATION TO QUOTE

The Town of Englehart invites qualified dealers to submit quotations for the supply and delivery of **one (1) new ½-ton four-wheel drive crew cab pickup truck** meeting the specifications outlined in this Request for Quotations.

The Town intends to purchase a vehicle that provides the best overall value while meeting operational requirements, delivery timelines, warranty coverage, lifecycle costs, and applicable procurement legislation.

The Town reserves the right to reject any or all quotations

2.1 SCOPE OF SUPPLY

The successful bidder shall supply:

- One (1) new, ½-ton pickup truck
- Complete with all standard equipment required for legal operation in Ontario
- Fully serviced and ready for delivery
- Owner's manuals
- Warranty documentation
- Safety inspection completed
- Temporary licensing if applicable
- Delivery to the Town of Englehart

2.2 Terms & Conditions

The quote instructions provided shall be strictly adhered to by the Company submitting in response to this RFQ. The Town of Englehart reserves the right to disqualify any quotes that do not comply with the quote submission requirements provided herein. The municipal quote form and specification form must be used. Partial or incomplete bids will not be considered.

2.3 Period of Validity & Clarification

Quotes submitted in response to this RFQ shall remain valid for a period of 60 days from the submission deadline. The Town of Englehart reserves the right to seek clarification of any aspect of bids received in response to this RFQ. Clarifications provided by Companies shall be deemed to form part of the quote submitted by the Company

2.4 Award of Project to Successful Company & Notification to Unsuccessful Companies

The Town of Englehart will endeavour to select a Company within 1 week weeks of the quote submission deadline. The accepted form of quotation will form the agreement. All other unsuccessful proponents will be notified advising of the project award.

2.5 The Town of Englehart may at any time, make public the names of all Companies responding to this RFQ.

Additional information may be released in accordance with the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, as amended. Any proprietary or confidential information contained in the bid should be clearly identified. The Town will maintain confidentiality on such information unless ordered to release the information by the Information and Privacy Commission or a court.

2.6 Rights of the Town of Englehart

In addition to any other rights (expressed or implied) the Town of Englehart reserves the following rights:

- Request clarification or supplementary information concerning a quote from any Company
- Confirm with the Company, a third party or references (whether provided in the bid or not) confirmation of any information provided by the Company in their quote.
- Issue addenda which may substantially change the content of this RFQ and post on the website. **Note:** It is the responsibility of the bidder to check the municipal website for addenda issued before the closing date and time
- Waive formalities and accept any bid that substantially meets the intent of this RFQ, and which complies with the Town Purchasing Policy.
- Reject any or all bids submitted in response to this RFQ at its sole discretion.
- Disqualify any Company whose actions or bid violates terms and conditions stated within this RFQ.

The Town of Englehart will not be held responsible for Company or third party costs, claims, direct or indirect damages caused by the Town exercising its rights reserved in this section or otherwise expressed or implied in this RFQ.

2.7 Trade-in

The Town of Englehart may consider the trade-in of the municipal vehicle identified in **Trade-In Vehicle Information** as part of this procurement.

Bidders are invited to inspect the trade-in vehicle, where applicable, and may submit a trade-in value as part of their quotation. The submission of a trade-in value is optional and will not be considered a requirement for submitting a quotation for the new vehicle.

The Town reserves the right to accept or reject any trade-in offer.

2.8 Conflict of Interest

Companies submitting RFQ's for this project shall disclose any perceived or actual conflict of interest relating to this assignment to the Town prior to submission of the Quote and in such circumstances, shall obtain the approval of the Town to submit a Quote.

Conflict of Interest could include, but is not limited to, any situation or circumstance where:

- The Company has access to confidential information from the Town that is not available to other Companies.
- The Company has undertaken an act that could be perceived as compromising the integrity of the open and competitive RFQ process, resulting in the Company having an unfair advantage.

3. MINIMUM VEHICLE SPECIFICATIONS

The vehicle shall meet or exceed the following minimum specifications, for a full list of specifications see

General

- New - having an odometer reading of 4,000 km or less Crew Cab
- Four full-size doors
- Four-wheel drive (4WD)
- Automatic transmission
- Hitch and towing package
- Floor covering – prefer vinyl or rubber
- Work truck preferred equipment group

Exterior

- White or approved alternative
- Spray-in bedliner
- Minimum 6 foot box length
- All-season tires
- Full-size spare tire
- Back-up alarm
- Undercoating & rust proofing

Warranty

Minimum manufacturer warranty:

- 3 years / 60,000 km comprehensive
- 5 years / 100,000 km powertrain

or manufacturer's standard warranty, whichever is greater.

4. DELIVERY

Bidders shall indicate:

- Estimated delivery date
- Vehicle location
- Whether vehicle is in stock or factory order
- Any anticipated delays

Delivery shall occur during normal business hours.

