



**Tender #PW-11-2021**

**For the Sale of Surplus Equipment and Vehicles**

**Closing Time & Date:  
10:00 a.m., Tuesday, July 27, 2021**

**Issue Date: July 9, 2021**

## Town of Petawawa

### 1. Instructions to Bidders

#### 1.1 General

The Town of Petawawa (herein after known as the Town) is inviting Tenders from interested Bidders for the purchase of used equipment owned by the Town.

#### 1.2 Inspection of Equipment and Vehicles

1.2.1 To minimize the impact on the Town's Public Works Department, the used equipment offered for sale is available for public viewing on **Tuesday, July 20, 2021 at 9:00 a.m.** at the Town of Petawawa Public Works Yard, 19 Industrial Avenue, Petawawa, ON. **Potential Bidders must adhere to all COVID-19 public health measures imposed at the time of viewing.**

1.2.2 While the Public Works Department would prefer to have Bidders view the equipment during the date and time set forth in 1.2.1 above, staff understands that there may be extenuating reasons why this may not be suitable to all Bidders. For those Bidders who cannot meet the above-stated viewing time, an alternate viewing time can be arranged, **by appointment only**. Appointments will not be scheduled prior to **Tuesday, July 20, 2021 at 9:00 a.m.** To make an appointment, contact Chris Mantha, Manager of Public Works, at 613-687-5536 ext. 2301.

#### 1.3 Submission of Tenders

1.3.1 Bidders are to submit the following item duly completed as part of this Tender request:

**Form of Tender (pages 24-26)**

1.3.2 Tenders are to be in a sealed envelope clearly marked:

**Sale of Surplus Equipment and Vehicles  
Tender #PW-11-2021**

1.3.3 Tenders are to be addressed to:

**Mr. Daniel Scissons, CAO/Clerk  
Town of Petawawa  
1111 Victoria Street  
Petawawa, ON K8H 2E6**

- 1.3.4 Tenders will be received at the above-noted address until **10:00 a.m., Local Time, Tuesday, July 27, 2021.**
- 1.3.5 Tenders received at 10:01 a.m. or later will be deemed to be late and rejected.
- 1.3.6 The Town of Petawawa is not responsible for any Tender received after the stated closing time, and will not consider any such Tender.
- 1.3.7 Rejected Tenders will be returned unopened to the Bidder, if a return address is submitted on the envelope.
- 1.3.8 The Town of Petawawa will not be responsible for any lost Tenders or for those Tenders that are delivered to any other location than the submission address indicated above.
- 1.3.9 The onus remains solely the responsibility of the Bidder to instruct couriers/delivery personnel to deliver Tender submissions to the exact location specified. Bidders assume sole responsibility for late deliveries if these instructions are not strictly adhered to.
- 1.3.10 Faxed or emailed Tenders will not be accepted.

#### **1.4 Form of Tender**

- 1.4.1 All bids must be upon the blank Form of Tender attached hereto.
- 1.4.2 The Bidder shall complete the Form of Tender in ink or in type.
- 1.4.3 The Bidder shall include their full legal name, address, telephone number and signature on the Form of Tender.
- 1.4.4 If it becomes necessary to correct an error made on the Form of Tender, such correction must be initialed by the person signing the form.

#### **1.5 Bids, Taxes**

All bids must be stated in Canadian funds and be equal to or greater than the reserve amount, where indicated. Harmonized Sales Tax (HST) shall be extra to bid prices.

#### **1.6 Withdrawal of Tender**

Bidders will be permitted, without prejudice, to withdraw their bid unopened after it has been received by the office of the Clerk, provided such request for withdrawal is received in writing by the Clerk prior to the closing date and time. The withdrawal of a Tender does not disqualify a Bidder from submitting another Tender prior to the closing.

## **1.7 Withdrawal of Goods**

The Town reserves the right to withdraw any goods before the Tender closing date and time.

## **1.8 Tender Opening**

1.8.1 Tenders will be publicly opened shortly after the closing at the Town of Petawawa Municipal Office, 1111 Victoria Street, Petawawa, ON.

1.8.2 The bid price for each item will be read aloud and recorded on a Bid Opening sheet. A subsequent evaluation of the Bids will be conducted administratively by the Clerk's Department, at a time subsequent to the opening of the Bids.

