



Tender Document

REC-2026-03

For One (1) Pick-Up Truck

(1) 4x4, Half Ton Crew Cab Truck

Jeff Johnston
Manager of Parks, Recreation & Facilities
613-382-2149 Ext 1127
recmanager@gananoque.ca



TENDER REC-2026-03

TENDER INFORMATION:

The Town of Gananoque (otherwise referred to as “The Town”) is seeking Tender submissions from qualified respondents for the supply of one (1) pick-up truck for the Parks and Recreation department as described below:

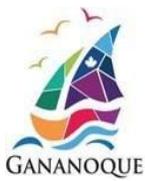
One (1) Half Ton, 4x4, Crew Cab Truck, 6.5ft Box, Gas or Hybrid

Tender Closing Date: April 1, 2026
Tender Closing Time: 11:00AM EST

Tender Submissions: Will be accepted online at www.Biddingo.com

GENERAL:

- (a) Vehicle year range can be for 2025-2026 for all models.
- (b) Vehicles can be gas or hybrid models as detailed within the Tender.
- (c) Vehicles shall be plated to the maximum GVWR after acceptance.
- (d) The lowest or any bid not necessarily accepted.
- (e) The Town reserves the right to defer payment until all specifications, as described in all Sections, have been met.
- (f) Prior to final acceptance, the vehicles will be subject to an operational test, not to exceed five working days.
- (g) For information please contact Robert Kennedy, Superintendent of Parks and Facilities at facilities@gananoque.ca.



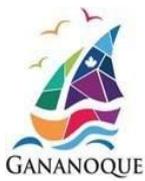
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INFORMATION TO BIDDERS:

The Town of Gananoque (otherwise referred to as “The Town”) is seeking Tender submissions from qualified respondents for the supply of:

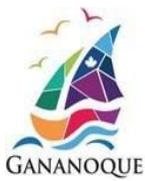
Parks & Recreation – One (1) Half Ton, 4x4, Crew Cab Truck, 6.5ft Box, Gas or Hybrid

1. The deadline for submission is **April 1, 2026 at 11:00AM EST.**
2. Bids will be opened on **April 1, 2026** immediately following the deadline.
3. All questions regarding this Tender must be submitted, in writing, by email to Robert Kennedy, Superintendent of Parks and Facilities, at facilities@gananoque.ca no later than **March 25, 2026.**
4. The Tender submission must meet all required specifications and the vehicles must be delivered to the Public Works Yard at 665 Charles Street, Gananoque, Ontario, on or before the agreed to delivery date.
5. The Standard Tender Terms & Conditions form a part of each Tender and apply in like force to contracts for the purchase of materials, supplies, equipment and services.
6. All Tenders submitted to The Town will bind bidders to the terms and conditions set forth.
7. Tenders must be submitted online using www.Biddingo.com on the forms provided by The Town. Hard copies and emails will not be accepted.
8. Bids received after the deadline will be rejected.
9. By accessing the electronic Tender package at www.Biddingo.com you are considered registered for this Tender, **REC-2026-03.**
10. The Town reserves the right to reject any or all submissions, as a whole or in parts, and waive formalities in the best interest of The Town, without stating reasons.
11. The Town reserves the right to terminate a Tender process at any time, without stating reasons.
12. The Town may choose to issue Addenda to provide clarification or additional information during a Tender process. Addendums will be uploaded at www.Biddingo.com. Registered bidders will receive notification through Biddingo.com and it is the sole responsibility of the Bidder to ensure any Addendums have been reviewed and are included with the Tender submission. If Addendums are not included with submissions, bids may be rejected.
13. All Bids received will be held in strict confidence until after the closing date and time.



