



Request For Proposal

RFP-FD-2025-02

Rescue Unit

Closing Time

10:00 a.m.

Tuesday, September 23, 2025

Accessibility formats or communication supports are available upon request. Email cpage@cavanmonaghan.net or 705-932-9326

Electronic Bid Submissions

The Corporation of the Township of Cavan Monaghan shall **only accept electronic bid submissions** for this Proposal submitted through the Municipality's bid opportunities website, cavanmonaghan.bidsandtenders.ca, hereafter called the '*bids&tenders*'. Bids submitted and/or received by any other means shall be rejected unless the Municipality has instructed otherwise by published addendum.

Bidders must have created an account in *bids&tenders* and be registered as a plan taker for the bid opportunity, which will enable the Bidder to download the bid document(s), receive and download addenda notifications, and to submit their bid electronically through *bids&tenders*. When creating and/or updating your account we encourage you to add additional company contacts to create their own login to *bids&tenders*. This will permit your invited contacts that have created their own login to manage (register, submit, edit and withdraw) bids for which your company is a registered plan taker for. These contacts will have authority to act on your company's behalf and will be permitted to; receive addendum notifications from *bids&tenders* to submit bids electronically through Township's bidding system and/or withdraw and/or edit and/or acknowledge addendum/addenda, on your behalf. Do not invite any additional contacts that you do not want to have access to view, edit, submit and/or withdraw or who may be in direct competition. (For example, a company may have two divisions that could compete for the same bid opportunity).

The onus is on Bidders to ensure their electronic bid submission is received no later than the closing date and time. Bidders are cautioned that the timing of their bid submission is based on when the bid is **received** by Township's bidding system not when a bid is submitted by a Bidder, as bid transmission can be delayed in an "**Internet Traffic Jam**" due to file transfer size, transmission speed, etc. A bid submission will only be considered to have been submitted once it has been received by *bids&tenders*, regardless of when the bid was submitted by the Bidder. The closing date and time shall be determined by *bids&tenders* web clock.

For the above reasons, the Township recommends that the Bidder allow sufficient time to upload their bids submission and attachment(s) and to resolve any issues that may arise.

To ensure receipt of the latest information and updates via email regarding this bid, or if a Bidder has obtained this bid document from a third party, the onus is on the Bidder to create an account on *bids&tenders* and register as a plan taker for the bid opportunity.

Only bid documents posted on the Township's bidding system website are to be considered official documents. The Township accepts no responsibility for the accuracy of information found on other websites.

Bidders should contact *bids&tenders* support listed below, at least 24 hours prior to the closing time and date, if they encounter any problems. The bidding system will send a confirmation email to the Bidder advising that their bid was submitted successfully. If you do not receive a confirmation email, contact bids and tender support at support@bidsandtenders.ca.

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Section 1: RFP Information

1.1 Submission of Proposals

Proposal submissions will be received on the *bids&tenders* website through electronic submissions only.

Proposals will be opened on **September 23, 2025** at **988 County Road 10 L0A 1G0** at **11:00 a.m.**

Only Bidders that are registered as a plan taker for this document with *bids&tenders* and have obtained this document from *bids&tenders* may submit a Vendor Submission.

Should the Township receive a Vendor Submission that is subsequently found to be from a Vendor that is not a registered Plan Taker with *bids&tenders*, and the Vendor did not obtain the document from *bids&tenders*, the Township reserves the right to reject the Vendor Submission as non-compliant and give it no further consideration for contract award.

1.2 Schedule of Events

The schedule provided is for guidance only and the Township reserves the right to modify or eliminate any aspect of the schedule.

Event	Date, Time,
Request for Proposal Issued	August 26 th 2025
Question Deadline	September 4 th 2025 at 4:00 p.m.
Request for Proposal Closes	September 23 rd 2025 at 10:00 a.m.
Award Contract	October 2025

1.3 Proposal Documents, Addenda & Appendix

The Bidder shall verify that these Proposal documents are complete and assume responsibility to view/download/print the Proposal requirements, addenda, and any related information provided through *bids&tenders*.

