



Long Point Region Conservation Authority

REQUEST FOR TENDER FOR

**TWO 2026 MODEL YEAR 4x4
REGULAR ½ TONNE SINGLE
CAB PICKUP TRUCKs WITH 8'
CARGO BOX**

TENDER No. LP-047-26

CLOSING DATE: Thursday, March 19, 2026 at 4:00 p.m. local time

SUBMITTED BY:

SUBMITTED TO:

Long Point Region Conservation Authority
4 Elm Street
Tillsonburg, ON
N4G 0C4

Attention: Aaron LeDuc
Manager of Corporate Services
519-842-4242 ext. 224
aleduc@lprca.on.ca

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1.0 **INTRODUCTION**

Long Point Region Conservation Authority appreciates your interest in this Request for Tender (“RFT”).

This RFT covers the supply and delivery of two 2026 Model Year 4x4 Regular ½ Tonne Single Cab Pickup Trucks with 8’ Cargo box. See **Section 7.0** for further details.

In this RFT, the successful Proponent shall be referred to as the “Supplier”.

1.1 **Appendices (included)**

To be completed and submitted with Tender:

- Appendix A – Acknowledgements
- Appendix B – Pricing and Delivery Schedule
- Appendix C – Details, Finishes and Warranty

2.0 **TENDER CLOSING DATE AND TIME**

Tender Bids are to be submitted before **March 19, 2026 at 4:00 p.m. local time** to:

Long Point Region Conservation
Authority 4 Elm Street
Tillsonburg, ON N4G 0C4
Attention: Aaron LeDuc
Manager of Corporate Services

Bids received after the Closing will not be accepted, and will be returned to the Proponent unopened.

3.0 **TENDER OPENING AND RESULTS**

All Bids received on time will be opened on March 19, 2026 at 4:01 p.m. at the Administrative office.

The names of the respondents submitting bids and total bid amounts will be announced; however, no other tender information will be released at that time.

Proponents will not be notified in writing of the bid results.

Proponents acknowledge that by submitting a Tender, they have made themselves fully aware of the requirements, and that any and all inquiries pertaining to this Tender have been satisfied and are included as part of the submitted price.

4.0 **AUTHORITY CONTACT PERSONS**

Proponents with questions related to the detailed specification or the nature of the work required may contact Frank Schram by email to fschram@lprca.on.ca, or by phone at 519-429-0363.

Any questions, requests for information, or comments on this RFT should be addressed **not later than 4:00 p.m. on March 5, 2026** to allow staff time to respond, or to prepare and distribute an addendum as necessary, and to allow time for Proponents to receive and process the new information.

Unless otherwise indicated, the RFT is available on the Authority website at www.lprca.on.ca or can be picked up at the LPRCA Administrative office located at 4 Elm Street, Tillsonburg, ON.

5.0 **INSTRUCTIONS TO PROPONENTS**

5.1 **Addenda**

It may be necessary for a variety of reasons to issue addenda that may include, but not be limited to:

- a. Correction to, or clarification of, the RFT;
- b. Extension of the closing date;
- c. Retraction or cancellation of the RFT.

Potential Proponents must **provide the Authority with company information**, including street address, fax number and email address, to be advised of addenda when issued or further information. Information should be provided to the Authority Contact Persons referenced in Section 4.0.

All addenda issued to potential Proponents who have provided contact information will include a covering letter asking the recipient to confirm receipt of the most recent addendum and any previous addenda.

Addenda will be faxed, emailed or mailed to the latest address as provided by the Proponent. It is the Proponent's responsibility to notify the appropriate Authority Contact Persons of any change to their fax number, email or mailing address.

Although the Authority will make every reasonable effort to ensure a Proponent receives all addenda issued, it is the Proponent's ultimate responsibility to ensure all addenda have been received and are reflected in their Tender submission.

5.2 Tender Submission

5.2.1 The Tender shall include:

- a. All addenda that have been issued;
- b. All requirements of this RFT, as set out in Section 7.2 "To Include in Tender".

The Tender shall be typed or written in ink. It shall contain original signatures where required.

5.2.2 The Tender shall be made upon the forms provided. The prices quoted shall be valid for a period of thirty (30) days from the Closing.

5.2.3 A Tender shall be accepted only when submitted in an envelope sealed and clearly marked "**Confidential**", "**Tender for Two 2026 Model Year 4x4 Regular ½ Tonne Single Cab Pickup Trucks with 8' Cargo box**", includes the name and address of the Proponent, and is clearly addressed to:

**Long Point Region Conservation Authority
4 Elm Street
Tillsonburg ON, N4G 0C4
Attention: Aaron LeDuc, Manager of Corporate Services**

5.2.4 Proponents are cautioned not to send Tenders **collect** by courier, or with insufficient postage. **Costs for Tenders determined to be received "COLLECT" by courier, or with insufficient postage, will not be accepted.**

5.2.5 Faxed or e-mailed Tenders will not be accepted.

6.0 GENERAL TERMS AND CONDITIONS

6.1 Employees

In the performance of this Contract, the Supplier shall be an independent Supplier. Neither the Supplier nor any of their employees shall be deemed to be employees of the Authority.