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14. All information required in the Tender forms, in connection with each item against which a Tender is submitted, must be given to constitute a valid Tender.
15. Bids submitted for consideration will be evaluated on specifications, total price, warranty, vendor past performance/references, work experience, staffing and equipment requirements, after sales service, delivery date and any other factors which The Town deems appropriate, for the best value for The Town.
16. The Total Bid Price shall be for the supply of Items the bidder is bidding on, complete with all specified optional equipment or approved equivalent. The vehicles shall be f.o.b. the dealership and shall include service, fuel, freight, delivery, materials, equipment and preparatory charges and be in Canadian dollars.
17. The Bidder must supply the latest printed specifications and advertising literature for the vehicles specified. Vehicles tendered can be current model year in production or from past used inventory from 2025.
18. All components must be free from design deficiencies that may affect their operation or serviceability.
19. The successful Bidder must supply a fully executed manufacturer's warranty on new vehicles, minimum 5 years or 100,000 kms bumper to bumper, including roadside assistance. The successful bidder must supply a warranty on used inventory, minimum 2 years or 100,000 kms bumper to bumper, including roadside assistance.
20. The Town is subject to payment of sales and excise taxes imposed by the Federal and Provincial Governments and such taxes must be included in Tender prices, as a separate line item, unless otherwise specifically indicated in the Tender.
21. The Town meets the definition under the Broader Public Sector to access Ontario Government purchasing discounts and Vendors of Record. Bidders should price accordingly.
22. Bidders must declare that the Tender is not made in connection with any other Bidder submitting a Tender for the same commodities and is in all respects fair and without collusion or fraud. The Bidder must declare that there is no conflict of interest. In order to ensure fairness, The Town reserves the right to disqualify, at any time and at its sole discretion, any respondent engaging in lobbying in connection with a competitive bidding process. The Town may disqualify a respondent at any time in the procurement process, including after the selection process, if The Town determines it may give unfair advantage to one respondent relative to others. Lobbying may include: verbal or written communication with or to any Town staff or Council member other than those identified as contacts in the Tender; verbal or written communication with any expert or advisor assisting in the evaluation selection process; any communication with the Tender evaluation or selection team other than those identified as contacts within the Tender; direct or indirect requests by the respondent to any person, organization or group to provide written or verbal expression of support not required by the competitive bidding process.



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23. The Town shall not be liable nor reimburse any bidder for any costs associated in developing a Tender submission, attending meetings, demonstrations, legal services or any other service that may be required in the bid submission process.
24. A Bid submission may be withdrawn at any time prior to the Tender deadline by sending an email to recmanager@gananoque.ca from the firm's senior official authorizing the withdrawal. The Town will verify the withdrawal with a telephone call to the firm's senior official. There shall be no withdrawals following the closing deadline.

AWARD:

1. Lowest Bid not necessarily accepted.
2. Tenders will be opened publicly on **April 1, 2026** immediately following the closing deadline. Public openings are a process to announce and record all bids received prior to the deadline. Bidders should note that the pricing information read aloud is **preliminary** in nature and is considered **unofficial**. Unofficial results should not be construed as an indication of the successful Bidder. All documentation is subject to review for mathematical accuracies, compliance with the specifications and terms and conditions of the contract and approval by Council.
3. The Town reserves the right to inspect any vehicle or equipment as a result of this Tender and the decision shall be at The Town's sole discretion to determine if the vehicles being supplied meet the basic requirements of The Town.
4. The Bid submitted shall remain valid for at least ninety (90) days from the Tender Closing Date.
5. A Bidder must be prepared, if requested, to present evidence of experience, ability, service facilities and financial standing, necessary to meet satisfactorily, the requirements set forth or implied in the Tender.
6. Cash discount may be offered by the Bidder for prompt payment of invoices, but such cash discounts will not be taken into consideration in determining low bidder unless such discount is based on payment of invoice not less than twenty (20) days after satisfactory delivery and/or receipt of satisfactory invoice, whichever is later.
7. The Town reserves the right to terminate the contract for sufficient cause, including but not limited to poor performance, late delivery, inferior quality, incorrect pricing or health and safety concerns. If the respondent fails to perform the work properly or fails to perform any provision of this Tender, The Town may terminate the contract with written notice.

GOODS WHILE IN TRANSIT:

The successful Bidder must provide coverage for goods while in transit, for the full purchase value. Coverage is to be written on a Broad Form Basis and begin at point of sale and continue until received by the Town of Gananoque. Coverage is to include, but not limited to, damage while in transit and warehouse to warehouse transit.



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DELIVERY:

Trucks delivered must meet all Specifications as specifically stated in the Tender. Where any part or nominal appurtenances of equipment is not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.

INSPECTIONS & TESTS:

Items which fail to meet the terms of the contract in any way, are subject to rejection or to be paid for on an adjusted price basis. The decision of The Town shall be final.

