

# **REQUEST FOR PROPOSAL 02-2024**

## **Supply of New Multi-Purpose Sidewalk Tractor**

Issued: February 02, 2024

Deadline for Submissions: March 01, 2024



*A People Place, A Change of Pace*  
**SHELBURNE**  
ONTARIO, CANADA

**The Corporation of the Town of Shelburne**

203 Main Street East | Shelburne, ON L9V 3K7

Phone:519-925-2600 | Fax:519-925-6134 | Email:[treasurer@shelburne.ca](mailto:treasurer@shelburne.ca)



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## OVERVIEW

The Corporation of the Town of Shelburne is inviting proposals for the supply of one (1) new multi-purpose sidewalk tractor as specified herein.

This unit will be used for year-round operations. The unit offered must be a current model with the latest standard features available in the manufacturer's design.

The Proponent is to meet or exceed the minimum specifications acceptable by the Town of Shelburne and in some cases may find it necessary to provide detail with respect to a noted specification to provide further explanation on why their product does or does not satisfy the specification. **For additional details the "SPECIFY" column can be used to further explain the feature.** In keeping with a transparent and fair evaluation, please list additional features at the end of these specifications. Where minimums are called for, the equipment must meet or exceed the capacity size and/or performance specified.

The successful Proponent shall deliver, to the Town's Operations Yard, a fully equipped, multi-purpose sidewalk tractor with compatible components, to the satisfaction of the Town's Operations Supervisor, within 90 calendar days of the awarding of the contract.

All Unit Bid Prices are to include the following new 2024 year multi-purpose sidewalk tractor as specified herein in full conformity with the Town's specifications and Applicable H.S.T. (13 %).

## DELIVERY DATE

The Proponent is responsible for providing a firm delivery date. The Town has the expectation of a completed vehicle delivered to the Operations Yard by **June 03, 2024 (negotiable)**.

Included on the tender form submission (Schedule B) is a commitment to confirm the delivery date of finished multi-purpose sidewalk tractor.

Shelburne Operations Yard

124 Luxton Way

Shelburne, Ontario, L9V 3M8



## PROPOSAL REQUIREMENTS

Request for Proposal submissions must include Schedule A, B and Request for Proposal Form. Request for Proposal to be addressed by email only to Carey Holmes, Treasurer at [treasurer@shelburne.ca](mailto:treasurer@shelburne.ca) with the subject line clearly stating RFP 02-2024 Submission.

Emails must be sent no later than **3:00 p.m. (15:00 hours) local time**, on the specified closing date; Friday March 01, 2024. Late bids will not be accepted.

<b>February 02, 2024</b>	Request for Proposal Issued.
<b>February 23, 2024 (4:30pm)</b> <i>(questions &amp; addendums (if any))</i>	Deadline for electronic questions to Municipality <a href="mailto:bmacdonald@shelburne.ca">bmacdonald@shelburne.ca</a> from Interested Suppliers; Replies will be circulated to all Suppliers: Addendums (if necessary) will be the responsibility of the bidder to download from the Town website at <a href="http://shelburne.ca">shelburne.ca</a> or <a href="http://merx.com">merx.com</a> .
<b>March 01, 2024 (3:00 pm)</b>	Closing date for Proposal Submissions.
<b>March 06, 2024</b>	The Municipality will award the Request for Proposal and notify the successful Proponent.

## QUESTION PERIOD

**All questions, technical or otherwise, pertaining to this Request for Proposal should be directed by email only to:**

Brad MacDonald, Operations Supervisor

Town of Shelburne

[bmacdonald@shelburne.ca](mailto:bmacdonald@shelburne.ca)

Deadline for emailed questions will be **Friday February 23, 2024 at 4:30pm**. Responses and clarifications requests will be provided to all Proponents in writing. No clarification requests will be accepted by telephone.



## PROPOSAL EVALUATION CRITERIA

Proposals will be assessed on the information provided in the proposal. Evaluation will be based upon the following items:

- Price – 30%
- Conformity to Specification – 30%
- Customer Service and Part Support – 20%
- Conformity to Town Fleet – 10%
- Value Added Features or Options – 10%

**Note: Lowest or Any Proposal not necessarily accepted.**

## PROPOSAL FORMAT

Request for Proposal submissions must include:

- Completed in full Request for Proposal Form by date and time specified – **March 01, 2024 – 3:00 pm EST.**
- Received Tender Form signed by Proponent with authority to bind the Company and includes Schedule “A” and Schedule “B”.
- Company Profile including Certifications and Accreditations along with relevant Municipal experience.
- References of similar projects from previous/existing Vendors.
- Copy of Contractor’s current insurance certificates.
- WSIB clearance certificate.

