



REQUEST FOR PROPOSAL

LIGHT DUTY TRUCKS, UP TO TWO (2)

RFP 13-2026

ISSUE DATE: THURSDAY MAY 14, 2026

DEADLINE TO SUBMIT QUESTIONS: FRIDAY MAY 22, 2026

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Introduction

The Corporation of the Municipality of Red Lake (the “Municipality”) is seeking Proposals for the supply and delivery of two (2) ½-ton pickup trucks for municipal operations, as described in Part 4.

1.2 Invitation to Proponents

The Municipality invites prospective proponents to submit Proposals for RFP 13-2026 LIGHT DUTY TRUCKS as further described in Part 4 of the RFP.

This RFP is issued in accordance with the Municipality’s Procurement By-law and is subject to applicable trade agreements, including the Canadian Free Trade Agreement (CFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

1.3 RFP Contact

All communication regarding this RFP shall be directed to:

Shawna Gauthier, Executive Assistant
shawna.gauthier@redlake.ca

Proponents must not contact other Municipal staff or officials regarding this RFP. Any attempt to do so may result in disqualification.

1.4 Proponent Eligibility

Proponents must be legally authorized to conduct business in Ontario or Canada and, if requested, must provide proof prior to award.

1.5 Questions and Addenda

Any questions regarding this RFP must be submitted in writing to the RFP Contact by the Deadline for Questions as stated in the RFP Timetable (Section 1.6).

The Municipality will issue written responses and any necessary addenda to registered proponents. It is the responsibility of the proponent to review and acknowledge any issued addenda before submitting a Proposal.

1.6 Type of Contract for Deliverables

Contract award will be made by issuance of a Purchase Order to the selected Proponent. The Purchase Order will incorporate terms of this RFP (including any addenda) and the successful Proponent’s Proposal.

The Municipality reserves the right to clarify Proposal details with the selected Proponent prior to the issuance of the Purchase Order, provided such clarification does not materially alter the scope of the RFP.

1.7 RFP Timetable

Issue Date of RFP:	Thursday May 14, 2026
Deadline for Questions:	Thursday May 21, 2026
Submission Deadline:	Tuesday June 2, 2026

The RFP timetable is tentative only and may be changed by the Municipality at any time.

1.8 Submission of Proposals

All Proposals must be submitted by the following method:

- **Electronically:** Via the Municipality's official procurement portal at www.redlake.ca/document-submission-portal/
 - Electronic submissions must be received prior to the Submission Deadline specified in Section 1.7.
 - Proposals should be submitted in PDF format where feasible to ensure compatibility and document integrity.

It is the responsibility of the Proponent to ensure that its Proposal has been successfully submitted through the Municipality's procurement portal prior to the Submission Deadline. The Municipality is not responsible for technical issues, transmission errors, or delays experienced by the Proponent.

Late Proposals will not be accepted or considered under any circumstances. The Municipal office clock determines the official closing time of the Proposal Call.

1.9 Proposal Submission Requirements

Proponents must submit only the completed forms and documents identified in Section 4.3 of this RFP. A full re-submission of the RFP document is not required. The Municipality is not obligated to review or consider any additional materials not expressly requested.

1.10 Amendment of Proposals

A Proponent may amend its Proposal only prior to the submission deadline as specified in Section 1.7. Proposals submitted after this deadline will not be accepted.

To amend a previously submitted Proposal, the Proponent must submit a complete, updated Proposal through the Municipality's official procurement portal. The latest submission received prior to the Submission Deadline will be considered the official Proposal, and all prior versions will be disregarded.

1.11 Withdrawal of Proposals

A Proponent may withdraw its Proposal at any time prior to the Submission Deadline by providing written notice to the RFP Contact, signed by an authorized representative of the Proponent.

Failure to honour a submitted Proposal may be considered by the Municipality in future procurement processes, in accordance with its Procurement By-law.

[End of Part 1]

PART 2 – EVALUATION, ACCEPTANCE AND EXECUTION.

2.1 Stages of Evaluation

The Municipality will evaluate Proposals in the following stages:

2.2 Stage I - Mandatory Submission Requirements

Proposals will be reviewed to ensure that all required submission forms and documents have been provided. Proposals that do not meet the mandatory submission requirements may be disqualified.

2.3 Stage II – Mandatory Requirements

Proposals will be evaluated to determine whether the proposed vehicles meet the minimum requirements set out in Part 4. Proposals that do not meet the mandatory requirements may be disqualified.