The Township will issue any changes/additions/deletions/addenda to the RFP or Terms and Conditions through the *bids&tenders* website only.

Any and all addenda issued by the Township shall form an integral part of the document. The cost of complying with the addenda requirements (if any) shall be included in the price submitted by the Bidders. The Township will assume no responsibility for oral instruction or suggestion.

Any and all addenda issued prior to the closing date will be posted on *bids&tenders* website only for downloading by Bidders. It is the Bidder's sole responsibility to download and review all addenda and acknowledge that addenda were downloaded from *bids&tenders*.

Each proponent must satisfy themselves, by their own study of the RFP documents and related information, as to the practicality of completing the work successfully as described. There will be no consideration of any claim after submission of RFP's that there is a misunderstanding with respect to the conditions imposed in the Agreement.

1.4 Communications

The Bidder is advised that inquiries regarding the interpretation of the quotation documents shall be directed to the Township via Bids & Tender using the **Submit a Question** button for the selected bid opportunity.

Where a proponent finds discrepancies or omissions in the proposal requirements, or other proposal documents or instructions, or otherwise requires any clarification, the proponent should contact the Township via *bids&tenders* using the **Submit a Question** button for the selected bid opportunity. Note that no oral explanation or interpretation shall modify any of the requirements or provisions of the proposal documents.

Where the Township deems that an explanation or interpretation is necessary or desirable, an addendum may be issued via *bids&tenders* for downloading by all Bidders. It is the Bidder's sole responsibility to check for addenda issued and download same. Acknowledgement of addenda on the form of proposal is a mandatory requirement. Failure to acknowledge addenda will result in your proposal being deemed non-compliant and not eligible for award.

1.5 Retrieval of Official Documentation

Only documents provided to Bidders via *bids&tenders* are to be considered the official documents. The Township accepts no responsibility for the accuracy of information found on other websites. The onus is on the Bidder to check via *bids&tenders* to verify they have received all relevant information. The Township reserves the right to not accept a bid submission if determined that the documents have been altered from the Township's own official documents.

1.6 Withdrawal of Submission

A proponent may withdraw their proposal via their account on Bids & Tender at any time prior to the proposal closing time. The withdrawal of a proposal does not disqualify a proponent from submitting another proposal prior to the closing time.

1.7 Submission Instructions

Proponents shall submit all Proposals through *bids&tenders* prior to the Closing Date and Time at <https://cavanmonaghan.bidsandtenders.ca>.

Proposals will require the following information:

File #1: Proposal

Vendors/Consultants are to submit their detailed work plans to satisfy the Township's needs. The form of proposal and detailed work plan shall be combined into one PDF file.

The form of proposal and detailed workplans submission shall contain the following information:

1. Company Overview and Project Team (10%)
 - Clearly identify the primary firm submitting the proposal. Identify any other firms that may be involved (sub-contracted) on your behalf and their legal/contractual relationship with the primary firm along with the expertise and respective projected costs of their involvement. Outline the legal structure and ownership of the firms. Provide an overview of the firm's office locations, staffing (number of professional/technical, disciplines) and technical resources drawn from each of the respective office locations for this project.
2. Qualifications and Experience (25%)
 - Provide a detailed CV for the Project Manager and Support staff that would be directly involved in the project. Evaluation of the Project Manager and Support staff will include an assessment of the firm's overall ability to provide adequate resources to this project.
 - Proponents shall include a description of at least five (5) previous engagements with other similar sized government entities, with that of the Township, that outline projects of similar scope, cost and magnitude that have been successfully completed by their firm in the past five (5) years. This shall include the client names, contact, and contact phone numbers.
3. Workplan and Timelines (35%)
 - Proposed approach to the project, consistent with the information provided in this Proposal;
 - A detailed work plan fully describing the main tasks to be undertaken and all sub tasks required to execute all aspects of the work consistent with the information provided in this Proposal;
 - A detailed project schedule outlining the time requirements and date of completion of the project's main tasks, subtasks and activities as defined by the detailed work plan to complete works by the specified completion date including:
 - Start and finish dates of main tasks
 - Milestone dates for deliverables to the Township

- Critical path items

The detailed work plan shall not include any fee related dollar values. Detailed work plans including any fee related dollar values will be disqualified.