### **Please Be Advised**

Proposals that are incomplete, conditional, illegible, or obscure or that contain additions not called for, reservations, erasures, alterations or irregularities of any kind, may be rejected as informal. Bidders are required to fill in all the blanks.

A Proponent may, without prejudice to himself, withdraw his tender at any time up to twenty-four (24) hours before the time set for the closing of the tender. Such withdrawal shall be made in writing and be received by the Town within the specified time. The Proponent who has withdrawn their proposal may submit a new proposal but must be



received by the Town on or before the closing date and time. After closing, the proposals are final and binding on the Proponent.

## **TERMS AND CONDITIONS**

### **ADDENDUM**

If an addendum is found to be necessary, it will be released to all companies that have submitted an RFP. If the Town revises this RFP, any revisions will be included on this addendum. The addendum shall advise any changes to the proposal submission date, if more time is allowed for all Proponents to revise their proposals. It will be the responsibility of all Proponents to download from Town website or Merx.com.

### **CONFIDENTIALITY**

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended, Proponents are advised that all correspondence provided by a Proponent responding to this RFP as hereby collected under the authority of the Municipal Act, 2001 and will be used exclusively in the RFP process.

The Town will treat all proposals as confidential within the boundaries of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) but may be released pursuant to the Act.

All public reports approved by the Town of Shelburne will become public information. Notwithstanding the foregoing, Proponents recognize and agree that the Town will not be liable in any way for any losses that the Proponent may suffer from the disclosure of information to third parties.

### **CONFLICT OF INTEREST**

The Proponent must disclose to the Town any potential conflict of interest that might compromise the project. In the case where there might be a conflict of interest, the Town may refuse to consider the Proponent. The Proponent must fully disclose any potential conflict of interest with a Town employer, board member or commission that may have a financial gain with the awarding of the contract and state the nature of that interest.

### **FAILURE OR DEFAULT OF PROPONENT**

If the Proponent, for any reason, fails or defaults in respect of any matter or thing which is an obligation of the Proponent under the terms of the RFP, the Town may disqualify the Proponent from the RFP and/or from competing for future bid opportunities



(RFTs/RFQs/RFPs/etc.) issued by the Town. In addition, the Town may at its option either: 1. Consider that the Proponent has withdrawn any offer made, or abandoned the Agreement if the offer has been accepted, whereupon the acceptance, if any, of the Town shall be null and void; or 2. Require the Proponent to pay the Town the difference between its Proposal and any other Proposal which the Town accepts, if the latter is for a greater amount and, in addition, pay the Town any cost which the Town may have incurred, by reason of the Proponent's failure or default, and further, the Proponent will indemnify and save harmless the Town its officers, employees and agents from all loss, damage, Liability, cost, charge and expense whatever, which it, they or any of them may suffer, incur due to the failure of the Proponent.

### **INDEMNIFICATION**

The Proponent shall indemnify and save harmless the Corporation of the Town of Shelburne, its elected officials, officers, employees and agents from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgements of every nature and description made, brought or recovered against the Town by reason of any act or omission of the Proponent, his agents or employees, in the execution of his work. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the successful Proponent in accordance with the RFP.

### **INSURANCE**

The party to whom this Contract is awarded shall supply the Town with proof of insurance and a copy of the policy, prior to signing of the Proponent by Town officials, and provide coverage throughout the term of the proposal in the amounts outlined below.

Comprehensive General Liability Insurance with a minimum limit of liability of \$5,000,000.00 inclusive of any one occurrence. Comprehensive General Liability Insurance shall cover all operations and liability assumed under the Contract with the Town. The Comprehensive General Liability Insurance shall include premises and operations liability, Proponent's contingency liability with respect to the operations of Sub-contractors completed operations liability and automobile liability (owned, non-owned or hired units).

All premiums and expense incurred with this insurance shall be paid for by the Contractor. Failure to maintain adequate insurance, the Proponent shall be totally responsible for all claims for damage.

