



ESSEX-WINDSOR SOLID WASTE AUTHORITY  
360 FAIRVIEW AVE. W. SUITE 211, ESSEX ON, N8M 3G4

## TENDER

**FOR THE SUPPLY OF ONE (1) – NEW OR USED, 2015  
THRU 2020 MODEL YEAR, 4 WHEEL DRIVE UTILITY  
TRACTOR (90 – 110 PTO HP) WITH UP TO A MAXIMUM  
OF 800 ENGINE HOURS**

**ISSUE DATE:** Friday, March 20, 2020

**CLOSING DATE FOR RECEIPT OF BIDS:** Thursday April 16, 2020  
12:00 PM (Noon) Local Time

**VENDOR NAME:** \_\_\_\_\_

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## DOCUMENT TAKERS RESPONSIBILITY

It is the responsibility and obligation of any and all document takers to advise the Essex-Windsor Solid Waste Authority that they are in receipt of the document. The purpose of notifying the Authority of the acquisition is to ensure that in the instance of any notices, changes or addenda the document taker can be notified with due diligence. The Authority will not be responsible for errors and/or omissions as a result of neglect or disregard of this directive on the part of the document taker. Please contact the Authority office to be added to the document takers list.

## CONTACT

Teresa Policella - Executive Secretary

Phone: 519-776-6441 x 1229

Fax: 519-776-6370

Email: [Tpolicella@ewswa.org](mailto:Tpolicella@ewswa.org)

## QUESTIONS ON THIS TENDER DOCUMENT

Any questions regarding the **4 Wheel Drive Utility Tractor** specifications should be directed to the Waste Disposal Manager, Tom Marentette at (519)776-6441 ext. 1961 or by email at [tommarentette@ewswa.org](mailto:tommarentette@ewswa.org)

## INTRODUCTION

The Essex-Windsor Solid Waste Authority requires the supply of one (1) - new or used, 2015 thru 2020 model year, 4 Wheel drive utility tractor (90 – 110 PTO HP) with up to a maximum of 800 engine hours to be used for grass cutting at the three (3) Essex-Windsor Solid Waste Facilities in Essex-County.

It is the intent of these specifications to obtain a suitable 4 Wheel Drive Utility Tractor for arduous, heavy-duty service in connection with grass cutting operations at the various Essex-Windsor Solid Waste facilities. The equipment furnished must be capable of safely & comfortably working on a 4 Horizontal to 1 Vertical slope for grass cutting operations.

Vendors are invited to submit one bid or multiple bids for a Utility Tractor to be considered for purchase. The Utility Tractor can be “New or Used” with a model year ranging from 2015 to 2020 with up to a maximum of 800 engine hours. The vendor shall indicate “Yes” or “No” responses in area provided in the specification pages found later in the tender document. Any part of the specification where the vendor indicates “No” to the supply of the requested item shall be accompanied with a note of explanation as to the supplied alternative, if any.

Prices must be F.O.B. the Essex-Windsor Regional Landfill Facility located at 7700 County Road 18 in the Town of Essex and include all freight, delivery charges and dealer

preparation. The vendor will be responsible for all transportation of equipment to and from the site up until the unit has passed the Authority's delivery inspection.

The Authority reserves the right to reject any and all price quotes and to waive formalities as the interests of the Authority may require without stating reasons therefore and the lowest or any price quote will not necessarily be accepted.

## INFORMATION FOR BIDDERS

### 1. CLOSING DATE

Bids clearly identified will be received for the supply of one (1) – New or used, 2015 thru 2020 model year, 4 Wheel drive utility tractor (90 – 110 PTO HP) with up to a maximum of 800 engine hours.

**BIDS MUST BE PROPERLY LABELLED AS TO CONTENTS AND ADDRESSED TO:**

Ilija Maodus, General Manager  
Essex-Windsor Solid Waste Authority  
360 Fairview Avenue West, Suite 211  
Essex, Ontario. N8M 3G4

**AND WILL BE RECEIVED AT HIS OFFICE UNTIL:**  
Thursday, April 16, 2020 AT 12:00 PM (NOON) LOCAL TIME

**SUBMISSIONS ARE TO BE SENT BY COURIER ONLY**

**NO EMAILED, FAXED, MAILED OR HAND-DELIVERED TENDER SUBMISSIONS  
WILL BE ACCEPTED**

Bids received after the official closing time and date specified above will not be considered!