Bidders may submit detailed work plans through the form provided on *bids&tenders* or by uploading a PDF to their submission through *bids&tenders*. Uploaded PDF's shall not exceed 20 pages in length. Tables and diagrams may be appended to the detailed work plan or uploaded separately when providing the detailed work plan through the provided form. Company brochures and curricula vitae may also be appended.

Pricing Table – Upset Cost Estimate

The upset cost estimate shall be broken down according to the tasks of the work plan.
Prices shall not include contingencies or HST as applicable.

Proponents shall identify and include any costs believed not to be covered in this RFP information package, but considered necessary for completion of the assignment, and shall be specifically identified in the proposal.

Summary of Total Lump Sum Price (note: all pricing is to be in CDN funds)

Total Price for Construction of Rescue Unit:

Rescue Unit \$ _____

Misc. \$ _____

Subtotal \$ _____

Total HST Payable \$ _____

Total Proposal Sum, including HST \$ _____

1.8 Proposal Selection Criteria

The following selection criteria outline the area of importance that will be considered in the project award. Proposal submissions should satisfy all criteria points wherever possible. Proponents will be evaluated based on the following weighted evaluation factors:

Item	Point Allocation
1. Company Overview and Project Team	10
2. Qualifications and Experience	25

3. Workplan and Timelines	35
4. Proposed Fee	30
Total	100

Points awarded for the Proposed Fee portion of the evaluation shall be in accordance with the following:

The lowest fee shall be awarded the full amount of the points available for the fee portion of the evaluation (30). All higher fees proposed shall be awarded by the following:

$$\frac{\text{Lowest Bid}}{\text{Proposed Bid}} \times (\text{maximum points for Proposed Fee}) = 30$$

For example: if the lowest fee is \$100,000, 2nd lowest fee is \$125,000 and 3rd lowest fee is \$200,000 their respective scoring would be as follows:

- a) The proponent with the lowest fee would be awarded 30 points.
- b) The proponent with the 2nd lowest fee of \$125,000 would be awarded points as follows:

$$\frac{\$100,000}{\$125,000} \times 30 \text{ Points} = 24$$

- c) The proponent with the 2nd lowest fee of \$125,000 would be awarded points as follows:

$$\frac{\$100,000}{\$200,000} \times 30 \text{ Points} = 15$$

1.9 Selection Committee

The Selection Committee will consist of representatives from the Township.

1.10 Insurance

The Bidder shall ensure that all insurance coverage including all provisions relating to insurance coverage set out in this section are in place prior to the commencement of the contract.

During the Term of the Agreement, and any renewal or extension thereof, the Bidder will, at its own expense (including the cost of deductibles) maintain in effect, with an insurer licensed in Ontario:

- a) A contract of general liability of not less than Two Million (\$2,000,000) Dollars, exclusive of interest or costs per occurrence, including coverages for defense and claimants' costs, and coverages for:
 - Personal injury including death
 - Property damage or loss (direct or indirect and including loss of use thereof)
 - Broad form property damage
 - Contractual liability
 - Non-owned automobile liability
 - Products – completed operations
 - Contingent employers' liability
 - Cross liability
 - Severability of interest
 - Blanket contractual liability
- b) All policies of insurance shall name the Township of Cavan Monaghan as an additional insured with respect to its interest in the operations of the Bidder; shall provide that the policy shall be non-contributing with, and apply only as primary and not as excess to any other insurance available to the Township; and shall also provide that neither the Bidder nor the insurer shall cancel, materially change or allow the policy to lapse without first giving the Township thirty days prior written notice

Every policy of insurance shall contain either no deductible amount or a deductible amount which is reasonable considering the financial circumstances of the Bidder. The Bidder shall be responsible to pay all deductible amounts.