### **LIMITS AND LAWS/CONFORMITY TO LEGISLATION**

The Proponent shall obtain, and pay for all required permits from Federal, Provincial



and Municipal Authorities having jurisdiction over the work. The Proponent shall comply with all applicable laws, ordinances, rules and regulations including but not limited to, Occupational Health and Safety Act, the Labour Act, Environmental Protection Act and Highway Traffic Act.

### **NON-COLLUSION**

A Proponent is prohibited from any communication, directly or indirectly, with any other Proponent/Agent or representative of the proposal. If a breach is discovered, the Town reserves the right to disqualify the proposal.

### **PAYMENT**

Payment shall be based on 30 days following the delivery of vehicle and based upon invoiced amounts. If there are any shortages or deficiencies, a suitable amount will be withheld. Partial payments may be negotiated based upon successful inspection of multi-purpose sidewalk tractor to the vendor.

### **PROCUREMENT POLICY**

Contract Award and Execution shall be in accordance with the Town's Municipal Procurement Policy 2019-05. A copy of the Procurement Policy is available on the Town's website:

<https://www.shelburne.ca/en/town-hall/resources/Documents/AMENDED-Municipal-Procurement-Policy-2019-05.pdf>

### **TOWN'S RIGHT TO ACCEPT OR REJECT**

The Town of Shelburne reserve the right to reject any proposal, even if that proposal is the lowest in dollar amounts and may award the contract to the Proponent that the evaluation team finds the most appropriate. The Town will not be liable for any incurred costs that may arise from submitting the proposal.

It is not the intention of the Town to award this RFP to any Supplier who does not furnish satisfactory evidence that he/she has the ability and experience in this class of work, and that he has sufficient capital and plant to enable him to prosecute and complete the same successfully, and to complete it in the time stated in this Tender. It will be the Supplier's responsibility to clarify any details in questions before submitting a proposal.

The Town of Shelburne will not bear any fault for any oral communications. The Town reserves the right to re-tender the project or potentially negotiate a contract with a suitable Proponent.





Proponents are required to disclose their legal status as to whether they are a Federal, Provincial or Foreign Corporation, a partnership or an individual and to state the names and addresses of the responsible officers or partners as the case may be.

### **TOWN'S AUTHORITY**

The Director of Development & Operations shall be the Contract Administrator as identified in Ontario Provincial Standards (O.P.S.) Section GC 3.01 of the General Conditions. It is mutually agreed between the parties of this Contract that the Town's Director of Development & Operations or designated representative, shall supervise, direct and approve all work included herein, and in all cases shall decide every question which may arise relative to the execution of the work to be performed under this Contract as per Section GC 7.0 – Contractor's Responsibilities and Control of the work.

### **WORKPLACE SAFETY AND INSURANCE BOARD**

A Certificate of Clearance from the Workplace Safety and Insurance Board (WSIB) must be provided prior to the commencement of the project, providing adequate proof that all payment by the Proponent have been made.

The Proponent clearly understands and agrees that they are **not**, nor is anyone hired by the Proponent, covered by the Corporation of the Town of Shelburne under the Workplace Safety & Insurance Board Act, The Unemployment Act, or any other Act, whether Provincial or Dominion, in respect of the Proponent, their employees and operations, and shall upon request furnish the Town with such satisfactory evidence that the Proponent has complied with the provisions of any such Acts.

The Town of Shelburne is not to be deemed the employer of the supplier or their personnel under any circumstances whatsoever.

**SCHEDULE A - SPECIFICATION AND CONFIRMATION**

SPECIFICATIONS & MINIMUM REQUIREMENTS	CONFORMS		SPECIFY (STATE ACTUAL)
	(YES)	(NO)	
<b>ONE (1) NEW 2024 YEAR MULTI-PURPOSE SIDEWALK TRACTOR.</b>			
State Year:			
State Make:			
State Model:			
<b><u>GENERAL</u></b>			
A four wheel drive, articulating, oscillating, rubber tired, 4 cylinder diesel powered, multi-purpose tractor, designed for year round Municipal work shall be supplied.			
Vehicle shall meet or surpass the mandatory requirements of the "Canadian Motor Vehicle Safety Regulations".			
Vehicle must be supplied with suitable components to comply with the following specifications in all aspects.			
Where minimums are called for, the vehicle must meet or exceed the capacity, size, or, performance specified.			
Heavy duty rear protection grill, with reinforcement brackets.			
Rear protection grill to support rear mounted sander.			
Machine may be used on slopes for mowing, (approximately 25 degrees) maintaining a maximum track width of 70 inches.			



