



THE TOWN OF THE PAS

BID OPPORTUNITY
RFQ 2026-02

**CREW CAB
TRUCK**



P.O. Box 870, The Pas, Manitoba, Canada, R9A 1K8

February 18, 2026

RE: INVITATION TO TENDER

Tenders marked **RFQ 2026-02 Crew Cab Truck** will be accepted by the Purchasing Agent until 3:00 pm on Wednesday March 4, 2026, for the supply and delivery of Crew Cab pickup truck as per specification.

Please refer to the specifications provided and use the attached sheet(s) to submit your tender. Forward tenders to:

purchasing@townofthepas.ca

The lowest or any tender will not necessarily be accepted.

If you require additional information, please contact the undersigned at 204-627-1137

Purchasing Agent
Town of The Pas

RFQ 2026-02 CREW CAB TRUCK

TOWN OF THE PAS
PURCHASING DEPARTMENT
The Pas, Manitoba

1. CONTRACT TITLE

- a. Supply and delivery of one Crew Cab pickup truck as per specification.

2. SUBMISSION DEADLINE

- a. The submission deadline is 3:00 pm on Wednesday March 4, 2026.
- b. Bids determined by the Purchasing Agent to have been received later than the submission deadline will not be accepted and will be returned upon request.
- c. The Contract Administrator or the Purchasing Agent may extend the submission deadline by issuing an addendum at any time prior to the time and date specified in 2(a).

3. ENQUIRIES

- a. All enquiries shall be directed to the Purchasing agent. No such communications are directed to anyone other than the Purchasing agent.
- b. If the bidder finds errors, discrepancies or omissions in the Bid Opportunity or is unsure of the meaning or intent of any provisions therein, the bidder shall notify the Contract Administrator of the error, discrepancy or omission or request clarification as to the meaning or intent of the provision at least five (5) business days prior to the submission deadline.
- c. Responses to enquiries which, in the sole judgment of the Contract Administrator require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator to all bidders by issuing an addendum.
- d. Responses to enquiries which do not require a correction to, or a clarification of the bid opportunity will be provided by the Contract Administrator only to the bidder who made the enquiry.

- e. The bidder shall not be entitled to rely on any response or interpretation received pursuant to section “d” unless the response is provided in writing.

4. ADDENDA

- a. The Purchasing Agent may at any time prior to the submission deadline, issue addenda correcting error, discrepancies or omissions in the bid opportunity or clarifying the meaning or intent of any provisions, therein.
- b. The contract administrator will issue addendum at least two (2) business days prior to the submission deadline.
- c. The bidder shall acknowledge receipt of each addendum on “Form A - The Bid”. Failure to acknowledge receipt of an addendum may render a bid non-responsive.

5. SUBSTITUTES

- a. The work is based on the plan, materials and methods specified in Bid Opportunity.
- b. Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- c. Requests for approval of substitutes will not be considered unless received in writing by the contract administrator at least five (5) business days prior to submission deadline.

6. BID COMPONENTS

- a. The bid shall consist of the following components:
 - i. Form A – The Bid
 - ii. Form B – Schedule of Prices
 - iii. Technical Specification Sheet
 - iv. Brochure
- b. Further to 6.(a), the bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with section 5

c. All components of the bid shall be fully completed or provided and submitted by the bidder no later than the submission deadline, with all the required entries made clearly and completely to constitute a responsive bid.

d. PDF copy of the Bids can be emailed to the Purchasing Agent.

PDF copy can be emailed to
purchasing@townofthepas.ca

e. Bids submitted by fax will not be accepted.

7. BID

a. The bidder shall complete "Form A - The Bid" making all required entries

b. Paragraph 2 of "Form A - The Bid" shall be completed in accordance with the following requirements:

i. If the bidder is a sole proprietor carrying on business in their own name, their name shall be inserted.

ii. If the bidder is a partnership, the full name of the partnership shall be inserted

iii. If the bidder is a corporation, the full name of the corporation shall be inserted

iv. If the bidder is carrying on business under a name other than their own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted

v. If a bid is submitted by two (2) or more persons, each and all such persons shall identify themselves

c. In paragraph 3 of "Form A - The Bid" - the bidder shall identify a contact person who is authorized to represent the bidder for the purpose of the bid.

d. The name and official capacity of all individuals signing for "Form A - The Bid" should be printed below such signatures.