5. PRICING

Quotation prices shall be in Canadian dollars and include:

- Vehicle
- Freight
- Dealer fees
- Delivery

Pricing should clearly identify all applicable taxes and HST separately.

Please include optional accessories listed separately and shall not form part of the base quotation unless specifically requested.

7. Trade-In Consideration

Where a bidder has submitted a trade-in allowance, the Town may consider the proposed trade-in value as part of the overall financial evaluation of the quotation.

The Town is not obliged to accept the highest trade-in allowance or any trade-in offer. The Town may consider the overall value of the quotation, including the purchase price of the proposed vehicle, trade-in allowance, warranty, delivery, service support, specifications, and other applicable evaluation criteria.

The Town reserves the right to proceed with the purchase of the new vehicle without accepting a trade-in. The Town reserves the right to request clarification or additional information.

8. BUY ONTARIO CONSIDERATIONS

The Town of Englehart supports Ontario businesses and recognizes the province's direction to strengthen Ontario's economy through public procurement where permitted by applicable legislation and trade agreements.

Where quotations are substantially equivalent in price, quality, delivery, lifecycle costs, and operational suitability, preference may be given to suppliers, dealers, products, or value-added services that contribute to Ontario's economy, including:

- Ontario-based dealerships
- Ontario-based service and warranty support
- Ontario manufacturing or assembly where applicable
- Local parts availability
- Reduced delivery distances
- Local economic benefits

Nothing in this RFQ shall be interpreted as restricting competition contrary to applicable legislation or trade agreements.

9. TERMS & CONDITIONS

The Town reserves the right to:

- Reject any or all quotations;
- Waive informalities or minor irregularities;
- Accept a quotation other than the lowest price;
- Cancel this RFQ at any time;
- Negotiate minor changes with the preferred bidder.

The successful bidder shall maintain pricing for a minimum of **60 days** following closing. The Town shall not be responsible for any costs incurred in preparing quotations.

Submission Requirements Checklist

The Bidder shall submit the following with its quotation. Failure to provide the required information may result in the quotation being deemed incomplete or non-compliant.

Item	Included (✓)
Completed pricing form	☐
Completed and signed Declaration	☐
Completed and signed Conflict of interest form	☐
Manufacturer's specification sheet/brochure for the proposed vehicle	☐
Detailed list of all standard and optional equipment included in the quoted price	☐
Complete warranty information, including comprehensive powertrain, corrosion and roadside assistance coverage	☐
Include additional package options with pricing	☐
Estimated delivery date and confirmation whether the vehicle is in stock or factory order	☐
Name and address of the supplying dealership	☐
Contact information for the sales representative	☐
Details of the nearest authorized warranty and service centre	☐
Identification of any deviations from the required specifications	☐
Confirmation that the vehicle is new, unused, and current model year	☐
Confirmation of compliance with all applicable Ontario and Canadian safety standards	☐
Buy Ontario Information (if applicable), including any information demonstrating Ontario economic benefits such as Ontario assembly, Ontario dealership, local warranty support, Ontario parts distribution, or other value-added benefits	☐

Submission Information

Quotations shall be submitted no later than:

Date: September 4, 2026

Time: 2:00pm

Email: avickery@englehart.ca

Or Town of Englehart 61 Fifth Street Englehart, Ontario P0J 1H0



Form of Quote for the
Supply of

One (1) ½ Ton 4x4 Pick-Up Truck

The undersigned Bidder hereby offers to supply **One (1) ½ Ton 4x4 Pick-Up Truck** in accordance with the RFQ documents.

Having carefully examined the specifications and the quote document including all addenda and instructions to bidders, I/we the undersigned hereby offer to furnish the specified equipment, expeditiously and in a satisfactory manner and accept in full payment the stipulated sum set out herein:

1. Bidder Information

Company Name	
Contact Person	
Address	
Telephone	
Email	

2. Vehicle Information

Make	
Model	
Model Year	
Engine	
Transmission	
Colour	

3. Pricing Schedule

Description	Amount (CAD)
Base Vehicle Price	\$
Freight	\$

Dealer Preparation	\$
Delivery	\$
Other Charges (specify)	\$
Subtotal	\$
HST	\$
Total Quotation Price Before Trade-In	\$
Optional Trade-In Allowance	(\$)
Applicable HST Adjustment	\$
Net Purchase Price After Trade-In	\$

4. Specification

Description	Meets Specs		Comments
	YES	NO	
POWER TERRAIN			
Transmission with cooler for trailer towing			
Block heater			
Power steering			
Long life antifreeze rated -50c			
The radiator is to provide cooling for the engine with temperatures ranging from -50c-+50c			
Power brakes 4-wheel ABS			
Rear cross traffic breaking			
Minimum 105-amp alternator			
Minimum battery size 730 CCA			
Auto locking front hubs			
Shift on the fly transfer case			
Transfer case ski plate			
Corrosion resistant exhaust system			
SUSPENSION AND BODY	Meets Specs		Comments
	YES	NO	
4 Door Crew Cab (all doors must be able to open independently without opening another door)			