- 2.3.1** The Municipality may remove from evaluation any individual vehicle submission that is incomplete or does not meet mandatory requirements, without disqualifying the entire Proposal.

2.4 Stage III – Rated Evaluation

Proposals that meet the mandatory requirements will be evaluated based on the rated criteria set out in Part 4.

Scores will be assigned based on the degree to which the Proposal meets the evaluation criteria, and will be weighted accordingly.

2.5 Ranking and Selection

Proposals will first be assessed for compliance with the requirements of this RFP. Compliant Proponents will then be evaluated and ranked in accordance with the priority sequencing requirements established under the Municipal Buy Ontario Procurement Directive, as outlined in section 4.2.4.3, together with the evaluation criteria and weighting set out in this RFP.

Where multiple compliant Proposals satisfy the same applicable Buy Ontario priority level, those Proposals will be ranked based on their total evaluated scores. Subject to the Municipality's rights under this RFP, the Municipality intends to recommend the highest-ranked Proponent for award.

In the event of a tie in total evaluated score, the Proposal receiving the higher score in the Price category will be ranked higher. If a tie still exists, the Proposal offering the more advantageous delivery timeline, as determined by the Municipality, will be ranked higher.

2.6 Clarification and Finalization

The Municipality may request clarification of any Proposal to assist in evaluation or to confirm details prior to award, provided such clarification does not materially alter the Proposal.

2.7 Best and Final Offer (BAFO)

The Municipality reserves the right, at its sole discretion, to request a Best and Final Offer from one or more of the highest-ranked Proponents following evaluation.

Where requested, invited Proponents will be provided an opportunity to revise their Proposal, including pricing, delivery, or other relevant details, within a specified timeframe.

BAFO submissions will be evaluated in accordance with the criteria set out in this RFP and may result in a revised ranking of Proponents.

Where applicable, the highest-ranked Proponents based on the evaluation results will be invited to participate in the BAFO process.

2.8 Award

Contract award(s) will be made in accordance with the applicable priority sequencing requirements of the Municipal Buy Ontario Procurement Directive, the evaluation process set out in this RFP, and the Municipality's reserved rights.

The Municipality reserves the right to award one (1) or two (2) vehicles and may award to one or multiple Proponents where it is determined to be in the best interests of the Municipality and represents the best overall value, operational suitability, and procurement outcome

2.9 Reserved Rights of the Municipality

The Municipality reserves the right to reject any or all Proposals, cancel this RFP at any time, or proceed in a different manner in accordance with its Procurement By-law.

Without limiting the generality of the foregoing, the Municipality specifically reserves the right to:

- Reject any Proposal that is incomplete or non-compliant;
- Reject any Proposal that does not represent, in the Municipality's opinion, best value;
- Request clarification or additional information to assist in evaluation;
- Select a Proposal other than the lowest-priced submission.

[End of Part 2]

PART 3 – GENERAL RFP TERMS AND CONDITIONS

3.1 Proponents to Follow Instructions

Proponents shall structure their Proposals in accordance with the instructions set out in this RFP. Where information is requested, responses shall clearly reference the applicable sections.

3.2 Proposals in English

All Proposals are to be submitted in English.

3.3 No Incorporation by Reference

The entire content of the Proposal shall be in a fixed form. Content referenced through external links of websites but not included in the Proposal will not be considered part of the submission.

3.4 Proponents to Bear Their Own Costs

Proponents are solely responsible for all costs incurred in the preparation and submission of their Proposal. The Municipality will not be liable for any such costs.

3.5 Communications through RFP Contact Only

All communications regarding this RFP must be directed to the RFP Contact. No verbal communication shall alter or modify any provision of this RFP.

3.6 Addenda

This RFP may be amended only by written addendum issued by the Municipality. It is the responsibility of each Proponent to obtain and acknowledge all addenda.

3.7 Verification and Clarification

The Municipality may request clarification or additional information from any Proponent to verify the contents of its Proposal. The Municipality may consider such information in its evaluation, provided it does not materially alter the Proposal.

3.8 Conflict of Interest and Prohibited Conduct

Proponents must not engage in collusion, bid-rigging, lobbying, or any conduct that may compromise the integrity of the RFP process. Any actual or potential conflict of interest must be disclosed. The Municipality may disqualify a Proponent for prohibited conduct or failure to disclose a conflict of interest.

3.9 Confidential Information of the Municipality

Information provided by the Municipality in connection with this RFP is confidential and may only be used for the purpose of preparing a Proposal.

The Municipality will treat information identified by a Proponent as confidential, subject to applicable law.