8. PRICES

- a. The Bidder shall state a price in Canadian Funds for each item of the work identified on “Form B – Schedule of Prices”
- b. The quantities listed on “Form B – Schedule of Prices” are to be considered approximate only. The Town will use for the purpose of comparing bids.
- c. The quantities for which payment will be made to the contractor are to be determined by the work actually performed and completed by the contractor, to be measured as specified in the applicable specifications.

9. PAYMENT

- a. Unless bidder specifies otherwise, payment will be made within thirty (30) days of receipt of invoice.

10. INVOICING

- a. Invoicing shall be done upon delivery and acceptance of Truck. Invoice should show GST and PST as separate items.
- b. Detailed invoices made out in duplicate should be sent to:

TOWN OF THE PAS
Box 870
The Pas, MB
R9A 1K8

11. DELIVERY

- a. Delivery lead time must be less than 1 month after the award of the contract.
- b. The complete unit shall be delivered to the Town Of The Pas (AIRPORT) between the hours of 8am to 3pm on business days. The Bidder shall contact the Purchasing Agent and/or the Contract Administrator prior to delivery.
- c. The complete unit shall be serviced, fully fueled and ready for operation.

- d. A pre-delivery inspection shall be performed by the successful Bidder on the equipment with proof upon delivery, including complete check list.

12. CONFLICT OF INTEREST AND GOOD FAITH

- a. Bidders, by responding to this Tender, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future
- b. The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the Town, in its sole discretion.

13. QUALIFICATIONS

- a. The bidder shall:
 - ii. Undertake to be in good standing under the Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba) or otherwise properly registered licensed or permitted by law to carry on business in Manitoba and;
 - iii. Be financially capable of carrying out the terms of the contract and;
 - iv. Have all the necessary experience, capital, organization and equipment to perform the work in strict accordance with the terms and provisions of the contract.
- b. The bidder and any proposed subcontractor shall be responsible and not be suspended, debarred or in default of any obligations to the Town.
- c. The bidder and/or any proposed subcontractor shall have:
 - i. successfully carried out work similar in nature, scope and value to the work and ;
 - ii. be fully capable of performing the work required to be in strict accordance with the terms and provisions of the contract and;
 - iii. have a written workplace health and safety program if required pursuant to the Workplace Safety and Health Act (Manitoba).

- d. The bidder shall submit, within three (3) business days of a request from the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the bidder and of any proposed subcontractor.
- e. The bidder shall provide, on the request of the Contract Administrator, full access to any of the bidder's equipment and facilities to confirm that the bidder's equipment and facilities are adequate to perform the work.

14. OPENING OF BIDS & RELEASE OF INFORMATION

- a. Bids will be opened after the submission deadline has elapsed, in the offices of the Town of The Pas.
- b. The bidder is advised that any information contained in any bids may be released if required by Town policy and procedures or by law.

15. IRREVOCABLE BID

- a. The bid(s) submitted by the bidder shall be irrevocable for the time period specified in "Form A: Bid".
- b. The acceptance by the Town of any bid shall not release the bids of the next two lowest evaluated responsive bidders and these bidders shall be bound by their bids on such work until a contract for the work has been duly executed, but any bid shall be deemed to have lapsed unless accepted with the time period specified in "Form A: Bid".

16. WITHDRAWAL OF BIDS

- a. A bidder may withdraw their bid without penalty by giving written notice to the Purchasing Agent at any time prior to the submission deadline. The Town will assume that anyone of the contact persons named in "Form A: Bid" or the bidders authorized representative named and only such person, has authority to give notice of withdrawal.
- b. If a bidder gives notice of withdrawal prior to the submission deadline, the Purchasing agent will:
 - i. Retain the bid until after the submission deadline has elapsed
 - ii. Open the bid to identify the contact person named in "Form A: Bid" and/or the bidders authorized representative and;

- iii. If the notice has been given by anyone of the specified person declare the bid withdrawn.
- c. A bidder who withdraws their bid after the submission deadline but before their bid has been released or has lapsed shall be liable for such damages as imposed upon the bidder by law and subject to such sanctions as the Chief Administrator Officer considers appropriate in the circumstances.