### **HAVE YOU INCLUDED?**

- I. Expected delivery date,
- II. The duration of the warranty,
- III. Your bid pricing figures,
- IV. The contact person/signature page

## 2. TERM OF SERVICE CONTRACT

There is no Service Contract required for this unit. For the purposes of this tender, the term “Bid” and “Contract” may be used interchangeably.

## 3. GENERAL & TERM

It is anticipated that approximately 200 hours of usage will occur on this Utility Tractor per year.

## 4. TRAINING

The Vendor shall be required to train the Authority’s operators in general operation and maintenance of the equipment as required.

## 5. PUBLIC OPENING – NO PUBLIC OPENING

Due to COVID-19, there will be no public tender opening. Bids will be opened at 12:05 PM on Thursday, April 16, 2020. Bidders will be notified of the results via e-mail that same day.

## 6. WITHDRAWAL OR QUALIFYING OF BIDS

A Bidder who has already submitted a Bid may submit a further Bid at any time up to the official closing time.

A Bidder may withdraw or qualify their Bid(s) at any time up to the official closing time by submitting a letter bearing their signature and seal as in their Bid to the EWSWA. No telephone calls, faxes or emails will be considered. Bids which are qualified may be rejected by the Authority without assigning any reasons.

## 7. BIDS

The complete written contract documents and specifications should be submitted as the Bid for a single unit. For multiple bids, the Vendor should only submit the complete written contract documents and specifications with the first bid and shall submit only the Equipment Bid Sheet and specification sheets for all additional tractor bids. The Bid(s) must be enclosed in a sealed opaque envelope.

## 8. QUALIFICATION OF BIDDERS

All Bidders may be required to demonstrate to the satisfaction of the Authority that they have adequate financial resources, experienced personnel, and expertise to perform the services required by the specifications, and shall furnish such information and/or proof of these qualifications upon request. No contract will be awarded to any Bidder who, as determined by the Authority, is not qualified to perform the necessary service due to any

unsatisfactory record, or inadequate experience, or who lacks the necessary capital, organization, and equipment to conduct and complete the service in strict accordance with the specifications.

## 9. BID PRICES

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The prices quoted in this tender document shall include the furnishing of the equipment and provision of all labour and transportation services necessary to deliver the Utility Tractor as per the specifications to the Regional Landfill.

## 10. SOLE INTEREST

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No person, firm, or corporation other than the Bidder shall have any interest in the Bid or in the proposed contract for which the Bid is made and to which it relates.

## 11. OMISSIONS, DISCREPANCIES AND INTERPRETATIONS

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Should a Bidder find omissions from or discrepancies in any of the Bid documents or should there be doubt as to the meaning or any part of such documents, they should notify the Authority, preferably in writing.

If the Authority considers that a correction, explanation or interpretation is necessary or desirable, they will issue an addendum to all who have taken out Bid documents. No oral explanation or interpretation shall modify any of the requirements or provisions of the Bid documents.

Neither party to the contract shall take advantage of any apparent error or omission in the Contract Documents, but the Authority shall be permitted to make such corrections and interpretations as may be necessary for fulfillment of the intent of the Contract Documents. Any work or material not included herein but which may be fairly implied as included in this Contract, of which the Authority shall judge, shall be done or furnished by the Vendor as if such work or materials had been included.

## 12. ACCEPTANCE OR REJECTION OF BIDS

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The Authority shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by a Tenderer prior or subsequent to or by reason of any delay in the acceptance of a tender save as provided in the Contract

Bids are subject to a formal contract being prepared and executed. The Authority reserves the right to accept or reject any or all tenders and to waive formalities as the interests of the Authority may require without stating reasons therefore and the lowest or any tender will not necessarily be accepted.

