

**CORPORATION OF THE  
TOWNSHIP OF CHISHOLM**

**REQUEST FOR QUOTE (RFQ)**

**CONTRACT NUMBER:** CH – 2025-01  
**ONE TONNE PICK UP TRUCK**

**Sealed RFQ  
will be received by:** Lesley Marshall  
Township of Chisholm  
2847 Chiswick Line  
Powassan, Ontario  
P0H 1Z0

**RFQ Issued Date:** FRIDAY, March 28<sup>th</sup> 2025

**RFQ Closing Date:** MONDAY, April 14<sup>th</sup> 2025

**RFQ Closing Time:** 12:00 P.M. LOCAL TIME

**RFQ Opening Time:** 12:15 P.M. LOCAL TIME

**LOWEST OR ANY RFQ NOT NECESSARILY ACCEPTED**

## **SCHEDULE OF CONTRACT DOCUMENTS:**

- 1) Information to Respondents
- 2) Scope
- 3) Proposal Form

## **INFORMATION TO RESPONDENTS:**

### **GENERAL INFORMATION**

- 1.0 Proposals should include two (2) hard copies of their quotation in a sealed package that is predominantly marked “CH-2025-01 One Tonne Pickup Truck”, including full legal name and return address of the Respondent and received at the Township of Chisholm Municipal Office, located at 2847 Chiswick Line by 12:00pm Friday April 11<sup>th</sup>, 2025. Quotations submitted after the closing date and time will be rejected.
- 2.0 All inquiries concerning the RFQ, prior to closing shall be directed to:  
Lesley Marshall, CAO Clerk-Treasurer  
Township of Chisholm  
2847 Chiswick Line  
Powassan, ON P0H 1Z0  
Telephone: 705 724-3526  
Fax: 705 724-5099  
Email: l.marshall@chisholm.ca
- 3.0 The Corporation reserves the right to reject any or all proposals and to waive formalities as the interests of the Corporation may require without stating reasons therefore.
- 4.0 If required by the Corporation, addenda will be posted on the Township of Chisholm website ([www.chisholm.ca](http://www.chisholm.ca)). It is the Respondent’s responsibility to ensure all addenda have been received.

### **SCOPE**

- 1.0 The Township of Chisholm is requesting quotes from qualified and certified dealers for the supply and delivery of one (1) new one tonne (4) door extended cab truck. Each truck must be a 2024 model or newer, in stock and available on the lot. The respondent is required to provide full specification sheets including VIN, build spec and any additional dealer items installed should be clearly identified as such.
- 2.0 Delivery is required direct to the Township of Chisholm Public Works yard at 2373 Chiswick Line, Powassan ON P0H1Z0 within 3 weeks of written notice to respondent of Council approving the bid. The Respondent is required to register and license the vehicle on behalf of the township.

- 3.0 Mandatory Technical Requirements are set out below.
1. Full size pickup truck
  2. "Extended cab" or "Quad cab", must be 4 door, approved seating 4 or more passengers
  3. GVW minimum 10,000 lbs
  4. 4 wheel drive
  5. Automatic transmission
  6. Engine gasoline only
  7. Regular size box specific to manufacturer must be minimum 8 ft" inside length
  8. Towing package, including 2" ball hitch, and draw bar installed
  9. Five tires (includes one full size matching spare) all season
  10. Block heater
  11. Air conditioning
  12. Blue tooth
  13. Radio
  14. Rubber floor mats, must be fully covering floor. Weathertech or equivalent
  15. Heavy duty mud flaps
  16. 2 keys/fobs in total provided (all keys must start vehicle)
  17. Power windows and power door locks
  18. Factory back up camera
  19. Box liner coating. LineX or factory equivalent
  20. Skid Plate
  21. Back Rack with Amber Flashing light.
  22. Heated Mirrors
  23. Exterior colour must be factory painted.

### **THE RESPONDENT DECLARES**

- 1.0 No person, firm or corporation, other than the Respondent signed below, has any interest in this Proposal or in the proposed services for this Proposal.
- 2.0 This Proposal is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Proposal for the same Service and is in all respect fair and without collusion or fraud.
- 3.0 The content and requirements of this Proposal document have been read and understood.
- 4.0 The Respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.
- 5.0 The Respondent will declare, any real or perceived, conflict of interest to the CAO Clerk Treasurer. The term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:
  - (a) in relation to the RFQ process, the Respondent has an unfair advantage or engages in

conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the township in the preparation of its quotation that is not available to other Bidders, (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process (including but not limited to the lobbying of decision makers involved in the RFQ process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process or render that process non-competitive or unfair; or

(b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the Respondent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

6.0 All prices are quoted in Canadian funds.

**ALL OR ANY PROPOSAL NOT NECESSARILY ACCEPTED**

DATED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
SIGNATURE OF RESPONDENT

\_\_\_\_\_  
SIGNATURE OF WITNESS

I have the authority to bind the Respondent.

**THIS PAGE MUST BE RETURNED AS PART OF THE PROPOSAL SUBMISSION**

**Township of Chisholm**

# Proposal Form

## Respondent Information

Full Legal Name of Dealership: \_\_\_\_\_

Any Other Relevant Name, if applicable: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Respondent Name and Title: \_\_\_\_\_

Phone Number, if different from above: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Pricing

Year, Make and Model: \_\_\_\_\_

Colour: \_\_\_\_\_

Unit Price: \$ \_\_\_\_\_

HST (13%) \$ \_\_\_\_\_

\*Total Price \$ \_\_\_\_\_

\* Total price must be 'All In', inclusive of all taxes, fees, licensing, delivery and registration costs.