17. REJECTION

- d. The Town of The Pas reserves the right to reject any or all tenders or any portion thereof. The lowest or any tender will not necessarily be accepted.
- e. No tender shall be awarded to any bidder who, in the judgment of the Town of The Pas, is not a responsible bidder or does not have all the necessary experience, capital, organization, and equipment to provide the equipment in strict accordance with the terms and provisions of the Tender.

18. CLARIFICATION

- f. The Town reserves the right to seek clarification with the Bidder to assist in making evaluations.

19. EVALUATION OF BIDS

- g. Award of the contract shall be based on the following bid evaluation criteria:
 - i. Compliance by the bidder with the requirements of the bid opportunity, or acceptance deviation there from (pass/fail)
 - ii. Qualifications of the bidder and the subcontractors, if any (pass/fail)
 - iii. Conformance to the set specifications
 - iv. Total bid price
- h. Further to 19.a (i), the Contract Administrator may reject a bid as being non-responsive if the bid is incomplete, obscure or conditional, or contains additional deletions, alterations or other irregularities. The Contract Administrator may reject all or any

part of any bid or waive technical requirements or minor informalities or irregularities if the interest of the Town so requires.

- i. Further the Contract Administrator shall reject any bid submitted by a bidder who does not demonstrate in their bid or in other information required to be submitted, that he is responsible and qualified.
- j. Further to 18.a(iii) the total bid price shall be the sum of the quantities multiplied by the unit prices for each item show on "Form B: Schedule of Prices"
- k. If there is any discrepancy between the Total Bid Price written in figures, the Total Bid Price written in words and the sum of the quantities multiplied by the unit prices for each item, the sum of the quantities multiplied by the unit prices for each item shall take precedence. Further in the event that a unit price is not provided on "Form B: Schedule of Prices" the Town will determine the unit price for the purpose of evaluation and payment.

20. AWARD OF CONTRACT

- a. The Town will give notice of the award of the contract or will give notice that no award will be made.
- b. The Town will have no obligation to award a contract to a bidder, even though one or all of the bidders are determined to be responsible and qualified, and the bids are determined to be responsive. The Town will have no obligation to award a contract where:
 - i. The prices exceed the available Town funds for the work.
 - ii. The prices are materially in excess of the prices received for similar work in the past
 - iii. The prices are materially in excess of the Town cost to perform the work or a significant portion thereof with its own forces.
 - iv. In the judgment of the Contract Administrator, the interests of the Town would best be served by not awarding a contract.

- c. Where an award of contract is made by the Town, the award shall be made to the responsible and qualified bidder submitting the lowest evaluated responsive bid.
- d. Following the award of contract, a bidder will be provided with information related to the evaluation of their bid upon written request to the Contract Administrator.

21. SCOPE OF WORK

- a. The Work to be done under the Contract shall consist of **Supply and Delivery of one Crew Cab Truck** in accordance with the specification.
- b. Any material, labor or components not specifically mentioned or included herein, but may be required to complete, perfect and place the equipment in successful operation, shall be furnished by the Contractor as though specifically mentioned in these Contract Documents. The Contractor shall supply the equipment and all components and all features that are normally considered to be standard on that equipment, unless specifically excluded in the specifications.

22. CONTRACT ADMINISTRATOR

Trevor Zemliduk
Airport Manager
Email: tzemliduk@wasco.ca

23. SUBMISSIONS

- a) All Bid Documents PDF copies can be emailed to purchasing@townofthepas.ca
- b) The tender submission shall consist of the following:
 - i. FORM A – The Bid (Signed and completed)
 - ii. FORM B – Schedule of Prices (Signed and completed)
 - iii. Equipment Brochures and Technical Specification Sheets of the equipment and attachments.