3.10 No Contract A and No Claims

This RFP process is not intended to create a legally binding bidding process and will not give rise to Contract A or any other contractual obligations. No legal relationship or obligation will be formed unless and until a Purchase Order is issued in accordance with this RFP.

3.11 Governing Law

This RFP and any resulting contract shall be governed by the laws of the Province of Ontario and the federal laws of Canada applicable therein.

3.12 Compliance with Laws and Regulations

The successful Proponent must comply with all applicable laws and regulations in the supply and delivery of the vehicles.

[End of Part 3]

PART 4 – RFP PARTICULARS

4.1 Project Background

The Municipality intends to procure two (2) ½-ton pickup trucks for municipal operations.

Due to market availability, the Municipality will consider both new and used dealer inventory vehicles. Proponents are encouraged to submit the best available options that meet or closely align with the requirements set out in this RFP.

The Municipality of Red Lake is a Non-OPS Entity registered with the province of Ontario and as such may be eligible for concessions (discounts) on vehicles in the Supply Ontario Vendor of Record arrangement Tender #19514 – General Vehicle Acquisition and Upfitting Services, Category 1 – General Vehicle Acquisitions Including Police/Special Service Enforcement Vehicles.

4.2 Scope of Supply

The successful Proponent shall supply and deliver up to two (2) ½-ton pickup trucks meeting the minimum requirements set out below.

Vehicles may be new or used inventory.

Delivery shall be made to:

The Municipality of Red Lake Head Office
2 Fifth St
Balmertown, Ontario

The Municipality reserves the right to award one (1) or two (2) vehicles and may award to one or multiple Proponents.

4.2.1 Mandatory Requirements (Minimum Requirements)

Proposals must meet the following minimum requirements:

- ½-ton pickup truck
- 4x4 drivetrain
- Automatic transmission
- Gasoline engine
- Clean title (no salvage or rebuilt status)
- No structural or frame damage
- Colour: White
- Cab configuration: Regular Cab
- Box length: 8'
- Spray-in bedliner
- Tow package with wiring
- Backrack with mounted LED beacon & fire extinguisher
- Backup alarm
- Block heater
- 17" all-terrain tires
- Valid safety certification

- Air conditioning

The proposed vehicle must be compatible with existing municipal fleet operations, including serviceability, parts availability, and maintenance practices, to ensure operational efficiency and continuity.

Proposals that do not meet these requirements may be disqualified.

4.2.2 Used Vehicle Requirements (if applicable)

For used vehicles, Proponents must provide:

- Model year (minimum: 2024)
- Vehicle history report

4.2.3 Delivery Requirements

Proponents must specify delivery timelines for each vehicle.

Delivery within sixty (60) calendar days is mandatory. Delivery timelines will be evaluated as part of the rated criteria.

4.2.4 Proposal Requirements

4.2.4.1 Vehicle Information

Proponents must submit a completed Vehicle Proposal Form (Appendix C) for each vehicle proposed. Proponents may submit multiple vehicles, up to a maximum of three (3); however, each vehicle must be submitted on a separate form.

Only vehicles submitted using the required Vehicle Proposal Form will be considered and evaluated as part of the Proposal. Incomplete forms may result in the associated vehicle being excluded from evaluation.

4.2.4.2 Pricing

The Municipality of Red Lake is a Non-OPS Entity and is eligible for concessions under Supply Ontario Tender #19514.

Proponents shall ensure that all pricing reflects applicable manufacturer concessions under this arrangement, including but not limited to:

- General Motors: GM Envolve competitive assistance discount
- Ford: Fleet Code 1G503
- Stellantis: Non-OPS Fleet Account Number pricing
- Toyota: Applicable fleet concession amounts

Pricing must be all-inclusive of the proposed vehicle and must reflect the complete vehicle as proposed, including all features and warranty coverage, and delivery at the stated price.

Optional features, upgrades, or add-ons (e.g., extended warranties or protection packages) at an additional cost will not be considered.