SPECIFICATIONS & MINIMUM REQUIREMENTS	CONFORMS		SPECIFY (STATE ACTUAL)
	(YES)	(NO)	
Machine must have capacity to carry ½ yard sander or 80 US gallon water tank.			
74 HP @ 2300 RPM Tier 4 Final emission compliant.			
<b><u>WEIGHT</u></b>			
Total weight, Tractor only (Minimum 6,000 lbs.) Specify: lbs. as per specifications with no attachments.			
<b><u>DIMENSIONS OF TRACTOR</u></b>			
Wheelbase 73 minimum.			_____Inches
Overall length to rear bumper – maximum 162”.			_____Inches
Height to top of cab Track width with standard.			_____Inches
10.5/80 x 18 tires, 49.5 minimum.			_____Inches
Inside turning radius 92” maximum.			_____Inches
Ground clearance 9.5” minimum.			_____Inches
<b><u>ENGINE</u></b>			
The engine supplied shall be diesel and EPA Tier IV compliant. <b>SPECIFY: MAKE AND MODEL</b>			
4 cylinder, 4 stroke, turbocharged <b>SPECIFY:</b>			
Minimum of 188 Cubic inch Displacement.			
Minimum of 220 lb. Ft. Torque @ 1800 RPM.			
Air Cleaner – Dry type with precleaner with maintenance indicator or warning light.			
Full flow oil filter spin on type with by-pass.			
Engine shall be equipped with a governor.			



SPECIFICATIONS & MINIMUM REQUIREMENTS	CONFORMS		SPECIFY (STATE ACTUAL)
	(YES)	(NO)	
To be equipped with engine shutdown system for low oil pressure, high engine temperature low hydraulic shut down. <b>STATE: MAKE OR MODEL</b>			
Shall have a cold starting aid controlled by the engine's ECM indicating when the engine is ready to start.			
In the interest of cleaning the DPF, vehicle must be able to operate during passive and active engine regeneration process. Systems that require the vehicle to be stationary while cycling through the regeneration process are unacceptable. Vehicle to have a warning message.			
<b>COOLING</b>			
Air/Oil Cooled or pressurized water-cooled system to be supplied.			
If water cooled, heavy duty radiator core to be supplied. <b>STATE CAPACITY:</b>			
Heavy duty radiator guard to be supplied.			
Radiator and oil cooler to be completely enclosed.			
Engine cooling system to have long life antifreeze coolant and effective to 37 degree C.			
Hydraulic oil cooler to be supplied.			
If engine is water cooled unit must have fan and radiator which automatically reverses every few Minutes to prevent dirt, salt and grass clipping from Building up on rad.			
Quick easy access to oil stick is required.			



SPECIFICATIONS & MINIMUM REQUIREMENTS	CONFORMS (YES) (NO)		SPECIFY (STATE ACTUAL)
<b><u>AUTOMATIC GREASER</u></b>			
<p>Supply and install:</p> <ul style="list-style-type: none"> <li>Groeneveld Electric EP-0 Greasing System, (no substitutes), with all brass or stainless-steel injectors, fittings, blocks, and connectors.</li> <li>A 4.0 kg minimum clear reservoir, (12V) pump with a spring tension follower plate and a stainless-steel guide rod, pump part # 53101.</li> <li>A parallel system with pump pressure activated brass injectors, complete with an electric timer with an audible low pressure in cab alarm part Number, 09901. All lines where applicable are protected with UV grade spiral wrap and nylon ties.</li> <li>The Automatic Greasing System will provide appropriately timed grease application to all grease points on the unit (i.e. chassis and body components, as well as the unit implements via quick connect couplers.</li> <li>All protection housing for tubing and fittings where required are to be included.</li> <li>Installation to be completed at the Town of Shelburne Works Yard (124 Luxton Way).</li> </ul>			
<b><u>FUEL</u></b>			
92 litre Minimum capacity fuel tank.			Litres _____ Gallons _____
Fuel Tank fill point shall be easily accessible.			
Micronic fuel filter to be supplied.			