No policy shall contain any provision which would contravene the obligations of the Bidder hereunder or otherwise be to the detriment of the Township.

The Bidder shall provide or cause to be provided to the Township, within seven (7) days of award of contract a certificate from its insurer which shows that the policy or policies placed and maintained by it complies with the requirements of the Agreement. No review or approval of any such insurance certificate by the Township shall derogate from or diminish the Township's rights or the Bidder's obligation contained in the Agreement.

If at any time the Township is of the opinion that the insurance taken out by the Bidder is inadequate in any respect, it shall forthwith advise the Bidder of the reasons therefore and the Bidder shall forthwith take out additional insurance, if available, satisfactory to the Township.

The taking out of insurance shall not relieve the Bidder of any of its obligations under this Agreement or limit its liability thereunder.

All policies of insurance shall be:

- Written with an insurer licensed to do business in the Province of Ontario
- In form and content acceptable to the Township acting reasonably
- Be non-contributing with, and will apply only as primary and not excess to any other insurance available to the Township
- Contain an undertaking by the insurers to notify the Township in writing not less than thirty (30) days before any material change, cancellation, lapse or termination of the policies
- Failure to provide the aforementioned insurance will result in the withholding of payments or at the sole option of the Township, forfeiture of the agreement

1.11 Health and Safety and WSIB

The successful Bidder is required to conform to the Occupational Health and Safety Act related to the performance of the Contract. In addition, the successful Bidder will be required to supply to the Township a valid Clearance Certificate issued by the WSIB, or if applicable, a letter from WSIB verifying Independent Operators Status. A new Clearance Certificate is required every 60 days.

1.12 Right to Reject or Not Open

The Township reserves the right to reject any or all proposals, and the lowest or highest, as the case may be, will not necessarily be accepted. The right is reserved to accept the whole or any part of the proposal.

Should the Township receive only one qualified and duly executed bid submission, the right to reserve to recall the competition is at the discretion of the Township.

The Township reserves the right not to open a bid call should the Township of Cavan Monaghan deem, in its opinion, to have received an inadequate number of bid responses to the bid call and further the right is reserved to cancel and recall the competition.

The Township reserves the right not to accept a proposal from any person or Corporation which includes all related corporations who, or which, has a claim or instituted a legal proceeding against the Township or against whom the Township has a claim or instituted a legal proceeding with respect to any previous contracts, bid submissions for business transactions who was listed as either the proposed general contractor or subcontractor or vendor within the submitted proposal.

1.13 No Claim for Compensation

Except as expressly and specifically permitted in these instructions to proponents, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Bidder shall be deemed to have

agreed that it has no claim. The Township assumes no responsibility or liability for costs incurred by the Bidders prior to entering into a written contract.

1.14 Subject to Budget Provision

Should qualified bid submissions exceed the Township's budget provision for this project, the Township reserves the right to reject, or recall the proposal.

1.15 Final Payment

Prior to the release of the final payment to the successful Bidder, the successful Bidder will be required to:

- a) Provide a final invoice at completion for Township approval.
- b) Provide notice of substantial completion to the Township.
- c) Rescue Unit will be completed entirely with documentation supplied to the Fire Chief as outlined in section(s) 2.3 (6)(8)(13)(55)

1.16 Conflict of Interest

The Township reserves the right to disqualify a proposal where the Township believes a conflict of interest or potential conflict of interest exists in regard to the Bidder and the intended project.

The successful Bidder shall work solely and exclusively in the interests of the Township at all times to ensure that the project is successfully completed. The Bidder must identify current claims, potential claims, or disputes against the Township, if any, that the firm is involved.

No person, firm or corporation other than the Bidder has any interest in this proposal or in the proposed contract for which this proposal is made and to which it relates.

This proposal is made by the Bidder without any connection, knowledge, comparison of figures or arrangements with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud.

No member of the Township Council and no officer or employee of the Township is, will be, or has become interested, directly or indirectly as a contracting party, partner, stockholder, surety or otherwise whosoever in or in the performance of the said contract, or in the supplies, work or business in connection with the said contract

1.17 Failure of Unsatisfactory Performance

The Township reserves the right to remove from eligibility to submit bids for indeterminant period, the name of any Bidder for failure to accept a contract with the Township, or the name of any Bidder for unsatisfactory performance of a contract with the Township.

