

Request for Quotation
FOR
One (1) 3/4 Ton Service Truck
OR
One (1) 1 Ton Single Wheel Service Truck

Request for Quotation No.: **RM499-2025-04**

Date Issued: **April 14, 2025**

Submission Deadline: 4:30 p.m. CST - **May 22, 2025**

PART 1 – INTRODUCTION AND BACKGROUND

1.0 Overview of the Requirement

The RM of Mervin No. 499 has a requirement for the supply of one (1) NEW 2024/2025 - 3/4 Ton Service Truck **OR** one (1) NEW 2024/2025 - 1 Ton Single Wheel Service Truck.

Item Description	Quantity	Net Unit Price	Net Extended Amount
3/4 Ton 4x4 – 4 Door Crew Cab Service Truck	1	\$	\$
1 Ton Single Wheel 4x4 – 4 Door Crew Cab Service Truck	1	\$	\$

1.1 Specifications

Service Truck must be complete with all (but not limited to) the specifications listed below:

- White in color
- 4 door crew cab
- Full size back seat
- Upgraded cab
- Upgraded media system/Bluetooth
- 6.6 litre engine or greater
- Trailer package with hitch, wiring and integrated trailer brake controls
- Trailer towing mirrors
- Back up camera
- Power tailgate
- Spray in box liner
- HD cooling system
- Mud flaps
- Full length tube type running boards
- Off road protection package/skid plates and tow hooks
- Command start
- OnStar (or equivalent) capability
- M/T load range E tires
- Driving lights (“fog” lights)

The RM requires a minimum warranty of 5 years or 120,000 km.

1.2 Mobile Service

Mobile service must be available within 24hrs of call for service.

1.3 Warranty Service Location

Preference may be given to the company with the closest proximity to the RM for service and warranty requirements.

1.4 Delivery

The service truck must be delivered by June 30, 2025.

2.0 No Collusion

The undersigned further agrees on behalf of the company named below, to supply the goods and services listed at the prices quoted and within the terms and conditions as identified in Request for Proposal #RM499-2025-04. This Offer is valid and enforceable for at least Ninety (90) days following the closing date.

This proponent further warrants that this proposal is made without collusion with any other party except those expressly disclosed in this proposal and that the Proponent has no conflict of interest.

3.0 RFQ Contact

Respondents should direct any questions on this RFQ process in writing to:

Name: Kerry Robertson, RM Foreman
Email: rm499@rmofmervin.com

4.0 AWARD

Award will be made to one (1) Proponent; therefore, the Proponent must quote all goods in the RFQ

5.0 RFQ Definitions

Throughout this Request for Quotation, the following definitions will be used:

“Quote” means a Proponent’s offer to supply Goods in response to the RFQ

“RM” means Rural Municipality of Mervin

6.0 Submission Instructions

Quotations must be submitted electronically, via email, in Microsoft Word or Adobe Acrobat format by 4:30 p.m. CST, May 22, 2025 to the following email address:

rm499@rmofmervin.com.

The email subject line should indicate that it is a Quote and include the RFQ number and title.

Quotations submitted after the Submission Deadline will be rejected.

7.0 Amendment of Quotations

Proponents may amend their Quotations prior to the Submission Deadline by the same method as prescribed for submission of Quotations. Any amendment should clearly indicate which part of the Quotation the amendment is intended to replace.

8.0 Withdrawal of Quotations

At anytime throughout the RFQ process, up to the submission deadline, a proponent may withdraw a submitted Quotation. To withdraw a Quotation, a notice of withdrawal must be sent to the RFQ Contact by the submission deadline and should be signed by an authorized representative of the Respondent. The RM is under no obligation to return withdrawn Qualifications.

9.0 Request for Quotation Terms and Conditions

1. Non-compliant submissions will not be accepted or considered.
2. Quotations must be in Canadian funds and include delivery destination duty paid (D.D.P.), Incoterms 2010.
3. If a bidder discovers that they have made an error in their quotation, the bidder may forward a correction notice to the RM, but it must be received by the RM prior to the closing date and time for the Request for Quotation. Unless otherwise specified, quotations will be open for acceptance for 90 days after the closing date.
4. Deviations from the requirements in the RFQ may result in rejection of the Quotation.
5. When quotations have been received and an award made, the successful bidder will be held to their quotation as of the closing of the Request for Quotation irrespective of subsequent representation that mistakes have been made in the quotation originally submitted.
6. If it appears that an error has been made in a quotation, The RM may, in its sole discretion, before awarding an order, communicate with the potential supplier to ascertain if they will supply at the quoted price or withdraw the quotation. If the potential supplier is permitted to withdraw their quotation, the potential supplier will not be considered on this Request for Quotation.
7. The RM reserves the right to award this order in part or in full, based on quotations received unless the potential supplier specifies that its quotation is valid for the complete order.
8. In the event of a discrepancy between the unit price and the extended price, the unit price shall govern.
9. The lowest or any quotation may not necessarily be accepted.
10. Bidders should use the unit of measure shown in the Request for Quotation. Where conversions are required, these should be done by the bidder prior to submitting the quotation.
11. Bidders should refer to the Request for Quotation number in all correspondence.

12. Bidders must comply with all applicable laws.

13. Bidders are solely responsible for their own expenses, if any, in preparing a Request for Quotation response and subsequent negotiation with the RM, if any.

14. In the event of a tied bid, the bidder with the closest proximity to the Municipality shall be deemed the successful bidder.

15. Quotations will not be opened publicly.

Bid Form

This Quote request, your response and the attached terms and conditions govern our agreement.

Bidder Information	
Name	
Legal Company name	
Company address	
Phone number	
Email address	

Signature of Person authorized to bind the bidder/supplier

Date