



**Tender – SUPPLY OF NEW 2026 FULL SIZE TRUCK**

**TLC-03-26**



## Table of Contents

	Page
Title Sheet	
Form of Tender	1
Instruction to Bidders	5
Specifications	3

**TOWN OF LABRADOR CITY**

**FORM OF TENDER**

**Supply of New 2026 Light Duty Truck TLC-03-26**

Tenderer \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

The undersigned bidder has carefully examined the Form of Tender, Instructions to Bidders, and agrees to supply item(s) as per the attached specifications.

Total Price \_\_\_\_\_

H.S.T. 15% \_\_\_\_\_

Total Quotation \_\_\_\_\_

The above quotation shall include all freight charges, F.O.B., Tamarack Drive, Labrador City, NL.

The tenderer, if awarded the contract, agrees supply within \_\_\_\_\_ weeks following notification of award of the contract.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address: \_\_\_\_\_

## **INSTRUCTIONS TO BIDDERS**

### **1. TENDERS**

- (a) Bidders shall submit Tenders in a sealed envelope and clearly marked to the town of Labrador City Office or by an emailed electronic copy to [cashier@labradorcity.ca](mailto:cashier@labradorcity.ca) of the Bid in pdf format. Either method of delivery shall be duly marked:

“TENDER FOR: Tender – **Supply of New 2026 Light Duty Truck TLC-03-26** addressed to the attention of the Town Clerk, Town Hall, P.O. Box 280, Labrador City, NL A2V 2K5. Include Bidders Name and Return Address on Envelope.

- (b) Tenders shall close at **3:00 p.m. local time**, Labrador City on:
- February 25<sup>th</sup>, 2026**
- (c) Before submitting a tender, tenderers shall carefully examine the tender documents and fully inform themselves of the contract requirements and existing conditions.
- (d) The Bidder should refrain from contacting other employees or members of Council of The Town of Labrador City in respect of this procurement process, including for the purposes of lobbying or attempting to influence the outcome of this procurement process. Any such contact may, in the Town of Labrador City’s sole discretion, result in disqualification of the Bidder.
- (e) The Town will not defray any expenses incurred by the tenderers in the preparation and submission of their tenders.
- (f) The Town, its employees and agents shall not be held liable or accountable for any error or omission in any part of this Tender or response to Bidder’s questions.
- (g) Quotation shall be valid for acceptance for ninety (90) days from the tender closing date.
- (h) This tender is subject to the Access to Information and Protection of Privacy Act, 2015.
- (i) The financial value of this tender will be publicly released as part of the award notification.
- (j) If applicable, this tender is subject to trade agreements.

## **2. DIGITAL SUBMISSION REQUIREMENTS**

All proposals must be submitted electronically via email to [cashier@labradorcity.ca](mailto:cashier@labradorcity.ca) To ensure the security and confidentiality of your submission, the following requirements must be met:

- a) File Format:
  - (i) Submissions must be in PDF format. Additional supporting documents may be included in commonly accessible formats (e.g., Excel, Word, or JPEG) as necessary.
- b) Passcode Protection:
  - (i) All digital submissions must be passcode-protected to ensure confidentiality of respondent's bids.
  - (ii) Passcodes shall be remitted in a separate email sent to [townclerk@labradorcity.ca](mailto:townclerk@labradorcity.ca); this email must be received no later than within 1 hour of the closing date.
- c) Email Subject Line:
  - (i) Respondents must use the following subject line format: "Tender – Supply of New 2026 Light Duty Truck TLC-03-26- [Company Name]."
- d) File Size:
  - (i) The total size of all attached files must not exceed 20MB. If your files exceed this limit, please provide a link to a secure cloud storage platform (e.g., OneDrive, Google Drive) with restricted access.
- e) Submission Deadline:
  - (i) Proposals must be received by February 25, 2026 at 3:00pm local time. Late submissions will not be considered.
- f) Confirmation of Receipt:
  - (i) It is the responsibility of the respondent to confirm receipt of their submission by contacting Cashier Clerk at [cashier@labradorcity.ca](mailto:cashier@labradorcity.ca) or 709.944.2621.

The Town of Labrador City cannot guarantee the confidentiality or security of digital submissions that are not passcode-protected. It is the sole responsibility of the respondent to ensure their proposal is adequately secured prior to submission. Proposals submitted without passcode protection may be at risk of unauthorized access.