6.2 Costs Incurred

The Authority shall not, under any circumstances, be responsible for any costs incurred by the Proponent in the preparation of the Tender.

6.3 Accept/Reject

The Authority may accept a Tender in whole or in part, whether the submitted price is the lowest or not, and may reject any or all Tenders.

6.4 Causes for Rejection

6.4.1 The following represent circumstances that would result in a Tender being rejected:

- a. Tender received late (will not be opened);
- b. Tender received where a pre-qualification process or meeting is mandatory and has not been met by the Proponent (will not be opened);
- c. Correct version of Tender form not used;
- d. Tender not complete;
- e. Tender not legible in whole or in part;
- f. Tender not completed in ink or type;
- g. Tender not signed;
- h. "Agreement to Terms and Conditions", when required, is not executed or included with the Tender; or
- i. Other mandatory forms or details required and clearly shown in the RFT as being required upon submission of a Tender are omitted.

6.4.2 The following represent circumstances where a Tender is questioned but may be accepted after examination or correction:

- a. Tender containing simple arithmetic errors as determined during evaluation process; or
- b. Tender not acknowledging correct number of addenda issued.

6.5 Cancellation of Contract

The Authority reserves the right to cancel the Contract if the goods or services are unsatisfactory, if delivery requirements are not met or if invoice amounts do not match the quoted prices. The Authority may also cancel the Contract without cause by means of a thirty (30) day advance written notice.

6.6 Approvals

It shall be the Supplier's responsibility to ensure that they are in compliance with all Provincial and Federal legislation and regulations that pertain to the type of work being carried out under this Contract.

In the event that the Supplier fails to execute the Contract in accordance with the foregoing requirements, the Supplier agrees that the Authority may, at its discretion, enter into a contract with the next qualified Proponent.

6.7 Freedom of Information

All information collected and produced in report or digital form by the respondent shall become the property of Long Point Region Conservation Authority and subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. All public reports approved by the Full Authority Board will become public information.

7.0 TENDER DETAILS AND SPECIFICATIONS

7.1 Introduction

The Authority requires the supply of Two 2026 Model Year 4x4 Regular ½ Tonne Single Cab Pickup Trucks with 8' Cargo box.

7.2 To Include in Tender

7.2.1 Tender Format

The Proponent shall provide the information requested below to support the scope of work. Note that the required information must be clear and concise and, therefore, should not exceed ten (10) single-sided pages in total length, excluding information relating to the Proponent contact information, profile and **Appendices A to C**.

The Tender must be organized with headings and order of presentation as listed below.

7.2.2 Acknowledgements

The Proponent shall provide completed **Appendix A – Acknowledgements**, confirming any addenda received.

7.2.3 Pricing and Completion Schedule

The Proponent shall provide completed **Appendix B – Pricing and Completion Schedule**, providing the firm price for supply, delivery and installation, in Canadian Funds, at the Long Point Region Conservation Authority, HST extra.

The Proponent shall provide their HST registration number, or indicate if they operate as a Small Trader with the Federal Government.

The Proponent shall provide a completed schedule in **Appendix B**.

Prices shall remain firm for a period of 30 days from the date of the Tender Closing.

7.2.4 Company Profile

The Proponent shall clearly identify full name, addresses, phone numbers, and fax numbers, of the Company. The Tender should also identify the individual authorized as a signing authority to negotiate the Tender in the event the Proponent is selected.

7.2.5 Meets Specifications

The Proponent shall provide sufficient details that provide confirmation that all equipment and work meets the requirements of **Section 7.0 with specifications set out in Appendix C**.

The Proponent is to complete **Appendix C**.

Failure by the Proponent to provide such confirmation may result in rejection of the Tender as null and void.

7.2.5 Warranty and Maintenance

The Proponent shall provide written information on warranty on all components supplied and installed with this Tender, including OEM warranties.

The Proponent shall outline any additional extended warranty available, including costs. Warranty coverage is to begin on the Authority's first "in-service" date.

7.3 Recommendation of Award

The Lowest or any tender will not necessarily be accepted.

Award of the Tender will require the approval of the Board of Directors of Long Point Region Conservation Authority. The Tender will be considered at the April 1, 2026 Board Meeting.

8.0 ERRORS AND OMISSIONS

It is understood and agreed that this RFT includes specific requirements and specifications. The Authority shall not be held liable for any errors or omissions in any part in this RFT.

Nothing in the RFT is intended to relieve the Proponent from forming their own opinions and considerations with respect to the matters addressed in the RFT.

There will be no consideration of any claim after submission of Tenders that there is a misunderstanding with respect to the conditions imposed by the Contract.

9.0 TENDER CHECKLIST

The Proponent is responsible for ensuring that the submission is complete, by providing the following in a sealed envelope:

One (1) original to include:

- a. All addenda issued, with original signatures; and
- b. All documentation to address **Section 7.2 "To Include in Tender"**.