Six-foot box length (minimum)			
Trailer towing package with class IV hitch			
Spare tire to be mounted underbody			
Outside dual folding mirrors			
Colour: White preferred			
Corrosion resistance package to prevent rust			
INTERIOR			
12 volt power source			
USB power source			
Cloth Seats			
Rubber flooring- no carpet			
AM/FM radio capable of hands-free phone use			
Tilting steering column			
Cruise Control			
Interior dome light			
Air Conditioning			
High output or heavy-duty heater			
Bucket seats with center consul with storage			
Back up Camera			
Front passengers assist handle			
Built in coffee cup holders			
MISCELLANEOUS			
Unit is to be supplied with two (2) keys/ fobs			
Seven (7) pin round and four (4) pin flat trailer plugin			
Cargo light			
White sound exterior Back-up Alarm			
Spray in box liner including top of box sides if they don't already have a protective cap			
Basic power terrain warranty of five (5) years 100,000 km			
Vehicle and components must comply with all safety standards applicable under the Government of Canada Motor Vehicle Safety Act and Regulations, applicable on the date of manufacture.			
Vehicle must be fully serviced prior to delivery. All faults in material and workmanship are to be repaired during the pre-delivery inspection.			

5. Delivery

Estimated Delivery Date:

The delivery date shall be considered a firm commitment. Should the truck not be delivered and accepted by the Purchaser by the required delivery date, the Supplier shall provide a **rebate of \$25.00 per** each day of delay, calculated from the day following the required delivery date through and including the actual delivery and acceptance date.

The applicable rebate shall be deducted from the purchase price payable to the Supplier. Alternatively, where payment has already been made, the Supplier shall issue credit to the Purchaser for the applicable rebate amount.

Delays resulting directly from circumstances caused by the Purchaser, or from other delays expressly agreed to in writing by the Purchaser, shall not be subject to the rebate.

Bidder shall confirm acceptance of the above delivery commitment and late-delivery rebate provision as part of its quotation.

6. Vehicle is:

☐ In Stock

☐ Factory Order

Estimated Production Date (if applicable):

7. Warranty

Coverage	Details

8. Dealer Service Information

Nearest Authorized Service Centre:

Address:

10. Certification

The undersigned certifies that the vehicle identified in this submission complies with the specifications indicated above and that any deviations have been fully disclosed.

Company Name:

Authorized Representative (Print):

Title:

Signature:

Date:



Town of Englehart- Declaration

I/We _____ offer to supply the requirements stated within.

The corresponding total cost of \$ _____ Tax included.

I/We hold the prices valid for 60 (sixty) days from submission date.

The specifications have been read over and agreed to this ____ day of _____ 2026.

Company Name: _____

Contact Name (*please print*): _____

Title: _____

Mailing Address: _____

Town/City: _____ Postal Code: _____

Telephone: _____ Fax: _____

Cell Phone (*if applicable*): _____

Email: _____

Authorizing Signature:

"I have the authority to bind the company/corporation/partnership"

Signature

Municipality Acceptance

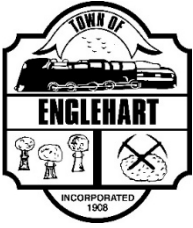
The undersigned, on behalf of the Municipality, hereby acknowledges and accepts the above quotation and the terms and conditions contained herein, subject to final approval by the Municipality's authorized signing authority.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____



Town of Englehart- Conflict of Interest Declaration

Please check appropriate response:

- ☐ I/We hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- ☐ The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's bid submission or the contractual obligations under the Agreement.

List Situations:

In making this quotation submission, our Company has / has no (*strike out inapplicable portion*) knowledge of or the ability to avail ourselves of confidential information of the Town (other than confidential information which may have been disclosed by the Town in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at _____ this _____ day of _____ 2026.

Firm Name: _____

Bidder's Authorization Official: _____

Title: _____

Signature

Trade-in Vehicle Information

Description	Information
Year	2017
Make	Chev
Model	SIL
VIN	3GCUKNEC7HG48767
Colour	White
Current Mileage	68,314 KM (August 11)

Bidders are responsible for satisfying themselves as to the condition, value, and suitability of the trade-in vehicle prior to submitting a trade-in offer. Bidders are encouraged to arrange an inspection of the vehicle and may do so by contacting the Town at the contact information provided in this RFQ.

Any photographs, descriptions, mileage, specifications, or other information provided by the Town regarding the trade-in vehicle are provided for information purposes only and shall not replace the Bidder's responsibility to inspect and assess the vehicle.

By submitting a trade-in offer, the Bidder acknowledges that it has had the opportunity to inspect the vehicle and accepts responsibility for determining the value of the vehicle based on its own inspection and assessment.