The Authority will have 60 days to accept the tender and a further 30 days to execute the contract.

### 13. BID DEPOSIT – NOT REQUIRED

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A bid deposit **is not required** for this tender.

### 14. BIDDER'S EXPERIENCE

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In order to aid the Authority in determining the ability of each Bidder, the Bidder shall complete Statement "A", Bidder's Experience as required which is bound herein, stating the Bidder's experience in similar work which it has successfully completed.

### 15. TAXES

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All prices contained in the Bid shall include all taxes where applicable.

### 16. POWER OF THE AUTHORITY

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The General Manager of the Authority and the Manager of Waste Disposal of the Authority, or their designates, are required to see that provisions of the Specifications are faithfully adhered to.

### 17. LABOUR AND EQUIPMENT

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The Vendor shall furnish only skilled labour and all equipment that is or becomes necessary to carry out the operations in accordance with the provisions of the Contract.

The Vendor shall provide experienced and qualified personnel to supervise the operations at all times.

### 18. CONTRACT AMOUNT

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The total Contract price shall not be exceeded under any circumstances without the PRIOR written approval of the Authority.

### 19. DELIVERY DATE

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The Vendor shall include the expected equipment delivery date to the Authority.

### 20. AWARD OF TENDER

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The Vendor shall note that the award of this Tender is subject to the approval by the Board of the Essex-Windsor Solid Waste Authority. The next scheduled meeting date is May 5, 2020. The Award of Tender will not be issued prior to this meeting.



## 21. AUTHORITY OWNED IMPLEMENTS FOR USE

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The Authority intends on utilizing its three (3) - point hitch mount, Bomford, Robin 43 Ditch Cutter S/N B144783 on the tractor requested in this tender. The Vendor shall be responsible for demonstrating and ensuring that the proposed tractor is suitable for safe operation of this unit. The Authority also intends to pull a Woods, Model BW180 Bat Wing Mower, S/N 990062 used for cutting field grass at its facilities. The Vendor shall ensure that the tractor shall be capable of comfortably and safely pulling a Bat Wing mower on a slope of not more than 4:1 (4 feet horizontal to 1 foot vertical).

## EQUIPMENT BID SHEET

### A. UTILITY TRACTOR

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Shall be a new or used, 2015 thru 2020 model, 4 Wheel Drive Utility Tractor (90 – 110 PTO HP) with up to a Maximum of 800 engine hours available at time of vendor call.

Expected Delivery Date (See item. 19)

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Description of Manufacturer's "New or Used" machine warranty (hours)

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Cost to purchase

\$

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Air Tax

\$

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Dealer Prep. & Freight

\$

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Optional Item: Tire Allowance (See Pg. 13)

\$

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H.S.T

\$

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Total Cost to EWSWA for 1 Unit

\$

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**THE AUTHORITY RESERVES THE RIGHT TO REJECT ANY AND ALL PRICE QUOTES AND TO WAIVE FORMALITIES AS THE INTERESTS OF THE AUTHORITY MAY REQUIRE WITHOUT STATING REASONS THEREFORE AND THE LOWEST OR ANY PRICE QUOTE WILL NOT NECESSARILY BE ACCEPTED.**

## SPECIFICATIONS

Any part of this specification, where vendor indicates "NO" to the supply of a requested item - shall be accompanied with a note of explanation as to the supplied alternative if any. This shall serve as information in the tender evaluation process by the Authority.

UTILITY TRACTOR SPECIFICATIONS	Vendor Response Check the box	
	YES	NO
Shall be a 4 Wheel Drive Utility Tractor (90 – 110 PTO HP). The unit shall be designed for cutting heavy grass on a 4:1 side slope, with a 15 ft. wide bat-wing mower deck.  Make _____ Model: _____  Year: _____ Operating Weight: _____ lbs		
Shall be four (4) stroke diesel with minimum net rated PTO horsepower of 90 – 110.  Supplied is _____		
Tractor Engine HP (net): _____		
Shall have a minimum of four (4) cylinders  Supplied is _____		
Shall be a Power Shuttle or Hi - Lo Transmission.  Supplied is: _____		
Battery with a minimum of 1000 CCA.		
Access to engine should be open from both sides.		
Cyclonic style air intake pre-cleaner.		
A water separator fuel filter shall be installed.		
Shall have a Wet Plate Clutch.		
The cab shall be R.O.P.S/F.O.P.S rated. The cab shall be a fully enclosed weatherproof, insulated structure conforming to S.A.E. (ISO 3471) (ISO 3449).		
The cab shall have a factory installed air conditioning (A/C) system, designed to use C.F.C. free refrigerant.		

