



REQUEST FOR TENDER 2010-66
**5 month (15 November to 15 April) rental of
Municipal Tractors for Winter Sidewalk Maintenance– Seven Units**

Sealed bids for the above, one original and one copy, on the supplied forms and in a clearly marked envelope, are to be delivered to the Purchasing & Risk Management Division, Corporate Services Department, 6311 Old Church Road, Lower Level, Caledon, Ontario, L7C 1J6, **prior to 2:00:00 P.M. LOCAL TIME** (as per time clock located in the Purchasing & Risk Management Division) **on 17 September 2010.**

These terms, conditions and specifications are intended to govern the **5 month (15 November to 15 April) rental of Municipal Tractors for Winter Sidewalk Maintenance – Seven Units** for use by the Town of Caledon's Public Works & Engineering Department – Parks Division, in accordance with the minimum specifications outlined herein, and to set forth the terms and conditions of requirement. All equipment shall be 2008 model year or newer, conform in design strength and quality that meets or exceeds all current regulatory requirements.

In addition, the Town reserves the right to rent up to one (1) additional identical piece of equipment in each of the option years (for a total of 2 additional units) at the same unit price to be negotiated for the original seven units.

Contract Term - The contract shall be for one 5 month period and pricing shall remain firm for that period; being 15 November 2010 through to 15 April 2011.

The Town reserves the right to extend contract for two (2) additional one (1) year terms, on the same terms and conditions based on satisfactory service, performance and pricing for each previous and option period.

The Town of Caledon reserves the right not to enter into an agreement due to the lack of availability of funding.

Bid Deposit

Each Bid submission must be accompanied by a Bid Deposit in the form of a certified cheque, bank draft, money order or irrevocable letter of credit in its original form for five percent (5%) of the Bid amount, made payable to The Corporation of the Town of Caledon as surety that, if the Tender is accepted, a Contract will be entered into for the proper performance of the work. The Bid Deposit of the Bidder whose submission is accepted shall be forfeited by the Bidder should the Bidder fail to execute a contract and provide the necessary documents as required within this document (such as satisfactory insurance certificate, Workplace Safety and Insurance Board letter of clearance) within seven days after receiving written notice from the Town of the award of the contract to the Bidder and if delivery of the equipment is not made on the stated date. Bids that do not contain the required Bid Deposit will be declared non-compliant and will be rejected.

Bid Submission

All bid submissions are to be dropped off at the Purchasing & Risk Management Division Counter, Corporate Services Department, 6311 Old Church Road, Lower Level, Caledon, Ontario, L7C 1J6. Bids received after the deadline, whether delivered personally, or if mailed, regardless of postal markings, will not be opened. Fax or electronic (email) submissions 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.

The Town of Caledon is not liable for any costs associated with the preparation of the bid submission, or for any other costs incurred by any bidder prior to the execution of the contract. The Town reserves the right not to enter into an agreement for any of the equipment due to the lack of availability of funding.

THE LOWEST OR ANY BID SUBMISSION WILL NOT NECESSARILY BE ACCEPTED AND THE TOWN RESERVES THE RIGHT NOT TO AWARD ANY CONTRACT IF IT IS DEEMED TO BE NOT IN ITS BEST INTEREST.

Electronic document may be obtained free of charge from the Town of Caledon, Purchasing & Risk Management Division, Corporate Services Department, 6311 Old Church Road, Lower Level, Caledon L7C 1J6 by emailing Maria Giovannone at maria.giovannone@caledon.ca If preferred, Bidders may pick up a hard copy of the Tender document for a fee of \$20.00, which includes taxes, payable in cash or by cheque made payable to The Corporation of the Town of Caledon.

Sandi Taferner, Purchasing & Risk Management Co-ordinator
Purchasing & Risk Management Division
Corporate Services Division