

Tender Document

**TOWN OF ANTIGONISH
2025 SERVICE TRUCK TENDER**

Set No: _____

August 2025



Town of Antigonish 2025
Service Truck Tender

Sealed quotes addressed to “Town of Antigonish, 274 Main Street, Antigonish, N. S.”, will be received up to 2:00 pm Friday, September 12, 2025 for the “Town of Antigonish 2025 Service Truck Tender”.. There is no document fee.

The work can be generally described to include: The supply of one (1) half-ton service truck to the standards and specifications noted in the tender, with optional additional warranty.

All questions can be addressed to Kyle Meisner, email kyle.meisner@townofantigonish.ca.

The Town reserves the right to waive any informalities or to reject any or all quotes based on changes to the approach to the work, organizational and perceived liability considerations, the financial suitability of proceeding with the execution of the work, individual tenderer's level of experience, available personnel and equipment, the Owner's perception of the impact of performance on similar projects, or potential performance problems in keeping schedule targets. The Town reserves the right to omit portions of the work should it be deemed necessary for overall financial reasons.

Prepared by:

Kyle Meisner, P. Eng.
Director of Public Works
Town of Antigonish



FORM OF TENDER
2025 Service Truck Tender
Closing 2 p.m. Sept 12, 2025

1. SALUTATION:

- .1 Town of Antigonish
274 Main Street
Antigonish, NS B2G 2C4
- .2 Bid Proposal: **1 x ½ Ton Service Trucks (2024 or newer)**
- .3 Closing Date: 2:00 p.m., Sept 12, 2025
- .4 Bid Submission/ Location:
In a sealed envelope, clearly marked as to contents from the supplier.
Attn: Kyle Meisner, P.Eng, Director of Public Works
Engineering Office, 2nd Floor, Town Hall
Town of Antigonish, 274 Main St., Antigonish, NS B2G 2C4
- .5 From: _____

2. PROPOSER DECLARES:

- .1 That this Proposal is made without collusion or fraud.
- .2 That he/she has carefully examined the Contract Documents and Addenda (if any) and take all the foregoing into consideration in preparation of his/her proposal.

3. PROPOSER AGREES:

- .1 To enter into a contract to supply one (1) vehicle, as required by the Town of Antigonish, as described and specified herein for the unit price stated on Page 2 hereunder, Schedule of Unit Prices.
- .2 That the total proposed price shall be the unit prices in Page 2 hereunder.
- .3 That this Proposal is valid for acceptance for 30 days from the time of Proposal Closing.
- .4 That payment for items awarded by the Town of Antigonish, listed in Page 2, be paid by the Town of Antigonish within 30 days of supply to the Town of Antigonish of the vehicle in good working order to the satisfaction of the Director of Public Works.
- .5 That the Contract Documents include:
 - .1 Invitation of Tender
 - .2 Form of Tender for Bid Proposal
 - .3 Specifications for Vehicles
- .6 The Town reserves to not necessarily accept the lowest tender submission, reserves the right to waive any informalities or to reject any or all quotes based on: required bid submissions, organizational and perceived liability considerations, the financial suitability of proceeding with the purchase, individual tenderer's level of experience, or potential performance problems in keeping schedule targets. The Town reserves the right to omit tendered items should it be deemed necessary for overall financial reasons, and to accept or reject any offer as considered by the Town to be in its best interest.

4. **SCHEDULE OF UNIT PRICES;**

.1 **1 x ½ Ton Service Truck (2024 or newer)**

The following items #1 through #6 pertain to the vehicle description in the Bid Proposal.

- .1 Prices shall be f.o.b. Antigonish and include all charges including shipping and handling, applicable taxes, accessory installation, etc.
- .2 A delivery date must be included in the Bid Proposal.
- .3 Prices proposed shall be for straight sale.
- .4 Complete manufacturer's data must be included with the Bid Proposal and vehicle manuals shall be supplied at time of vehicle delivery.
- .5 Warranty information shall be supplied for consideration as an option.
- .6 Evaluation of tender submissions will be based on the following:
 - .1 Bid Price within budget
 - .2 Delivery
 - .3 Equipment features/ specifications and servicing capability
 - .4 Warranty

Carried forward Pricing from Specification pages:

Truck #1 Base Price	\$ _____
HST:	\$ _____
Bid Total for Base Prices:	\$ _____

Standard Warranty details included: Yes No

PROVISIONAL ITEM (May not be selected):

Extended Warranty of Truck

Truck#1 _____ Months at \$ _____

Provide Details of Warranty for each Truck:



- .2 Please return:
 "Specifications" Pages indicating the vehicle's compliance with identified specifications and noted pricing breakdown.
- .3. Please note:
 The Town of Antigonish reserves the right to waive informalities, accept or reject any/all bid proposals and/or accept any bid proposal it feels is in its best interest.

5. COMPLETION TIME:

- .1 Proposer agrees to supply vehicles requested within _____(number) of days from time of award.

6. SIGNATURE

Dated this _____ day of _____, 2025.

NAME OF FIRM QUOTING

(SEAL)

 ADDRESS

 TELEPHONE

 SIGNATURE

 NAME AND TITLE (PRINTED)

 SIGNATURE

 NAME AND TITLE (PRINTED)

 WITNESS

 NAME AND TITLE (PRINTED)

PLEASE NOTE: Proposals submitted by or on behalf of any Corporation must be signed in the name of such Corporation by a duly authorized officer or agent who shall also subscribe his/her own name and office. Affix seal.

