

**MUNICIPALITY OF THE DISTRICT  
OF ST MARY'S**

**Request for Proposal**

**Proposal for provision of one  
(1) NEW 4x4 ½ ton truck**

**Project Number 2627-02**

Issue Date	April 10, 2026
Due Date to Advise of Errors or Omissions	April 17, 2026
Deadline for Submissions	April 30, 2026 at 12:00pm
Anticipated Award Date	Week of June 17, 2026
Due Date for Completion of the Equipment Delivery. See bidder conditions on page 5.	June 30, 2026

*The timetable is tentative and may be amended at any time via addenda.*



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### **Part 1: Introduction**

#### **1.0 About Us**

The Municipality of St Mary's is located on the Atlantic East Shore of Nova Scotia, East of the Halifax Regional Municipality. The vehicle to be provided will be delivered to the Municipal Office located at 8226 Highway 7, Sherbrooke, Nova Scotia.

### **Part 2: Invitation**

#### **2.1 Invitation for Proposal**

Proposal must include:

- Complete specifications of the truck proposed. **Note:** If the company is pricing more than one option, then a separate package of specifications and pricing schedule must be submitted for each option proposed.
- Complete information on the standard warranty package for the truck and pricing for available extended warranty must be included.
- Proposals must include pricing completed on the standard "Price Form" provided by the Municipality as the prices on this form will be used to compare proposals.
- Pricing must include separate pricing for the following if they are not included in **Base Selling Price:**
  1. Extra Cab/Super Cab/Extended Cab
  2. Engine: V8 preferred but if alternate engine is suggested please specify.
  3. Four-wheel drive with locking differential/limited slip
  4. Heavy Duty automatic transmission with tow/haul feature and overdrive
  5. Towing package which shall include a weight-distributing trailer hitch platform with a 2-inch receiver. 7-wire harness with independently fused trailering circuits to a 7-way sealed connector. Minimum 5,000 lb towing capacity. Factory brake controller.
  6. Color: White, other colors will be considered but must be listed.
  7. Fleet side body, minimum 6.5' cargo bed
  8. Four-wheel anti-lock brakes



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9. Air conditioning
  10. Box liner (Plastic or Spray In)
  11. Rear step bumper with front tow hooks
  12. Dual air bags
  13. Back up alarm
  14. Minimum 133" wheelbase
  15. Heavy duty front and rear suspension
  16. Tires: All terrain, rated to capacity
  17. Vinyl is preferred, cloth is acceptable
  18. Mud flaps
  19. Back Rack and LED safety light
  20. Cruise Control to be considered as a preferred option
  21. Full tank of fuel upon delivery
- Proposal must include the date that the truck will be available, and availability will be a factor in the selection process.

### **Part 3: Bidder Instructions**

1. Proposals must include a completed quotation schedule of prices on the form attached.
2. All proposals must be accompanied by a complete set of manufacturer specifications for the truck proposed.
3. Proposals must include all rates and charges for the sale and delivery of the truck to the St. Mary's Municipal Office excluding HST.
4. The Municipality reserves the right to inspect any truck supplied as a result of this proposal after manufacturing and be the sole judge as to whether the truck meets specifications supplied.
5. The Municipality of the District of St. Mary's reserves the right to select any proposal considered to be in the best interest of the Municipality. Lowest of any proposal not necessarily accepted.

### **Part 4: Selection Process**

The following matters will be considered in the selection process:

- Overall suitability of the truck for work to be carried out By Public Works (25%)
- Date of delivery (25%)
- Purchase price (50%)



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### **Part 5: Submission Instructions**

#### **5.1 Contact Information**

Teddy Stevens, Director of Public Works: [teddy.stevens@saint-marys.ca](mailto:teddy.stevens@saint-marys.ca), 902-522-2667.

#### **5.2 Submission Requirements and Conditions**

1. Bids shall be submitted in digital form on or before the submission deadline via e-mail to [teddy.stevens@saint-marys.ca](mailto:teddy.stevens@saint-marys.ca)
2. E-mail submissions must have the following subject line: **"Proposal ½ Ton Truck)".**
3. E-mail submission must be below twenty megabytes to meet Municipal e-mail requirements. All bidders are responsible for ensuring that submissions meet the e-mail and data size requirements. Submissions that exceed twenty megabytes may not be received and, as a result, may not receive consideration.
4. The Bidder shall bear all costs associated with or incurred in preparing and presenting its Bid. The Municipality shall not be liable under any circumstances for all such direct, indirect, or consequential expenses.
5. Only on-time bids and bids delivered by the submission requirements stated here will be accepted.
6. Bidders are not to seek additional information from any Municipal Council, or Staff not listed in this document. Such contact could disqualify the Bidder.
7. Complete and include, with the bid, all forms and materials listed in Section 5.3 Submission checklist.



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### **5.3 Submission Check List**

This section is designed to provide all bidders with a checklist of schedules and materials for inclusion to ensure complete bids.