## **1.9 Informal Tenders**

Tenders that are illegible or which contain additions not called for, erasures/overwriting/strikeouts not initialed, irregularities of any kind, or are not properly signed may be rejected as informal.

## **1.10 Award of Item**

1.10.1 Tenders are open for acceptance by the Town for thirty (30) days from the Tender closing date.

1.10.2 The Town reserves the right, in its sole and unfettered discretion, to accept offers or combinations of offers which provide the Town with the highest revenue value and level of complete disposal providing that the pricing is considered by the Town to be appropriate.

1.10.3 The highest or any submission will not necessarily be accepted and the Town, in its sole and unfettered discretion, reserves the right not to award any item if it is deemed not to be in its best interest.

## **2. Terms and Conditions**

### **2.1 General**

The Instructions to Bidders, Terms and Conditions, Specifications, and Form of Tender, form the entire contract between the parties, and no variations thereof, irrespective of the wording of the Bidder's acceptance, will be effective unless specifically agreed to in writing by the Clerk.

### **2.2 Condition of Equipment Offered For Sale**

2.2.1 The Town makes every effort to accurately describe all goods; however, the Town does not warrant the description in any manner. Bidders are deemed to have relied entirely on their own inspection

and evaluation. All goods are offered for sale on an “AS IS, WHERE IS” basis.

2.2.2 There are no warranties or any representations with respect to the goods, either expressed or implied, including any implied warranties and conditions, or merchantability or fitness for a particular purpose.

2.2.3 The Town will NOT be providing a Used Vehicle Information Package (UVIP) for any vehicle offered through this Tender.

### **2.3 Satisfaction of Bidder**

The submission of a bid shall be deemed proof that the Bidder has satisfied themselves as to all the provisions and conditions of the Tender. No plea of ignorance of such provisions/conditions or failure to make all necessary examinations will be accepted as a basis for any claims, demands or actions of any nature that may be suffered by the Bidder, the Bidder's employees, subcontractors or agents, in relation to the goods including the sale, handling, removal, use, dismantling, or destruction of goods.

### **2.4 Terms of Payment**

2.4.1 Payment must be received in full at the Town of Petawawa Municipal Office, 1111 Victoria Street, Petawawa, ON within five (5) working days of notification of award.

2.4.2 Payment must be made either by cash, debit card, money order, certified cheque or bank draft. Money orders, certified cheques and bank drafts shall be made payable to the Town of Petawawa.

2.4.3 All purchases must be paid in full before removal from the Town of Petawawa Public Works Yard, 19 Industrial Avenue, Petawawa, ON. Harmonized Sales Tax (HST) will be added to the tendered price. All sales are final.

### **2.5 Removal of Goods**

Unless otherwise specified in the Tender Document, goods must be removed at the Bidder's expense within five (5) working days of payment and, if not so removed, the bidder: (a) forfeits the goods and all money paid to the Town; and (b) is responsible for any deficiency and all costs (including advertising, handling and storage) associated with re-tendering the goods.

## **2.6 Regulation Compliance and Legislation**

The successful Bidders shall ensure all activities in respect to this offering are in accordance with, and under authorization of, all appropriate requirements in Federal, Provincial and Municipal laws, statutes, regulations, and by-laws, including but not limited to:

- *The Environmental Protection Act (Ontario);*
- *The Occupational Health and Safety Act;*
- *The Canadian Environmental Protection Act;*
- *The Highway Traffic Act of Ontario.*

## **2.7 Signed Bid to be Considered an Offer**

The submission of a signed Tender to the Town shall be deemed to constitute an "Offer" which may be accepted, at the option of the Town, by verbal or written acknowledgement of acceptance. Upon such acceptance, the terms, conditions and specifications herein set forth shall be confirmed and binding upon the Town and the Bidder.

## **2.8 Indemnification**

The Bidder agrees to indemnify, defend and save harmless the Town and all Municipal Officers, employees, volunteers, servants and agents of its Boards from and against all losses, costs, damages, expenses, and claims made against the Town, resulting from or arising out of any act or omission or negligence or willful harm of the Bidder, its employees or agents, during or connected with the goods, for which the Bidder is legally responsible.