1.18 Municipal Freedom of Information and Protection of Privacy Act

The Municipal Freedom of Information and Protection of Privacy Act, as it relates to municipalities and local boards, came into force on January 1, 1991. It sets out certain rules regarding disclosure to third parties of information held by municipalities and local boards.

If the Bidder wishes to protect from disclosure any or all of the documents that are submitted to the Township as part of this proposal, a letter shall be uploaded to their *bids&tenders* submission to the attention of the Clerk, stating any or all of the documents that the Bidder wishes to protect, referencing the above-mentioned legislation, and signed by an officer of the corporation. This letter will not guarantee that there will never be disclosure, but it does provide the groundwork for handling an application for disclosure by a third party under this legislation.

1.19 Municipality Not Employer

The Bidder agrees that the Corporation of the Township of Cavan Monaghan is not to be understood as the employer to any successful Bidder nor to such Bidders personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this Agreement. It is understood that the successful Bidder will act as an independent contractor. Also, in accordance with the Ontario Occupational Health and Safety Act, the successful Bidder here with agrees to be the “constructor” as defined under this act.

1.20 Accessibility for Ontarians with Disabilities Act (AODA)

The Township of Cavan Monaghan supports the goals of the Accessibility for Ontarians with Disabilities Act and establishes policies and practices which are consistent with the accessibility standards and the four core principles of dignity, independence, integration and equal opportunity. Under Section 7 of O.Reg. 191/11, integrated accessibility standards established by the AODA, the Township must ensure that employees, volunteers and all other personnel, including third party contractors, who deal with staff or members of the public or other third parties on behalf of the Township receive training on accessible customer service.

Please sign off in *bids&tenders* confirming that all personnel have completed training that meets the requirements of the Integrated Accessibility Standards regulation and the AODA and its regulations. If you have not completed training, the training requirements can be fulfilled by completing the e-learning course “Customer Service Standard Module” which can be found at <http://accessforward.ca>.

Requirements of the Integrated Accessibility Standards (O. Reg. 191/11):
<https://www.ontario.ca/laws/regulation/110191>

Accessibility formats or communication supports are available upon request. Email
cpage@cavanmonaghan.net or 705-932-9326

Section 2: Information Package

2.1 Purpose of Procurement

This Request for Proposals (the “RFP”) is an invitation by the Corporation of the Township of Cavan Monaghan (the “Township”) to prospective proponents to submit proposals from professional firms interested in the provision of building of a Rescue Unit. The Proposal must meet all the requirements outlined in this document. Should none of the Proposals be accepted, a re-issuance of the Requests for Proposal (RFP) may be possible.

The purpose of this RFP is to invite proposals from qualified fire apparatus manufacturers with a demonstrated history of producing high-quality vehicles for the fire service sector. This procurement is for the replacement of an aging Rescue Unit within the Fire Department fleet. The Township is seeking a reliable, high-performance, and durable unit, with a strong emphasis on fiscal responsibility and long-term value.

2.2 Project Schedule

Upon award of the contract, the Bidder shall comply with the following regarding scheduling, cost reporting and work progress:

- a) The Bidder’s schedule of work shall identify the duration and completion dates for each major activity.
- b) Within 15 days of award of the contract, the Bidder shall prepare and submit the schedule for the work within the framework of the project schedule. For each activity within the schedule, the Bidder shall identify at least the following:
 - Activity name
 - Activity duration
 - Activity start date
 - Activity end date

The Township will review the Bidder’s schedule which, once approved, will form part of the project schedule. The Bidder shall submit to the Township one electronic copy. The submission of the updated Bidder’s schedule, including the identification of the percentage completion of all activities in accordance with the foregoing requirement, shall be prerequisite to the certification by the Township of any progress claim.