UTILITY TRACTOR SPECIFICATIONS	Vendor Response Check the box	
	YES	NO
The heater and AC system shall have multiple discharge vents and air circulation vents to distribute air throughout to cab.		
Shall be equipped with an adjustable suspension seat		
Intake air for the cab shall be filtered with easy access for servicing and replacing OEM filters.		
Should be equipped with cab assist handles to provide a three (3) point entry L.H. & R.H.		
Shall be equipped with a wiper and washer on the front window and a wiper on the rear window.		
Interior rear view mirror(s) shall be installed.		
Shall be equipped with External Mirrors and should allow visibility to the ground and to the side of the machine.		
Shall be equipped with an audible backup alarm.		
Shall be equipped with a cab mounted strobe safety beacon with no roof penetrations.		
A factory installed AM and FM radio with Bluetooth should be installed.		
A sun visor shall be installed for the front window.		
Three (3) sets of keys shall be supplied.		
A dedicated 12-volt circuit and a 5 volt USB outlet shall be installed in the cab.		
Cab interior dome light shall be installed.		
Shall have the following gauges at a minimum;		

UTILITY TRACTOR SPECIFICATIONS	Vendor Response Check the box	
	YES	NO
Engine coolant temperature gauge		
Hydraulic oil temperature gauge		
Fuel level gauge		
Engine air restriction		
Low alternator voltage		
Engine oil pressure		
Hydraulic filter restriction		
Transmission fluid temperature		
Hour meter		
The 3 Point Hitch shall at a minimum have;		
Category 2 (4,500 lbs Lift)		
Adjustable Rear Lift		
2 PTO's – 540 and 1000 Rear RPM		
Shall supply & install rear wheel counterweights (1200 lbs).		
<b>Optional Item:</b> Tires should be industrial tread or snow type or approved equal (to minimize turf damage). On the "Equipment Bid Sheet", (pg. 10) please list the bid price to exchange existing "New or Used" Tires for the requested new tires & tread type.		

UTILITY TRACTOR SPECIFICATIONS	Vendor Response Check the box	
	YES	NO
<i>Service &amp; Parts Manuals</i>		
Shall have one operator’s service manual.		
Shall have one parts and one service manual.		

**PARTS AND WARRANTY**

Parts Available From:

NAME: \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PHONE #: \_\_\_\_\_

Warranty & Service Work Performed At:

NAME: \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PHONE #: \_\_\_\_\_

**DELIVERY**

The 4 Wheel Drive Utility Tractor (90 – 110 PTO HP) is to be drop shipped, to the Essex-Windsor Solid Waste Authority, Regional Landfill located at 7700 County Road 18 in the Town of Essex.

**NOTE:**

A suitable amount (as determined by the Authority) of the total invoice will be withheld if all requirements are not met or if there are any shortages at the time of delivery.

**STATEMENT “A” – BIDDER’S EXPERIENCE**

CUSTOMER	DATES	TYPE OF EQUIPMENT SUPPLIED

**COMPANY INFORMATION**

Company Name: \_\_\_\_\_

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

Street P.O. Box

City Province Postal Code

Phone # \_\_\_\_\_

Web Site: \_\_\_\_\_

## CONTACT PERSON/ SIGNATURE PAGE

Name:

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Title:

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Address:

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(Same as above )

Street

P.O. Box

---

City

Province

Postal Code

Phone #.

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Mobile Phone #:

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Email Address:

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Signature of Signing Officer

---

Date:

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