For any technical issues or questions related to digital submission, please contact the Public Works Department – [publicworks@labradorcity.ca](mailto:publicworks@labradorcity.ca)

### **3 BID SUBMISSION, REVISION & WITHDRAWAL**

- (a) It is the Bidders' sole responsibility to ensure their Bid is received when, where and how it is specified in this document. The Town is not responsible for lost, delayed, misplaced, or incorrectly delivered Bids.
- (b) Bid revisions, changes, and alterations will be accepted by the Town provided they are received prior to the closing date and time of the Tender. Bid revisions, changes and alterations may be made only by completing a new Bid to the Town.
- (c) Where a Bidder submits multiple Bids to a Tender, each successive Bid will nullify and replace any previous Bids.
- (d) Bidders may withdraw their Tender at any time, prior to the closing date & time of a Tender, by submitting an email to [cashier@labradorcity.ca](mailto:cashier@labradorcity.ca). All withdrawn Bids will be shredded the Town of Labrador City.

### **4 UNACCEPTABLE TENDERS**

- (a) Tenders not submitted on the Tender Form provided will not be considered.
- (b) Bids submitted by facsimile will not be accepted.
- (c) Tenders received after the tender closing time will not be considered.
- (d) Incomplete tenders will be rejected.
- (e) Tenders containing qualifications or additional clauses to the Tender Form may be rejected.

### **5 SUBSTITUTIONS**

- (a) Tenders shall be based upon using the materials or products as specified without substitution. Where two or more brand names are specified, the choice shall be left to the successful bidder. Where only one brand name is stated, there shall be no substitution.
- (b) Where the specifications include the **OR APPROVED EQUAL** clause, substitutions may be proposed provided that:
  - (l) The request for substitution is made in writing at least seven (7) days prior to the tender closing date.

- (ii) The request shall clearly define and describe the products for which the substitution is requested.
- (iii) The substitution item is equivalent to the described item with regard to design, function, appearance, durability, operation and quality.
- (iv) Approval of the substitution by the Town shall be in the form of an Addendum to the specifications issued to all the tenderers listed as having received a copy of the contract documents.

## **6. ACCEPTANCE OR REJECTION OF TENDERS**

- (a) The Town reserves the right to reject any or all bids without stating reasons. The lowest or any tender will not necessarily be accepted.
- (b) Upon acceptance of the tender, the Tender Form becomes part of the Contract Documents and the successful tenderer becomes the Contractor.
- (c) One payment shall be made in accordance with the contract as follows:
  - (i) Upon acceptance of all material or products, or upon substantial completion of the work.
  - (ii) Within thirty (30) days of receipt of the invoice by the Town.
- (d) The Town reserves the right to accept a non-compliant bid.

## **7. ADDENDUMS**

- (a) Addenda may be necessary for:
  - (i) Correction of the Tender and related forms
  - (ii) Extension of the submission deadline
  - (iii) Clarification of parts of the Tender
  - (iv) Retraction or cancellation of the Tender
  - (v) Responses to bidders questions
  - (vi) Other additions to, deletions from or alterations to the requirements contained in the Tender
- (b) Request for addenda must be submitted five (5) calendar days prior to the tender closing date. Requests submitted thereafter will not be considered or

responded to.

- (c) All addendums become part of the Bid Documents, as appropriate. Bidders are responsible for addressing all addenda in preparing Bids and should confirm, prior to submitting Bids, that all issued addenda have been received.

## **8. DELIVERY**

- (a) Where the Tender includes a mandatory delivery schedule, the Town will assume that the Bidder can meet the requested schedule and is satisfied that the goods or services required will be available for delivery on the requested date(s).
- (b) Time is of the essence, and delivery schedule(s) are legally binding. The Town reserves the right to assess penalties or cancel awards to Bidders who fail to meet the stated delivery or completion dates.
- (c) All equipment/goods delivered are subject to inspection and test within a reasonable time after delivery to the Town premises. In the event of a defective product the Town reserves the right to return it to the vendor for full credit.

## **9. Taxes**

- (a) The Town of Labrador City is subject to the Harmonized Sales Tax at the rate of 15%.
- (b) Above referenced tax shall be shown separately on all invoices presented to the Town of Labrador City for payment.

The sums herein tendered include all taxes, royalties, custom duties, foreign exchange charges, transportation, traveling costs, all overhead and profit, all co-ordination fees, insurance premiums and all other charges.

## **10. PERSON TO CONTACT**

For further information contact Bryan Fagan at the following telephone number **709-944-71721** or email: [maintenancemanager@labradorcity.ca](mailto:maintenancemanager@labradorcity.ca)



## **SPECIFICATIONS**

The Town of Labrador City requires the supply of one (1) new 2026 full size, 4 wheel drive 1/2 ton Crew Cab truck with the following minimum specifications.