SPECIFICATIONS & MINIMUM REQUIREMENTS	CONFORMS		SPECIFY (STATE ACTUAL)
	(YES)	(NO)	
<b><u>ELECTRIC EQUIPMENT</u></b>			
The unit shall be equipped with a computer controlled monitoring and diagnostic system.			
All wiring including wiring harness must be coded and numbered and printed permanently on the wire insulation.  Codes and numbers must be shown on all parts manual exploded views and wiring schematic drawings and charts.			
Battery, 12 volt, Group #49, heavy duty 850 CCA shall be supplied.			
Alternator 12V – 95 Amp shall be supplied.			
Booster Terminals – Externally mounted terminals for dead battery starting shall be supplied be easily accessible through shrouds.			
Back-up warning alarm shall be supplied.			
<b><u>LIGHTING</u></b>			
All lights and reflectors as required by Commercial vehicles shall meet Ontario Highway Traffic Act shall be supplied.			
Two front dual LED headlights with dash indicator light.			
Two front top of cab work lights with in-cab switch.			
Two rear top of cab LED work lights with in-cab switch.			
One back-up light LED.			
Directional lights c/w 4-way hazard flasher lights			
Stop and taillights.			



SPECIFICATIONS & MINIMUM REQUIREMENTS	CONFORMS		SPECIFY (STATE ACTUAL)
	(YES)	(NO)	
Must have a low profile air condition guard with LED Flashing amber /blue lights on front, back and sides to be visible 360 degrees around, if not equipped with air condition on roof all lights must be mounted with brackets to the roof.			
12- volt, power supply in-cab to suit power adapter.			
If sander requires lights, a trailer plug must be installed at rear of machine.			
<b><u>CAB</u></b>			
Seat must contain a safety switch that automatically shuts down engine or disengages the PTO and hydraulic if the operator leaves the seat.			
Three-point seat belt.			
Cab must be equipped: <ul style="list-style-type: none"> <li>• filtered air circulation system cable of heating.</li> <li>• air conditioning, defrosting and pressurizing the cab with a minimum 3 speed fan.</li> <li>• The defroster must be effective on all windows.</li> </ul> If roof mounted must have a brush guard and not to obstruct rotary lights visibility from front and back.			
Sun Visor to be supplied.			
Horn to be supplied.			
AM/FM Radio with Bluetooth.			
Convenient in-cab controls.			



SPECIFICATIONS & MINIMUM REQUIREMENTS	CONFORMS (YES)	CONFORMS (NO)	SPECIFY (STATE ACTUAL)
<b><u>CAB INSTRUMENTS</u></b> Dashboard cluster to include the following items: <ul style="list-style-type: none"> <li>• Alternator charge gauge,</li> <li>• engine oil pressure,</li> <li>• engine oil temperature,</li> <li>• park brake indicator light,</li> <li>• differential lock indicator,</li> <li>• turn signal indicator,</li> <li>• start aid indicator,</li> <li>• engine temperature gauge,</li> <li>• tachometer,</li> <li>• hour meter (with engine running),</li> <li>• fuel gauge,</li> <li>• transmission,</li> <li>• hydraulic oil temperature.</li> </ul>			
All gauges and switches to be illuminated for after daylight operations.			
<b><u>TRACTOR DRIVE SYSTEM</u></b>			
Hydrostatic transmission with closed loop hydraulic axial piston pump with 3 speed drive motor.			
Minimum driving speed forward, low range 0. to 14 KM/Hr., high range 0. to 31 KM/Hr.			
Driving speed reverse low range 0. to 14 KM/Hr., high range 0. to 31 KM/Hr.			
Shall be integrally cooled hydrostatic oil with hydraulic driven fan and cooler.			