TERMS OF PAYMENT and INVOICES:

The Town's terms of payment are net thirty (30) calendar days following receipt of the invoice. Invoices are to be forwarded to Accounts Payable at accountspayable@gananoque.ca. Invoices submitted for goods not received or services not complete will be held until services are complete and deliveries are received.

SPECIFICATIONS:

While these specifications are specific with respect to detailed requirements, it is recognized that product development activity may have led to the availability of innovations in certain areas which, if incorporated in the unit would improve its operation. Bidders are encouraged to submit such change as alternate bids separate from the bid complying with the original specifications and acceptance of such alternate bids shall be at the discretion of the Town of Gananoque.

These Specifications list only the major significant details of the vehicle required. It is the supplier's responsibility to provide vehicles fully equipped for intended uses with compatible components to provide dependable, efficient service.

Where minimum or maximum requirements are specified, the unit offered must meet or exceed these requirements, unless an acceptable alternate is offered. The decision of The Town shall be final.

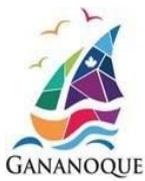
All items listed are minimum requirements of the vehicles being purchased. If a supplier is unable to meet the requirements of all items, The Town is under no obligation to accept the Bid.

All vehicles offered shall meet or surpass the mandatory requirements of The Canadian Motor Vehicle Safety Regulations and the most pertinent current acts or regulations as they apply to the use of such vehicle by the Town of Gananoque.

1. GENERAL

a) This Specification details the requirements for:

Item #1 Parks & Recreation – One (1) Half Ton, 4x4, Crew Cab Truck, 6.5ft Box, Gas or Hybrid



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- b) Vehicles must be supplied with suitable components to comply with the following Specifications in all aspects.
- c) No dealer identification markings or decals shall be attached to the unit.

2. **MINIMUM STANDARDS**

- a) The vehicles shall be the manufacturer's standard current or planned production model as shown in their literature and all component units shall be standard or be a standard catalogue listed option unless otherwise specified and agreed.
- b) While the purpose of the Specifications is to indicate certain minimum requirements in the way of capacity, strength, construction and other details, their use is not intended to relieve The Town of all responsibility in the selection of equipment which may be considered most suitable for the service involved. In other words, even though submissions are received based on furnishing equipment which may meet the minimum requirements indicated, it is not intended that this alone shall limit the contract award to be recommended, but that other factors shall be considered together with any experience The Town may have had with equipment of the same type or manufacture.
- c) Vehicles must be supplied with suitable components to comply with this specification in all aspects.
- d) Where minimums are called for, the vehicles must meet or exceed the capacity, size or performance specified.
- e) This specification lists only the major details of the vehicles. Therefore, it is the supplier's responsibility to deliver fully equipped vehicles with compatible components to provide dependable, efficient service.
- f) Vehicles must conform to all federal and provincial motor vehicle safety standards.

3. **ALTERNATES**

- a) The Specifications included herein describe the type, size, design and construction of equipment which is felt necessary to meet the performance and service requirements of The Town. Bidders desiring to quote on equipment which deviates from the standpoint of capacity size, construction and performance, both as to individual component parts and the completely assembled units, are requested to submit alternate bids on the equipment which so deviates. Any and all alternate bids which are submitted will be given due consideration.



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SPECIFICATIONS

Item #1 Parks & Recreation – One (1) Half Ton, 4x4, Crew Cab Truck, 6.5ft Box, Gas or Hybrid

Item 1	Yes	No	Comments/Details
Year Range 2025-2026			
Engine, Minimum 300 horsepower, 395 LB-FT of Torque, Gasoline or Diesel			
Transmission, Minimum 8-speed automatic Unless Electric Specified Truck			
Manual 4 Wheel Drive Shifter on floor			
Trailer brake controller, integrated			
Minimum GVWR 6,000lbs/2721kg			
Minimum Trailer Towing 10,000lbs/4535KG			
Black Front Tow Hooks			
4 Wheel ABS			
Tire Pressure Monitoring System			
Integrated Back up Camera in Tailgate			
Trailer Hitch Receiver with 7-way Trailer Plug			
Color: Exterior: Summit White			
Mirrors, outside power-adjustable heated glass black in color			
Bumper, Front and Rear Chrome			
Rear Wheelhouse Box Liners			
Rubber Spray in Bedliner Coating and on Tail Gate			
Multiply Box Tie Down Points			
Front and Rear Molded Mud Guards			



