



THE CORPORATION OF THE CITY OF NIAGARA FALLS

ADDENDUM #1

REQUEST FOR TENDER

RFT30-2020

PICKUP TRUCKS – CREW & EXTENDED CABS, 4X4

CLOSING DATE: Tuesday, December 15th, 2020 at 2:00 p.m. local time

This addendum shall form an integral part of the Request for Tender (RFT) documents for the above noted RFT and shall be read in conjunction therewith. This addendum shall, however, take precedence over all requirements as it pertains to the particular and specific items noted below.

This addendum must be signed by the Bidder in the appropriate space and must be attached to the Bidder's Tender submission at the stated time of the closing of the RFT or prior to this time. Tender submissions not including this addendum may be rejected.

CLARIFICATION:

Extended Cab Pickup Truck SPEC. #22G-09. **GVWR: 3,000 kg. min. changed to 2,939 kg. min.**

- **Remove:** Specifications & Confirmation, SPEC. # 22G-09
- **Replace with:** Specifications & Confirmation, SPEC. # 22G-09REV1

- **Remove:** Appendix A – Form of Tender
- **Replace with:** Appendix A – Form of Tender (REV1)

- **Remove:** Instructions to Bidders, pages 2, 3 & 4.
- **Replace with:** Instructions to Bidders, pages 2, 3 & 4 of this Addendum.

The Tenderer shall take due notice of the above noted changes and make allowance for same in the Tender to be submitted to the City of Niagara Falls.

COMPANY NAME:	
TENDERER'S SIGNATURE:	
TENDERER'S NAME: (Please Print)	
DATE:	

THE CORPORATION OF THE CITY OF NIAGARA FALLS
REQUEST FOR TENDER – SUPPLY
RFT30-2020
PICKUP TRUCKS – CREW & EXTENDED CABS, 4X4

INSTRUCTIONS TO BIDDERS

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Instructions to Bidders - pages 1 – 16

SPECIFICATIONS:

CREW CAB PICKUP TRUCK - #23K-21R - 7 pages

CREW CAB PICKUP TRUCK - #23k-21W - 7 pages

EXTENDED CAB PICKUP TRUCK - #22G-09REV1 - 6 pages

APPENDICES

Appendix A: Form of Tender (REV1) - 3 pages

ATTACHMENTS

Mailing Label - 1 page

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INSTRUCTIONS TO BIDDERS

1. Definitions

Throughout this Request for Tender - Supply, unless inconsistent with the subject matter or context:

- a) City and Owner shall mean The Corporation of the City of Niagara Falls.
- b) Bidder means a legal entity, being a person, partnership or firm that submits a Tender in response to this RFT.
- c) RFT and Request for Tender shall mean the Request for Tender inclusive of all appendices, attachments and any addenda that may be issued by the City of Niagara Falls.
- d) The words Tender and Tender submission shall mean the Tender submission received from the Bidder by the City, in response to the RFT.
- e) Contract means the undertaking by the parties to perform their respective duties, responsibilities and obligations as prescribed in this Request for Tender per the Purchase order issued by the City which shall include this RFT, the Tender submission, and all Addenda and represents the entire agreement between the parties.
- f) Supplier means the company to whom the City has issued a purchase order.

2. Named Parties

For the purposes of this Contract the following parties are identified:

Owner: The Corporation of the City of Niagara Falls, the “City”

City’s Contract Administrator: Ken Williams, Fleet Manager

Contact for Inquiries: Jessica Curno, Procurement Agent, e-mail jcurno@niagarafalls.ca

TENDER SUBMISSION

The following policy regarding the submission of Tenders and the Tender opening procedures will be applicable. Bidders must adhere strictly to the instructions concerning submission.

1. Tenders should include all required pages and must be signed by the Bidder, in ink, where stated on Appendix A: Form of Tender (REV1) pages and on any other pages so stated.
2. Tenders received without the signed Appendix A: Form of Tender (REV1) completed and all signed Addenda as issued by the City may be rejected. The signed Appendix A: Form of Tender (REV1) and any posted addenda to this RFT must be included in the Tender envelope.
3. There will not be a Public Opening. Tenders will be opened at 2:00 p.m., December 15, 2020 at the Municipal Service Centre. Tender results will be posted on the City bid site under the bid after the opening.
4. Any erasures, alterations or cross-outs must be initialed in ink by the Bidder. Failure to do so may result in the rejection of the Bidder’s Tender submission by the City.

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INSTRUCTIONS TO BIDDERS

5. Tender Submission Sequence

Submissions must be in the following sequence:

- a) Appendix A: Form of Tender (REV1)
- b) Signed Addendum page if applicable
- c) Specification & Confirmation pages
- d) Optional Supplementary Bidder information (i.e. product information)

BIDDER REQUIREMENTS

1. Notification of Potential Bidders Not Guaranteed

The City posts notification of all RFT and other opportunities on its Internet Web Page (niagarafalls.ca/bids). Bidders are to review this Web Page to inform themselves of any requests for Tenders, etc. The City shall not guarantee that previous successful Bidders or any potential Bidders shall be notified by any means electronic or otherwise of any RFT or other opportunity. It is the responsibility of any potential Bidder to check this Web Page to avail themselves of any RFT or other opportunity.

2. Questions Regarding Possible Discrepancies

If a Bidder finds discrepancies, ambiguities or omissions in the Contract Documents, or should be in doubt as to their meaning, they shall notify the Owner at once, who will have prepared and posted on the website a written addendum to all Bidders. All addenda are to be incorporated in the Tender and will become part of the Contract. The Owner will not be responsible for any other explanations or interpretations of the proposed Contract Documents.

3. Tender Submission and Correspondence in English

Tender submissions and all subsequent documents, invoices, reports, schedules and correspondence of any kind must be prepared in English and Bidders must be able to converse and correspond fluently in English directly or through an interpreter supplied by and at the total cost to the Bidder.

4. Form of Tender - Appendix A (REV1)

- a) Bidders must complete all required spaces and sign where indicated on the Appendix A: Form of Tender (REV1).
- b) Bidders must attach all required documents to the Appendix A: Form of Tender (REV1) pages.
- c) The Appendix A: Form of Tender (REV1) pages must be signed by an Officer of the Bidder's Company who has authority to bind the Company.
- d) All taxes to be extra to the unit prices stated on the price schedule.
- e) By submitting a Tender in response to this RFT, the Bidder thereby acknowledges that offers contained within its Tender shall be irrevocable and remain open for acceptance by the City for a period of not less than ninety (90) days from the closing date and time specified in this RFT.