3. **Specifications**

3.1 **Items for Sale**

The following are items available for sale, including specifications, where available.

**Item No. 1 – 1993 Honda 6522 Diesel Lawn Tractor**

This item carries a reserve bid of **\$1,500.00**



**Item No. 2 – Culvert Steamer With Hose (age unknown)**





**Item No. 3 – PTO Generator**

This item carries a reserve bid of **\$500.00**



**Item No. 4 – Six (6) Tires**

Four (4) Michelin 11R22.5 truck tires on rims; and  
Two (2) Goodyear G362 11R22.5 truck tires on rims.



**Item No. 5 – Case 900 Plate Packer**



**Item No. 6 – Wacker Jumping Jack**



**Item No. 7 – Pickup Truck Toolbox**



**Item No. 8 – Shouldering Machine (attaches to tandem dump truck)**



**Item No. 9 – 2010 Dodge 3500 Diesel Truck with Dump Box and Tool Crib**

This item carries a reserve bid of **\$2,500.00**

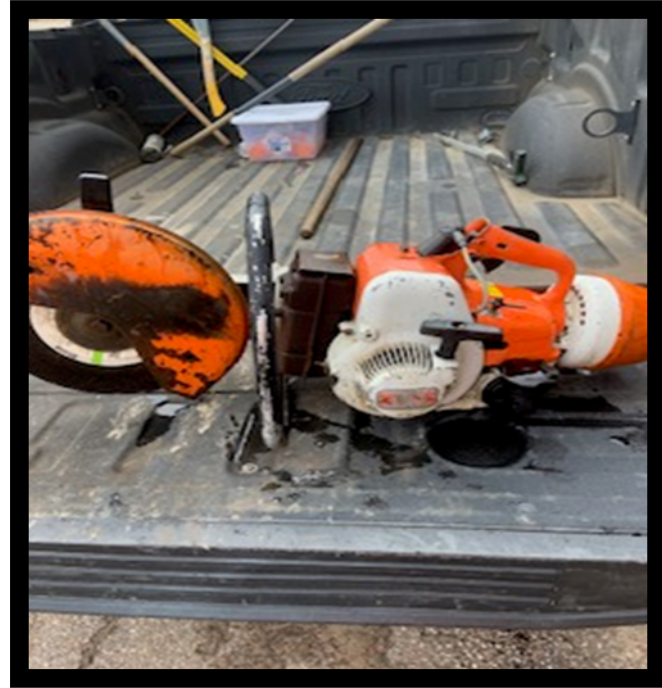
- Cummins Diesel engine with 155,436 kilometres;
- 10 foot dump box with fold down box sides;
- Tool crib between cab and box;
- Beacon light and directional arrow board;
- Truck is in running order.



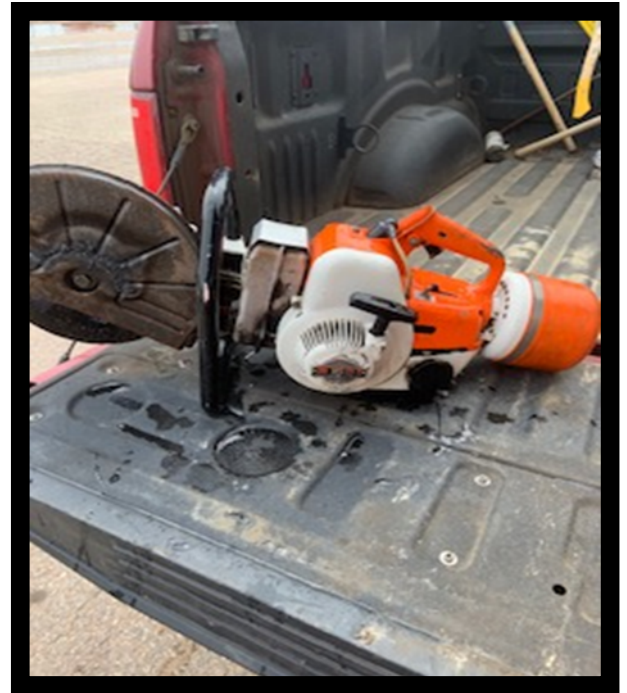




**Item No. 10 – Stihl Chop Saw TS 350**



**Item No. 11 – Stihl Chop Saw LS**





**Item No. 12 – Pump on Cart**

Three (3) inch submersible electric pump (no hose).