SPECIFICATIONS & MINIMUM REQUIREMENTS	CONFORMS		SPECIFY (STATE ACTUAL)
	(YES)	(NO)	
Hydrostatic transmission shall have a built-in neutral safety start switch.			
Tractor to have work/travel mode to minimize fuel consumption. Travel mode to be electronic off foot pedal.			
Gear driven, oil bathed input shaft drive for hydrostatic pump and motor.			
Matched variable displacement pump and hydrostatic motor, Electro-mechanically controlled.			
System to be closed loop flow with fixed steel feed lines, high and low pressure 10 Micron filtration.			
The mechanical transmission may be shifted into neutral from within cab allowing the unit to be towed without damaging the hydrostatic system.			
<b><u>POWER TAKE OFF DRIVE</u></b>			
Must have front mounted P.T.O.			
Power take off clutch design specify.			
Front PTO 1-3/8" diameter, six spline shaft.			
540 PTO RPM @ 2200 engine RPM.			
Must have easy access to PTO shaft shear pins and bolts.			
PTO and high flow hydraulics must be equipped with an automatic safety sensor switch that will not engage the PTO and the high flow hydraulics unless the operator is seated and will automatically disable the PTO and the high flow hydraulics when the operator leaves the seat. The purpose is that no implement can function without an operator seated and in full control of the unit.			



SPECIFICATIONS & MINIMUM REQUIREMENTS	CONFORMS (YES)	CONFORMS (NO)	SPECIFY (STATE ACTUAL)
<b><u>HYDRAULIC SYSTEM</u></b>			
Must be 18 GPM pump minimum.			
Hydraulic pump to be gear type pump, driven off of the engine timing gears.			
Unit must have an additional transmission driven, 12 gpm gear pump and valve to accommodate extra auxiliary equipment, with a total of 30 gpm available between the two pumps.			
Maximum operating hydraulic pressure 2800 PSI.			
Pump must have integral priority flow divider to supply steering circuit.			
Hydraulic reservoir capacity, 15 gallons and include a sight gauge for fluid level checks.			
Capacity:			
To have in-line suction and pressure filters.			
Six (3 sets) hydraulic front quick couplers to be supplied for operating control features on various attachments.			
Couplers shall be colour coded to match implement Connection port.			
All hydraulic couplers must be spill proof and have dust shields.			
Set of couplers front ones and rear of tractor.			
In-cab hydraulic controls shall consist of joystick style or manual valves acceptable.			
Hydraulic hoses must terminate at front of rear frame and again at rear of cab for neat routing and ease of repair.			



SPECIFICATIONS & MINIMUM REQUIREMENTS	CONFORMS		SPECIFY (STATE ACTUAL)
	(YES)	(NO)	
<b><u>IMPLEMENT HITCHES</u></b>			
Tractor shall be supplied with a front quick hitch system. Implement height shall be controlled from inside the cab, by two double acting hydraulic cylinders.			
An accumulator shall be incorporated into the front lift system to reduce bounce caused by the weight of the implements attached.			
Tractor shall have a rear minimum category one, three point hitch. <b>SPECIFY:</b>			
Tractor shall have a Ministry of Transportation approved slow moving sign. If any attachment obstructs the sign when attached, then each rear attachment must also have a slow-moving sign.			
<b><u>STEERING</u></b>			
Shall be articulated design with minimum of one double acting hydraulic cylinders.			
To be a closed system, priority flow with safety reservoir.			
Tractor shall be steerable with engine shut down.			
Articulation shall be 15° right and left side of centre.			
Shall be controlled by automotive type steering wheel in-cab and tilt adjustable + include self-cancelling signals.			
<b><u>FRAME</u></b>			
Note: Cast frame assemblies are not acceptable.			



SPECIFICATIONS & MINIMUM REQUIREMENTS	CONFORMS		SPECIFY (STATE ACTUAL)
	(YES)	(NO)	
Front: Main frame rails shall be two heavy duty 2"x4"x ¼ " HSS with 1' thick one piece full length plate steel on the top and 1" thick teel plate on the bottom.			
Rear: Main frame rails shall be comprised of two heavy duty 2"x5"x ¼ " HSS with ¾" thick one piece full length plate steel on the top and 1" thick steel plate on the bottom.			
Outside frame stiffeners must include cut-outs for unit tie downs.			
Attachment push frame mount must be part of front frame weldment for increased strength.			
Fenders shall be replaceable and made of rolled 1/8" thick steel.			
<b><u>BRAKES</u></b>			
Shall have a minimum of three braking systems, hydrostatic, service and emergency/parking brakes.			
Hydrostatic braking through drive line, brakes the vehicle when backing off the accelerator pedal, does not permit free- wheeling at any time.			
Service brakes must have two wheel braking minimum. <b>SPECIFY:</b> (4 wheels preferred)			
Mechanical hand operated emergency/parking brake to have a drive system interrupt and indicator light/buzzer (in-cab) when engaged.			
<b><u>AXLES</u></b>			
Capacity of each axle to be sufficient to effectively operate the machine safely with the various attachments ordered.			