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Black Round Assist Step Left and Right (Running Board)			
Integrated Power Supply in Truck Box with Weathertight Cover Minimum 110V 400 Watt			
Tires, 275/60-70R18"-20" all-terrain, Blackwall			
Rim 18"-20" Steel or Aluminum or Alloy			
Wheel trim, painted center caps if Steel Rim			
Skid Plates			
Spare tire 275/60-70R18"-20" all-terrain, Blackwall			
Interior: Jet Black or Dark Grey, Vinyl seat trim			
Seats, front 40/20/40 split bench			
Power windows front and back left and right			
USB-C and USB Ports Minimum 110V 400W in cab power supply for Laptop			
Vinyl Floor Black			
Auxiliary Beacon switch			
Molded Removable Floor Liners			
2 – Ignition Keys/ Fobs with Locking and Unlock lock features			
Vehicle Remote Engine Start			
If Hybrid Charging System			
Prior to delivery, the Vendor will review the Specifications within this RFP to confirm all specifications were met. Failure to complete this task will result in delayed payment until any noted deficiencies are rectified.			
120V power plug for tablet/laptop charging			



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Successful bidder is to deliver the vehicle to the Public Works Yard at 665 Charles St, Gananoque, ON and all costs shall be included in the bid price			
Where minimums are called for, the vehicle(s) must meet or exceed the capacity, size or performance specified			
All service manuals, operation manuals, electrical schematics, and diagnostic manuals pertaining to these vehicles shall be supplied at the time of delivery to The Town, in electronic and paper format			



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BID FORM

Item #	Quantity	Description	Unit Price
1	1	Half Ton, 4x4, Crew Cab Truck, 6.5ft Box, Gas or Hybrid Engine: _____	\$
Sub Total Bid Price			\$
HST			\$
TOTAL BID PRICE			\$

Terms of Payment are 90 days or Net days, F.O.B. address above.

Item 1 Delivery Date: _____ Initials: _____

It shall be a condition of the contract to be entered into, pursuant to this Tender process, that the vehicles shall be delivered to the Town of Gananoque no later than one hundred and twenty (120) days from award of the Tender. As such, a later date and further terms, including a penalty clause, may be agreed upon between The Town and the successful bidder, and if the subsequent agreed upon terms are not met this contract shall be terminated.

LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED

This page must be completed and submitted with all Bids



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BID FORM – Part II

I/We _____ the undersigned, have carefully examined the Tender documents and specifications and am fully informed as to The Town's requirements. I/We hereby offer to supply the specified truck, complete with all equipment for the price listed above.

Dated at _____ the ____ day of _____, 2026.

Print Name: _____

Signature: _____

Company: _____

Address: _____

Telephone: _____

Email Address: _____

H.S.T. No.: _____

This page must be signed and submitted with all Bids



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BIDDER'S DECLARATION FORM

I/We (enter name) _____

Title/Position _____

Organization or Business _____

Declare that no person, firm or corporation other than the one who's signature or the signature of whose proper officers is attached below, has any interest in this Proposal or in the Contract proposed to be undertaken.

Further declare that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Proposal for the same work and is in all respects fair and without collusion or fraud.

Further declare that no Town employee, or Member of Council and their families is, or will become interested directly as a contracting party or otherwise or in the performance of the Contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.

Further declare that the several matters stated in the said Tender are in all respects true.

Further declare that I/We have examined the Request for Tender in detail and hereby propose and offer to enter into a contract to provide all of the items mentioned and described or implied therein, including, in every case, freight, duty exchange, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities provided, and Unit Prices attached to this Bid.

I/We agree that this offer is to continue open for acceptance until a formal contract is executed or a Purchase Order is issued to the successful Bidder.

Signature of Authorized Officer

Date

Name of Authorized Officer (please print)

Date

Signature of Witness

Date

Name of Witness (please print)

Date

Seal (if applicable)

This page must be signed and submitted with all Bids