4.2.4.3 Buy Ontario Act

The Municipality of Red Lake is a municipality, subject to the Municipal Buy Ontario Procurement Directive, including the Fleet Vehicle Policy requirement for light duty vehicles, as administered by Supply Ontario under the authority of the Buy Ontario Act (Public Sector Procurement), 2025 [Municipal Buy Ontario Procurement Directive | ontario.ca](https://www.ontario.ca)

4.2.4.3.1 Fleet Vehicle Priority Sequence

In accordance with the Fleet Vehicle Policy, the Municipality is required to prioritize the award of vehicles in the following order, where operationally feasible and where mandatory technical requirements are met:

- 1. Made-in-Ontario Vehicles**

Vehicles manufactured in Ontario (typically identified by the first digit of the Vehicles Identification Number (VIN) being “2”);

- 2. Ontario Vehicle Producers (OVP)**

Vehicles manufactured by original equipment manufacturers (OEMs that maintain significant manufacturing operations in Ontario);

- 3. Alternative Vehicles**

Vehicles outside the above categories, only where Made-in-Ontario Vehicles and Ontario Vehicle Producers do not meet operational or mandatory requirements, and with appropriate documented rationale.

If two or more compliant Proposals meet the same Fleet Vehicle Policy priority level, award will be determined based on the evaluation criteria identified in section 4.4.

4.2.4.3.2 Proponent Declaration

Proponents are required to complete the Proponent Declaration Form (Appendix D) with sufficient information to complete an evaluation of the sequencing for proposals submitted.

4.2.4.4 Limit on Vehicle Submissions

Proponents may submit a maximum of three (3) vehicle options in response to this RFP. Each vehicle must be submitted on a separate Vehicle Proposal Form (Appendix C).

The Municipality reserves the right to reject any Proposal that exceeds the maximum number of vehicle submissions.

4.3 Mandatory Submission Forms

Proponents must include all of the following items with their Proposal. Failure to include any of these items may result in disqualification.

- Submission Form (Appendix A)
- Statement of Understanding (Appendix B)
- Conflict of Interest, if applicable (www.redlake.ca/tenders-and-request-for-proposal/)
- Vehicle Proposal Form(s) (Appendix C) for up to 3 vehicles
- Proponent Declaration Form (Appendix D) for all proposals submitted

4.4 Evaluation

The following sets out the categories, weights and descriptions of the rated criteria of the RFP.

Criteria Category	Description	Weight
Price	Total Cost (excluding HST)	50%
Delivery	Availability and delivery timeline	20%
Warranty, Condition & Operational Suitability	Warranty coverage, overall vehicle condition (for used units), and considerations related to long-term maintenance, serviceability, and operational suitability	30%
		100%

[End of Part 4]

APPENDIX A – SUBMISSION FORM



Request for Proposal Title:

Closing Date and Time:

Please fill out the following form, naming one (1) person to be the Proponent's contact for the RFP process and for any clarifications that may be necessary.	
Legal Name of Proponent (if a Proposal is submitted jointly by two or more legal entities, each and all such entities must be identified)	
Operating Name (if different)	
Mailing Address	
Phone Number	
Email Address	
HST Number (if applicable)	
Authorized Contact Name & Title	

Signature

By signing below, I confirm that I am an authorized signing officer of the Proponent and that this Proposal is submitted in accordance with the terms of the Request for Proposal (RFP). I understand that the submission of this Proposal does not create any binding legal obligations between the Municipality and the Proponent. Any such obligations will arise only if and when a written agreement is executed between the Municipality and the Proponent.

Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town & Province)	

APPENDIX B – STATEMENT OF UNDERSTANDING

I am the _____ (insert title) of the Proponent. I declare and confirm the following on behalf of the proponent:

1. Acknowledgement of RFP and Policies

The Proponent has carefully reviewed the Request for Proposal (RFP) and the Municipality's applicable procurement policies. The Proponent fully understands the requirements and has had sufficient opportunity to seek clarification on any aspect of the RFP.

2. Acknowledgement that the RFP Governs the Process

The Proponent acknowledges that the procurement process will be governed solely by the terms and conditions set out in this RFP and conducted in accordance with the Municipality's Procurement By-law and applicable trade agreements.

3. Non-Binding Procurement Process

The Proponent acknowledges that this RFP process does not constitute a legally binding bidding process. No legal relationship or obligation regarding the procurement of any goods or services will be created unless and until the Municipality issues a Purchase Order or otherwise executes a written agreement for the Deliverables.

4. Ability to Provide Deliverables

The Proponent confirms that it has the necessary experience, resources, personnel, and capacity to provide the Deliverables in accordance with the RFP requirements.

5. Proposal Validity

The Proponent agrees that this Proposal shall remain valid and open for acceptance by the Municipality for a period of sixty (60) calendar days from the Submission Deadline. The Proponent understands that pricing is non-binding on the Municipality and that this validity period applies solely to the Proponent's offer and its availability for potential negotiations, if selected.