SPECIFICATIONS & MINIMUM REQUIREMENTS	CONFORMS		SPECIFY (STATE ACTUAL)
	(YES)	(NO)	
Axles to be electrical locking controlled.			
<b><u>HUB WHEELS AND TIRES</u></b>			
Hubs to be full floating type (bearing on each end) and shall have six wheel studs on 6 ½" diameter circle. <b>SPECIFY:</b>			
Wheel to be minimum manufactures standard. <b>SPECIFY:</b>			
Tires – One set of 4 winter tires to be loaded. <b>SPECIFY SIZE:</b> Lug tread, premium tires if Trackless or Maclean must have radial tires. <b>MAKE:</b>			
Wheel weights to be supplied for winter operations. <b>SPECIFY:</b>			
All tires to be supplied mounted on rims.			
<b><u>SOFTWARE</u></b>			
Cable to be supplied to connect to PC for engine diagnostics.			
<b><u>WARRANTY</u></b>			
Manufacturer's full coverage shall be for a minimum of two years, unlimited hours and shall include all cost for the manufacturer's first recommended service, including all parts, labour, service calls and all other incidentals.			
State period of Engine Warranty (5 year minimum) Warranty Certificate to be attached to proposal.			
State any additional Warranty and coverage.			



SPECIFICATIONS & MINIMUM REQUIREMENTS	CONFORMS (YES) (NO)		SPECIFY (STATE ACTUAL)
If warranty repairs are necessary, repairs to be completed at Town Operations Yard or if unable - no travel charges will apply.			
<b><u>TRADE IN</u></b>			
Used 2005 Trackless			\$
<p>Successful Proponent must supply build sheet stating all the manufacturers part #'s (i.e. filters, belts, accessories, etc. used on this unit) upon success.</p> <p><b>NOTE: Below, please detail any additional features that may be of special interest to the Town of Shelburne and may assist in the evaluation of the tender submission.</b></p>			
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			

**SCHEDULE B - TENDER FORM****TENDERED PRICE**

One (1) Multi-Purpose Sidewalk Tractor	\$
Less Trade in Allowance	\$
Subtotal	\$
HST (13%)	\$
Total	\$

Lowest or Any Tender Not Necessarily Accepted.

Tendered price must be honoured and unchanged during the entire contract period.

**DATE OF DELIVERY**

The Town has the expectation of a completed vehicle delivered to the Operations Yard, by **June 03, 2024** (negotiable).

Please state the expected delivery date for complete full functioning unit to The Town of Shelburne Operations Yard: 124 Luxton Way, Shelburne, Ontario, L9V3M8

Earliest Delivery Date	
Latest Delivery Date	

**Signature of Authorized Person**

---

**Print Name**

---

**Title**

---

**Signature of Witness**

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Please note: Person signing must be authorized to conduct business on behalf of the company represented and to bind the company/individual to statements on this RFP/Contract. Failure to sign submission will result in a rejection of the proposal.

**REQUEST FOR PROPOSAL FORM**

Company Name:
Contact Representative:
City, Province, Postal Code:
Address:
Phone:
Email:
HST Registration Number:
Insurance Company:
Insurance Policy Number:
Insurance Coverage:
WSIB Clearance Certificate Number:

Having carefully examined all Proposal Documents, I/We have read and understand the Provisions, Specifications and Conditions which forms part of this RFP and hereby propose and agree to supply and delivery to the Town of Shelburne, 124 Luxton Way, Shelburne, Ontario, including all taxes, freight, duty exchange, transportation or other charges, fully paid, the following described new 2024 year multi-purpose sidewalk tractor as specified herein in full conformity with the Town's specifications attached hereto, for the following sum or sums in lawful money of the Dominion of Canada.

**Signature of Authorized Person****Print Name****Title****Signature of Witness**

Please note: Person signing must be authorized to conduct business on behalf of the company represented and to bind the company/individual to statements on this RFP/Contract. Failure to sign submission will result in a rejection of the proposal.