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Check List Item	Purpose
<p>Bidder Introduction: Each bidder shall provide a written introduction to their business and details on how they will complete the project and details on the recommended product. See Part 1, Part 2 and Part 3.</p>	<p>This information is required for the municipality to assess the qualifications and capability of each bidder. This information is an evaluation criterion. However, failure to provide the requested information in all or in part could result in the disqualification of the bid.</p>
<p>A Price Form has been provided with this solicitation and is required to be completed for all bid price data.</p>	<p>Failure to provide a complete Price Form shall result in the disqualification of the Bid.</p>
<p>A Bidder Declaration Form has been provided with this solicitation.</p> <p>The Bidder Declaration Form collects acknowledgement of any addenda and the bidder authorized signature.</p>	<p>The Bidder Declaration Form is a Mandatory Requirement. Failure to complete and sign this section shall result in the disqualification of the Bid.</p>
<p>Workers' Compensation Board of Nova Scotia.</p>	<p>A certificate of good standing with the Workers' Compensation Board of Nova Scotia or equivalent must be provided by all bidders with their bid submission. Failure to provide the certificate will result in disqualification of the bid.</p>
<p>Time shall be of the essence in the completion of this project.</p>	<p>Work timelines must meet April 30, 2026, due date for submission of the Project to be eligible for consideration. The Municipality will accept proposals with longer completion dates based on equipment availability.</p>



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### 5.4 Clarification and Addenda

1. Bidders must notify the Municipality by Noon local time on April 3, 2026, to advise of any omissions, errors or ambiguities in this document. If the Municipality considers correction, explanation or interpretation necessary, a written addendum will be issued. Direct all Inquiries to: [teddy.stevens@saint-marys.ca](mailto:teddy.stevens@saint-marys.ca).
2. The Municipality will not maintain a distribution list. All Bidders are responsible for ensuring all addenda have been received. Addenda will be posted on the Municipality website at <https://www.saint-marys.ca/business/tenders/> and the Nova Scotia Public Tenders website at <https://procurement.novascotia.ca/ns-tenders>. The Municipality will not bear any responsibility for the failure of potential bidders to obtain all documents before submitting a response.
3. The Municipality reserves the right to amend this Tender at any time before the closing date and will issue a written addendum in the event of a change.
4. Changes to this Tender shall be stated in writing by Addenda. Verbal statements made by Municipal staff or their representatives shall not be binding.

### 5.5 Amendment or Withdrawal of Proposal

Bids may be amended or withdrawn by e-mail. E-mail shall be sent to: [teddy.stevens@saint-marys.ca](mailto:teddy.stevens@saint-marys.ca). The amendment or notice of withdrawal must be received prior to the closing. Amendments or withdrawals must be clearly labelled with an e-mail subject line **“Proposal ½ Ton Truck”** And follow all submission guidelines outlined in Part 5.2 Submission Requirements and Conditions.

If a Bid is amended, the Bidder must supply a complete replacement of all complete documents and forms. The Municipality will not attempt to interpret edit instructions or perform updates to Bids.



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### **5.6 Bid Opening**

The Municipality will not hold a public, in-person bid opening. Bidders not awarded will receive advice by email.

### **5.7 Proposal Validity**

All Bids shall remain irrevocable for sixty (60) days unless withdrawn prior to the closing date or changed in mutual Agreement with the Municipality.



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### **Part 6: Terms and Conditions**

#### **6.1 Worker's Compensation**

Bidders shall comply with the *Workers' Compensation and Occupational Health & Safety Act* safety regulations. A certificate of good standing with the Workers' Compensation Board of Nova Scotia or equivalent must be provided by all bidders with their bid submission.

#### **6.2 Indemnity Requirements**

The successful Bidder shall be required to indemnify and hold the Municipality harmless against all liability and expenses, including solicitor's fees, howsoever arising or incurred, alleging damage to property, injury to, or death of, any person arising out of or attributable to the Bidder's performance of the contract awarded.

#### **6.3 Liability**

The Municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever suffered or sustained by the Bidder, their employees or agents in the performance of this Agreement.

#### **6.4 Freedom of Information & Protection of Privacy**

By submitting a Bid, the Bidder agrees to public disclosure of its contents subject to the provisions of Part XX of the Municipal Government Act relating to Freedom of Information and Protection of Privacy.

#### **6.5 Pricing, Taxes, Currency**

1. All prices quoted for this solicitation shall be in Canadian funds only.
2. HST totals in quote pricing are to be reported separately. (see Price Form for details).



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### 6.6 Early Termination

1. If, for any reason, the Bidder fails to provide services satisfactory to the Municipality or comply with the conditions of the signed Agreement, the Agreement may be terminated by the Municipality upon providing written notice to the Bidder.
2. In the event of early termination, the Bidder shall only be entitled to compensation for Work completed and accepted by the Municipality to that point. No other compensation will be owed to the Bidder by the Municipality.
3. In the event of early termination, the Municipality has the right to choose whether to accept a bid from another bidder (following the terms of this tender) or to re-tender.

### 6.7 Payment(s)

The Municipality will accept itemized invoices showing all details of purchase.

## **Part Seven: Award:**

### 7.1 Reservation of Rights/Privilege

1. This Call for Bids neither expresses nor implies any obligation on the part of the Municipality to enter a contract with any party submitting a Bid.
2. The Municipality reserves the right to suspend or cancel this Tender at any time for any reason without penalty.
3. The Municipality reserves the right to reject any or all Bids.
4. The Municipality reserves the right to accept and award any Bid or portion of any Bid that may be in the Municipality's best interests.
5. By placing a bid, the bidder acknowledges that the Municipality has the full and unfettered right to determine whether any Bidder, in the opinion of the Municipality, has not demonstrated the capability to fully meet the Municipality's needs and that only bidders deemed by the Municipality as fully able to meet all needs will progress to a final award assessment per section 7.2



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### **7.2 Award Notice**

Upon completion of the evaluation process, the Municipality will issue a written notice award to the successful Bidder. The non-successful Bidders will be notified by e-mail once an award has been made and accepted.