6. Acknowledgment of Addenda

The Proponent acknowledges that it has reviewed and incorporated all addenda issued by the Municipality as part of this RFP.

7. Conflict of Interest Declaration

The Proponent has reviewed the Conflict of Interest clause in Section 3.8 of the RFP. The Proponent declares that (**check one box below**):

No actual or potential Conflict of Interest exists

A Conflict of Interest does exist – please complete and submit Conflict of Interest Declaration Form (found on the Municipal website)

8. No Prohibited Conduct

The Proponent declares that it has not engaged in any conduct prohibited by this RFP, including collusion, bid-rigging, price-fixing, bribery, or other unethical or illegal activities.

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9. Disclosure of Information

The Proponent agrees that any information provided in this Proposal, even if identified as confidential, may be disclosed where required by law or by order of a court or tribunal.

The Proponent consents to the confidential disclosure of this Proposal to the Municipality's advisers retained to assist with the RFP process, including evaluation.

10. Public Disclosure of Award

The Proponent acknowledges that, if selected, the Municipality may publicly disclose the name of the successful Proponent, the awarded contract amount, and a general description of the Deliverables.

11. Authorization to Bind the Proponent

The undersigned confirms that they have the authority to bind the Proponent to the representations made in this Proposal.

12. Accuracy of Information

The Proponent confirms that all information provided in its Proposal is accurate and complete. The Municipality may rely on such information in its evaluation and decision-making.

Signature

By signing below, I confirm that I am authorized to submit this Proposal on behalf of the Proponent and to make the declarations set out in this Appendix. I understand that submission of this Proposal does not create any legal relationship or obligation between the Proponent and the Municipality. I further acknowledge that any legal obligations will arise only upon execution of a Purchase Order or execution of a written agreement between the Municipality and the successful Proponent.

Legal Name of Proponent	
Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town & Province)	

APPENDIX C – VEHICLE PROPOSAL FORM

Proponent Name: _____

Vehicle ID (for Proponent reference, if multiple submissions): _____

Vehicle Information			
Make		Mileage	
Model		New or Used	
Year		If used, vehicle history report attached?	
VIN			
Mandatory Requirements			
½-ton pickup truck			
4x4 Drivetrain			
Automatic transmission			
Gasoline engine			
Clean title (no salvage or rebuilt status)			
No structural or frame damage			
White exterior colour			
Regular cab			
8' cargo bed			
Spray-in bedliner			
Tow package			
Backrack with mounted LED beacon & fire extinguisher			
Backup alarm			

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Block heater	
17" All-terrain tires	
Valid Safety Certification	
Air Conditioning	
Warranty	
Base warranty	
Powertrain warranty	
Remaining warranty (if used)	
Pricing	
Total Price (excl. HST)	
The total price must reflect the complete vehicle as proposed, including all included features, equipment, warranty coverage, delivery to the Municipality, and all applicable fees and charges. Optional upgrades, add-ons, or extended warranties at an additional cost must not be included.	
Pricing reflects all applicable manufacturer and dealer incentives under Supply Ontario Tender #19514:	
Delivery	
Delivery Time (number of days)	
This must represent a firm delivery commitment. Estimates or ranges may result in reduced scoring.	

By submitting this form, the Proponent confirms that all information provided is complete and accurate.

Signature: _____

Name: _____

Title: _____

Date: _____

APPENDIX D – PROPONENT DECLARATION FORM

Proponent Name: _____

Vehicle ID (for Proponent reference, if multiple submissions): _____

Vehicle Origin Disclosure	
Country of Final Assembly	
Province/State of Final Assembly	
Manufacturing Plant (City, if known)	
Original Equipment Manufacturer (OEM) Name	
Vehicle VIN	
Fleet Vehicle Policy Classification (Check One)	
Made-in-Ontario	<input type="checkbox"/>
Ontario Vehicle Producer (OVP) (Manufactured by an OEM with manufacturing operations in Ontario)	<input type="checkbox"/>
Neither of the above	<input type="checkbox"/>

The undersigned certifies that:

1. The information provided in this declaration is **true, complete, and accurate**;
2. The vehicle offered complied with all mandatory requirements of this Request for Proposal;
3. The Municipality may rely on this information for the purpose of evaluation, audit and compliance with the Fleet Vehicle Policy; and
4. Upon request, the Proponent will provide additional supporting documentation reasonably required to verify vehicle origin, final assembly location, VIN information, OEM manufacturing status, or Buy Ontario classification.

Authorized Signatory

Signature: _____

Name: _____

Title: _____

Date: _____