Appendix A**ACKNOWLEDGEMENTS**

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

I/WE ACKNOWLEDGE that all matters stated in the submitted Tender are in all respects true.

I/WE ACKNOWLEDGE that I/WE have carefully read Request for Tender #LP-047-26, and have satisfied ourselves as to the conditions under which the work is to be carried out, and do hereby make an offer with Long Point Region Conservation Authority to provide the necessary services for the completion of the **Supply of Two 2026 Model Year 4x4 Regular ½ Tonne Single Cab Pickup Trucks with 8' Cargo box** at pricing indicated in **Appendix B – Pricing and Completion Schedule**.

I/WE ACKNOWLEDGE and warrant that the price submitted shall be firm for a period of thirty (30) days from the date of the Tender Closing.

Dated at _____ this _____ day of _____ 2026.

Firm or Organization Name

Signing Authority

Street Address

Signature

City

Postal Code

Telephone and Fax Number

Appendix B**PRICING AND COMPLETION SCHEDULE****1. PRICING**

	\$
SUBTOTAL	\$
HST	\$
TOTAL	\$

2. HST

HST Registration Number is: _____

OR

Operates as a Small Trader with the Federal Government: _____

Dated at _____ this _____ day of _____ 2026.

Firm or Organization Name_____
Signing Authority_____
Street Address_____
Signature_____
City_____
Postal Code_____
Telephone and Fax Number

Appendix C**DETAILS, FINISHES AND WARRANTY****1. Detailed Specifications**

The Proponent is to complete the following table identifying all features and components proposed in the supply of Two 2026 Model Year 4x4 Regular ½ Tonne Single Cab Pickup Trucks with 8' Cargo box.

This specification lists only the major details of a unit; it is the supplier's responsibility to deliver a fully equipped vehicle with compatible components to provide dependable, efficient service.

Where minimums are called for the vehicle must meet or exceed the capacity, size or performance specified.

Vehicles for which tenders are submitted shall conform to the latest laws, rules, and regulations for the Province of Ontario and all relevant requirements of the Canadian Motor Vehicle safety Standards at the date of vehicle and equipment manufacture

**REQUEST FOR TENDER FOR
TWO 2026 MODEL YEAR 4X4 REGULAR ½ TONNE
SINGLE CAB PICKUP TRUCKS WITH 8' CARGO BOX**

<u>SPECIFICATION:</u>	<u>CONFIRMATION:</u>
<p>1. <u>MAKE AND MODEL:</u> Specify the make and model of the units being tendered</p>	<p>MAKE: _____</p> <p>MODEL: _____</p>
<p>2. <u>CMVSA:</u> Vehicles shall meet or surpass the mandatory requirements of the Canada Motor Vehicle Safety Act and its regulations in effect on the date manufactured and the vehicle must bear the National Safety Mark.</p>	<p>YES NO</p>
<p>3. <u>ENGINE:</u> 8 cylinders Fuel Injection Gasoline</p>	<p>YES NO YES NO YES NO</p>
<p>4. <u>TRANSMISSION:</u> Four-Wheel Drive (minimum) Automatic Tow Haul Mode Transmission Cooler Overdrive</p>	<p>YES NO YES NO YES NO YES NO YES NO</p>
<p>5. <u>WHEELS AND TIRES:</u> P235/75R 17 (minimum) All Terrain Steel Rims</p>	<p>YES NO SPECIFY: YES NO YES NO</p>

<p>6. <u>TRAILER TOW PACKAGE:</u></p> <p>Tow Receiver</p> <p>Built-in Break Controller</p> <p>RV Plug Receiver</p> <p>Trailer Mirrors</p>	<p>YES NO</p> <p>YES NO</p> <p>YES NO</p> <p>YES NO</p>
<p>7. <u>BODY STYLE:</u></p> <p>Regular Cab</p> <p>Cloth Seats</p> <p>Air Conditioning</p> <p>Vinyl Floor Covering in Cab</p> <p>Power windows and locks</p> <p>Standard bumpers</p> <p>8' Cargo box</p>	<p>YES NO</p>
<p>8. <u>PAINT:</u></p> <p>Dark Green (<i>1st Choice - preferred</i>)</p> <p>Dark Blue (<i>2nd Choice</i>)</p>	<p>YES NO</p> <p>SPECIFY:</p>
<p>9. <u>WARRANTY:</u></p> <p>State Base Warranty Coverage</p> <p>State Powertrain Warranty Coverage</p> <p>State Rust Warranty Coverage</p>	<p>YES NO</p> <p>SPECIFY:</p> <p>YES NO</p> <p>SPECIFY:</p> <p>YES NO</p> <p>SPECIFY:</p>

10. <u>INFORMATION:</u> Vehicles to be licensed by the dealer and included on the invoice as a separate item	YES NO SPECIFY:
11. <u>ATTACHMENTS:</u> Supply Two (2) Complete Sets of Keys	YES NO
12. <u>DELIVERY:</u> Full tank of gas	