24. WARRANTY

- I. The warranty period for each piece of equipment supplied shall begin on the date of successful completion of the inspection process or when the equipment has been successfully placed into operation.

25. SPECIFICATIONS

- a. Specifications stated in this section are the minimum requirement for this Tender. Complete specification of the equipment and attachment must be submitted together with the bid.
- b. Below table must be completed and returned with the tender for the tender to qualify. Tendered units must comply with the following specifications. If tendered specifications cannot be met, please explain why. Contract Administrator must approve alternative components that meet the requirements of the specifications.
- c. This specification is for the **Supply and Delivery of one Crew Cab Truck** as well as the specific requirements as described in these specifications.
- d. Multiple bids of the same specifications are also encouraged.

Item.	Specification	Conform		Specify the actual components supplied and their rated capacities for the unit proposed. Note in detail any deviations from the specified items.
		Yes	No	
1	1 - 1/2 Ton Truck			
2	Condition - New			
3	Fuel- gas			
4	4x4			
5	Automatic transmission			
6	Basic trim or higher			
7	Rear window, steel grate protector			
8	Color-white			
9	Tire 8-10 ply			
10	Towing package-Trailer hitch and wiring at minimum.			
11	Wired for trailer brakes including brake controller			
12	Block heater			
13	Ac			
14	Heater			
15	LED beacon light – low profile. Grote 77223 or comparable.(must comply with all existing Manitoba or government standards).			
16	Install a provided VHF radio with antenna			
17	back up camera			
18	V8 engine			
19	Additional light on front bumper (1 on each side and a light bar on the bumper)			
20	heavy duty seat covers			
21	mud flaps			
22	rubber floor mats			
23	Box liner			
24	Warranty(please state): _____			



FORM A: THE BID

1. CONTRACT TITLE:

RFQ 2026-02 CREW CAB TRUCK

2. BIDDER:

Name of Bidder

Street or P.O. Box

City

Province

Postal Code

Facsimile number

THE BIDDER IS;

☐ A Sole Proprietor

☐ A Partnership

☐ A Corporation

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FORM A: THE BID

3. CONTACT PERSON:

The bidder hereby authorized the following contact person to represent the Bidder for the purposes of the bid.

Contact Person

Title

Telephone Number

Fax Number

Email address

4. OFFER:

The Bidder hereby offers to perform the work in accordance with the Contract for the Total Bid Price, in Canadian Funds, set out on “FORM B: Schedule of Prices”, attached hereto:

5. EXECUTION OF CONTRACT:

The Bidder agrees to execute and return the Contract no later than 7 calendar days after receipt of the Contract.

6. COMMENCEMENT OF THE WORK:

The bidder agrees that no work shall commence until he is in receipt of a notice of award authorizing the commencement of work.

7. CONTRACT:

The Bidder agrees that the bid opportunity in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this bid.

8. ADDENDA:

The Bidder certifies that the following addenda have been received and agrees that they shall be deemed to form part of the contract.

Number _____ Dated _____

FORM A: THE BID

9. TIME:

This offer shall be open for acceptance, binding and irrevocable for a period of 60 calendar days following the submission deadline.

10. SIGNATURES:

In witness whereof the bidder has signed this _____ day of _____, 2026

SIGNATURE OF BIDDER OR BIDDER'S AUTHORIZED OFFICIAL OR OFFICIALS

PRINT NAME AND CAPACITY OF INDIVIDUAL WHO'S SIGNATURE APPEARS ABOVE.

SEAL OR WITNESS.



FORM B: SCHEDULE OF PRICES

Item #	Condition (indicate)	Cab (indicate)	Description (Year, Make, Model)	Qty	Unit Price (according to Section 25)	GST	PST	Freight Cost (if applicable)	Total
1.	New	Crew							
2.	New	Crew							
3.	New	Crew							
4.	New	Crew							

Warranty (please indicate relevant details) _____

Delivery lead time or Estimated Delivery Date: _____

NAME OF BIDDER: _____

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