If the Bidder and Township agree to a change in the Bidder’s schedule then the Bidder shall submit a revised schedule that identifies the Activity Values for all Activities within the revised schedule and the percentage completion for all Activities.

Terms shall be twenty-eight (28) days net from the date the Rescue Unit is supplied to Township Fire Hall and the manufacturer's invoice is received by the Township of Cavan Monaghan.

2.3 Scope of Work

The following is meant to convey, in general terms, the required scope of work in order to complete the project. The list is not meant to be all inclusive and should be expanded upon by the consultant in their proposal submission:

1. Engineered, designed and certified to current applicable MTO and NFPA standards.
2. Engineered stamped, designed drawings shall be supplied with the proposal.
3. Bidder to provide manufacturer ISO certification.
4. All welding must be performed by certified welders. Copies of certifications of welders are to be supplied with the proposal.
5. Meet or exceed Ministry of Transportation weight requirements for all axles, and, upon completion, have affixed to the vehicle a manufacturer's certification of the GVW and GAWR (both loaded and unloaded).
6. Electrical components will be designed and certified to Ontario recognized standards (ESA).
7. Proof of National Safety Mark registration must be supplied with the proposal, and in the final stage and before delivery, the successful proponent will supply a National Safety Mark as issued by the Canadian Department of Transport.
8. Necessary project management.
9. Valid liability insurance and a Certificate of Clearance from the Workplace Safety and Insurance Board.
10. Have a minimum 300 horsepower diesel engine.
11. The Rescue Unit is to be equipped with an automatic transmission.
12. The Rescue Unit is to be equipped with cabinets with adjustable shelving which maximizes space as much as is possible.

13. Paint and striping is to match the Cavan Monaghan Fire Department's fleet, and is to meet or exceed any and all applicable industry standards.
14. The Rescue Unit must meet any and all applicable NFPA,ULC, MTO and ESA requirements.
15. NFPA included option sheet from chassis manufacturer, showing complete approval, must be included.
16. Chrome front bumper.
17. Striping to meet NFPA standards and match the current Cavan Monaghan fleet.
18. Aluminum center cab console in the forward part of the cab. The console will be capable of accommodating from the Officer's seat (passenger) the usage of a radio and siren. The console will accommodate storage for map books, flashlights, etc. and will have shore power.
19. The vehicle is to be equipped with two bucket seats, full size 2nd row seating.
20. Battery conditioner to be installed and located on the driver's side of the vehicle.
21. A 20amp electrical receptacle shall be installed on the driver's side located below the cab, which will run both the battery conditioner and the block heater, and must include a cover.
22. "On Spot Chains" or equivalent to be mounted on the rear axle.
23. All lighting is to be LED (red and blue).
24. Light bar is to be a low profile LED style, complete with a low power option.
25. An arrow stick mounted on the rear of the vehicle for traffic control.
26. Emergency lighting to conform to NFPA standards.

27. All lighting must be able to be controlled and able to be dimmed from the inside of the vehicle.
28. A 16 channel Motorola radio to be supplied and installed that is capable of accommodating the Cavan Monaghan Fire Department channel in addition to other Peterborough County channels. All other necessary wiring for the Fire Department radio will be supplied and installed to accept said radio.
29. A block heater that is wired to the shore power.
30. Trailer hitch Class 5.
31. 7 Pin electrical receiver for trailer light plug.
32. Electric brake controller.
33. Rear of vehicle is to be equipped with lights and stripping as required by NFPA.
34. All cabinets will be equipped with roll-up style doors.
35. Fixed mounted adjustable 2 front and 2 rear LED scene lights.
36. The successful proponent will supply a sign-off sheet for each Fire Department member that is trained. The sign-off sheet will be approved by the Fire Chief prior to the training taken place.

2.4 Deliverables

The deliverables for the project are summarized below:

The Township requests a detailed timetable outlining the projected timeline for the delivery of one fully completed, MTO-compliant Rescue Unit, ready for service. The schedule should also include the proposed timeframe for training Township personnel on the operation and functionality of the vehicle, as specified in Section 2.3 of this RFP.