### **Compliance:**

#### **1. Color**

1.1 Vehicle shall be Red in color Yes\_\_\_, No\_\_\_

#### **2. Engine**

2.1 Gasoline engine (min 2.7 liter) Yes\_\_\_, No\_\_\_

#### **3. Style**

3.1 Vehicle shall be four (4) door Crew cab Yes\_\_\_, No\_\_\_

#### **4. Box**

4.1 6.5 Foot box minimum. Yes\_\_\_, No\_\_\_

#### **5. Transmission**

5.1 Automatic transmission Yes\_\_\_, No\_\_\_

#### **6. Interior Features**

6.1 Manually controlled air conditioning Yes\_\_\_, No\_\_\_

6.2 Power windows and locks Yes\_\_\_, No\_\_\_

6.3 Seating shall consist of two bucket or captain style seats in the front. A three person bench seat in the rear with removable seat covers. Yes\_\_\_, No\_\_\_

6.4 AM/FM radio with Bluetooth capability Yes\_\_\_, No\_\_\_

6.5 Vehicle shall be equipped with remote Start (covered for duration of entire Vehicle manufacturers' basic warranty) Yes\_\_\_, No\_\_\_

6.6 Equipped with VHF radio harness Yes\_\_\_, No\_\_\_

#### **7. Mechanical Features**

7.1 Power steering & power ABS brakes Yes\_\_\_, No\_\_\_

7.2 Heavy duty battery (min 600 CCA) & heavy duty alternator to maximum amperage Yes\_\_\_, No\_\_\_

7.3 Engine block heater Yes\_\_\_, No\_\_\_

7.4 Heavy duty shock absorbers Yes\_\_\_, No\_\_\_

7.5 Heavy Duty front & rear springs Yes\_\_\_, No\_\_\_

7.6 High capacity heater & defroster Yes\_\_\_, No\_\_\_

7.7 Vehicle shall be equipped with vinyl floor Covering with removable all season Mats Yes\_\_\_, No\_\_\_

## **8. Exterior Features**

8.1 17" tires, Goodyear AT/S, Goodyear AT/S or an LTR all terrain. Minimum load range E, 10 PLY Yes\_\_\_, No\_\_\_

8.2 Spare rim and full size tire to match Yes\_\_\_, No\_\_\_

8.3 Rear step bumper with reinforced bracket with class V towing hitch and 4-pin and 7-Pin trailer connectors Yes\_\_\_, No\_\_\_

8.4 Spray In Box liner c/w tailgate and rail liner Yes\_\_\_, No\_\_\_

8.5 Splash guards front and rear Yes\_\_\_, No\_\_\_

8.6 Black running boards (cab section) Yes\_\_\_, No\_\_\_

8.7 Truck shall come with a standard red truck cap installed. Low rise, level with top of cab c/w 6 clamps. Yes\_\_\_, No\_\_\_

8.8 Front tow hooks Yes\_\_\_, No\_\_\_

## **12. Two Way Radio**

11.1 Vehicle shall be equipped with a two-way radio Model Number NX-3720 Radio will be required to be programmed. The Programming information will be provided to successful bidder. Yes\_\_\_, No\_\_\_

## **13. Back-up Alarm**

13.1 An ECCO, Model SA917-PM2, or equal, solid state electronic audible back-up alarm that actuates when the truck is shifted into reverse will be provided. The device will sound at 60 pulses per minute and automatically adjust its volume to maintain a minimum five (5) dba above surrounding environmental noise levels. Yes\_\_\_, No\_\_\_

## **14. WARRANTY & EXTENDED SERVICE**

### **14.1 Factory Warranty**

Please state Factory Warranty:

---

---

## **15. PARTS AND SERVICE**

**15.1** The Bidder or Manufacturer's representative of the manufacturer must maintain on a continual basis a comprehensive parts inventory available for delivery to Labrador West.

Yes\_\_\_, No\_\_\_

**15.2** The Bidder or Manufacturer's representative shall repair any defect in material or workmanship, and repair or replace any defective part as per the manufacturers warranty. Such repairs shall be free of charge (parts and labour) to the Town of Labrador City.

Yes\_\_\_, No\_\_\_

**15.3** Shop & parts manual

Yes\_\_\_, No\_\_\_

**15.4** Please provide contact information for parts and service.

---

---

---

## **16. ADDITIONAL REQUIREMENTS**

**11.1** Quotations shall be accepted only from firms offering parts and service in Labrador West.

Yes\_\_\_, No\_\_\_

## **17. Exceptions to bid specifications.**

Clause #	Explanation
----------	-------------

_____	_____
_____	_____
_____	_____
_____	_____