**Item No. 13 – Pressure Washer on Cart**



**Item No. 14 – Husky Manure Spreader**

This item carries a reserve bid of **\$1,000.00**

- This item is not located at 19 Industrial Avenue. Please contact Chris Mantha, Manager of Public works, at 613-687-5536 ext. 2301 to arrange for a site visit.



**Item No. 15 – Stainless Tanker Trailer**

- This item is not located at 19 Industrial Avenue. Please contact Chris Mantha, Manager of Public works, at 613-687-5536 ext. 2301 to arrange for a site visit.
- This trailer has no known ownership.



**Item No. 16 – Kayak #1**

**Brand:** Riot Kayaks

**Model:** Escape DUO

**Description:** Sit on Top Tandem Kayak

**Condition:** Used – Sale As Is



**Item No. 17 – Kayak #2**

**Brand:** Riot Kayaks

**Model:** Escape DUO

**Description:** Sit on Top Tandem Kayak

**Condition:** Used – Sale As Is



**Item No. 18 – Kayak #3**

**Brand:** Riot Kayaks

**Model:** Escape 12

**Description:** Sit on Top Kayak

**Condition:** Used – Sale As Is



**Item No. 19 – Stand Up Paddleboard**

**Brand:** KM Hawaii

**Model:** Aloha

**Description:** Stand Up Paddleboard

**Condition:** Used – Sale As Is (includes fin)



**Town of Petawawa**  
**Form of Tender**  
**Sale of Surplus Equipment and Vehicles**

1. I/We \_\_\_\_\_ hereby offer to purchase  
(Name of Individual/Company)

from the Town of Petawawa, on an “As is, Where is” basis and in accordance with the Tender Document, the described goods for the indicated Bid amount, as follows:

<b>Item No.</b>	<b>Description of Equipment</b>	<b>*Order of Preference</b>	<b>Reserve Amount</b>	<b>Bid Amount (identify non-bid items with NIL)</b>
1.	1993 Honda 6522 Diesel Lawn Tractor		<b>\$1,500.00</b>	
2.	Culvert Steamer with Hose			
3.	PTO Generator		<b>\$500.00</b>	
4.	Six (6) Tires			
5.	Case 900 Plate Packer			
6.	Wacker Jumping Jack			
7.	Pickup Truck Toolbox			
8.	Shouldering Machine			
9.	2010 Dodge 3500 Diesel Truck with Dump Box and Tool Crib		<b>\$2,500.00</b>	
10.	Stihl Chop Saw TS 350			
11.	Stihl Chop Saw LS			
12.	Pump on Cart			
13.	Pressure Washer on Cart			



Item No.	Description of Equipment	*Order of Preference	Reserve Amount	Bid Amount (identify non-bid items with NIL)
14.	Husky Manure Spreader		\$1,000.00	
15.	Stainless Tanker Trailer			
16.	Kayak #1			
17.	Kayak #2			
18.	Kayak #3			
19.	Stand Up Paddleboard			
			<b>SUB-TOTAL</b>	
			<b>HST (13%)</b>	
			<b>TOTAL</b>	

\*The "Order of Preference" column is to be used for situations where a bidder wishes to have their bid considered for more than one item but wishes to acquire only one item. If the "Order of Preference" column is used, it is taken as confirmation that the bidder wants to purchase only one item.

**HST will be re-calculated based on successful bids.**

- I/We hereby agree to remove the equipment and/or vehicle(s), at our expense, within five (5) working days of notification of award, providing correct payment has been provided to the Town in accordance with Clause 2.4 of the Terms and Conditions.
- I/We recognize the right of the Town to accept or reject any or all Tenders and that the highest or any Tender will not necessarily be accepted.

**Offered By:**

Individual or Company:

Signature:

\_\_\_\_\_

\_\_\_\_\_

(Name)

\_\_\_\_\_

Print Name & Position  
(If Company submission only):

(Street Address)

\_\_\_\_\_

\_\_\_\_\_

(City, Province, Postal Code)

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(Telephone No.)

Date:

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(Fax No.)

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(Email Address)

**\*\*Bid submission must contain pages 24-26 inclusive\*\***