



## STAFF REPORT

**TO:** Council  
**FROM:** Marcia d'Eon, Director of Operations & Protective Services  
**APPROVED BY:** Erin Hartley, Deputy CAO  
**DATE:** July 9, 2025  
**SUBJECT:** RFP Award-1/2 Ton, Extended Cab with Color Matched Cap

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### BACKGROUND

The vehicle currently utilized by staff for bylaw enforcement and public works has more than 300,000 km and has been budgeted to be replaced this fiscal 2025/2026.

The Municipality sought submissions for a 1/2-ton truck, either gas, hybrid or electric. The RFP requested that any submission be inclusive of trade in the current Municipal vehicle (2014-Ford).

An RFP was advertised on the Municipality's website, Facebook page and the NS Procurement website, posted on June 11, 2025.

A number of specifications were outlined in the RFP, see attached RFP documents for details.

The RFP deadline was June 25, 2025, at 2 p.m. Seven (7) submissions were received. All prices are inclusive of trade in value and HST.

South Shore Chevrolet-2025 GMC Sierra Gas \$81,481

Bruce Leasing Limited-2025 Ford F-150 XL Gas \$69,453.93

Bruce Leasing Limited-2025 Ford F-150 XL Hybrid \$71,517.33

Tusket Ford-2025 F-150 XL s/cab \$70,389.44

Tusket Ford-2025 F-150 Lightning (EV) \$72,601.04

Smith & Watt Ltd 2025 Ram 1500 Crew Cab \$87,081.27

Smith & Watt Ltd 2026 Ram 1500 Crew Cab \$88,739.97\*Possibility of an additional rebate

Of the bids received, all were substantially compliant apart from minor variations in the color of vehicles proposed.

Staff have reviewed the proposals submitted and made a recommendation based on operational requirements.

### **RECOMMENDATION**

THAT Council of the Municipality of the District of Shelburne award the ½ ton Extended Cab with Color Matched Cap Request for Proposal to Bruce Leasing Limited – 2025 Ford F-150 XL gas as per the RFP specifications at a cost of \$69,453.93

### **ALTERNATIVE RECOMMENDATION:**

THAT Council of the Municipality of the District of Shelburne award the ½ ton Extended Cab with Color Matched Cap Request for Proposal to Bruce Leasing Limited – 2025 Ford F-150 XL Hybrid as per the RFP specifications at a cost of \$71,517.33

\*NOTE: Staff prefer option one due to the towing capacity of the gas engine.

### **BUDGET CONSIDERATIONS**

There is \$95,000 budgeted this fiscal year 2025/2026 to come from capital reserve.

### **ATTACHMENTS**

½ ton Extended Cab Truck with Color Matched Cap-RFP



**Municipality of the District of Shelburne**

**Request for Proposals  
Equipment Purchase  
(1/2 Ton, Extended Cab with Colour Matched Cap)**

**Release Date: June 11, 2025  
Submission Deadline: June 25, 2025**

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## **Request for Proposals**

### **Equipment Purchase 1/2 Ton, Extended Cab with Colour Matched Cap**

The Municipality of the District of Shelburne will be accepting proposals for one four-wheel drive truck 1/2 Ton, Extended Cab with Cap. **NOTE: Proposal must include trade in of current vehicle.**

**Proponents are welcome to submit more than one submission. Council is interested in exploring EV or Hybrid options, Council will decide based on the suitability of the vehicle, together with the cost.**

Proposal forms and specifications are attached or may be picked up at the Municipal Office, 414 Woodlawn Drive, Shelburne, NS, during regular open business hours, 8:30am to 4:30pm Monday to Friday or on the Municipality's Website @ [www.municipalityofshelburne.ca](http://www.municipalityofshelburne.ca)

Proposals are to be received no later than **2:00 p.m., Wednesday, June 25, 2025.**

All Proposals must be submitted in a sealed envelope clearly marked **"Equipment Purchase - 1/2 Ton, Extended Cab with Cap"**

The Municipality of Shelburne reserves the right to reject any or all proposals, not necessarily accept the lowest proposal, or accept any proposal which it consider not to be in its best interests. The Municipality of Shelburne also reserves the right to wave formality, informality, technicality on any proposal.

**Request for Proposal**  
**Equipment Purchase**  
**1/2 Ton, Extended Cab with Colour Matched Cap**

**General Instructions:**

1. All proposals must be submitted on the proposal form supplied with document.
2. The equipment specification sheets form part of this proposal and must not be removed.
3. This proposal is not intended to exclude standard supplied equipment or materials except where specified.
4. Only firm prices inclusive of trade in vehicle will be considered.
5. Prices are to remain valid for 60 days following the closing of the request for proposals.
6. Late proposals will not be considered and will be returned unopened. Fax, telephone, or email proposals will not be accepted.
7. The lowest or any proposal may not necessarily be accepted.
8. The following will be taken into consideration when awarding the contract:
  - a) The proposal meets or exceeds the “specifications”.
  - b) All proposal forms are completed in all aspects.
  - c) Performance/experience with manufacturer’s equipment.
  - d) References
  - e) Delivery schedule
  - f) Service/parts facilities
9. Proposals are to be returned to [marcia.deon@municipalityofshelburne.ca](mailto:marcia.deon@municipalityofshelburne.ca) or by mail to: Director of Operations & Protective Services, 414 Woodlawn Drive, PO Box 280, Shelburne, NS B0T 1W0 in a sealed envelope clearly marked, **“Request for Proposal –1/2 Ton, Extended Cab with Cap”** and are to be received no later than **2:00 p.m., Wednesday, June 25, 2025**.
10. Opening of the proposals will not be public.
11. For further information, please contact Marcia d’Eon, Director of Operations & Protective Services, Municipality of Shelburne at 902-875-6825 or [marcia.deon@municipalityofshelburne.ca](mailto:marcia.deon@municipalityofshelburne.ca).

## **General Requirements:**

1. All proposals must be accompanied by the manufacturer's literature and specifications describing the equipment proposed.
2. A complete set of owner manuals are to be supplied with the equipment. Supplier is to instruct buyer on proper operation of the equipment upon delivery.
3. Warranty information is to be included with proposal.
4. Proposal price must include trade in amount, all freight, duty, sales tax, and any other charges which are applicable at the time the proposal is awarded. It is the responsibility of the proponent to determine from appropriate authorities what taxes, duties, and other charges are applicable to this proposal. Equipment is to be delivered to the Municipal Office at 414 Woodlawn Drive, Shelburne, NS.
5. The Director of Operations & Protective Services or her designated representative reserves the right to inspect any equipment supplied as a result of this proposal prior to taking possession and shall be the sole judge as to whether the equipment supplied meets the specifications.
6. Any variation from the specifications must be noted on the specification sheet with an explanation of what is offered and may be call for rejection if it substantially affects the performance for the intended application.

Trade In Vehicle Details:

2014 Ford	VIN: IFTFXIE7EFC20930	313,600 km
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\*Trade in vehicle can be viewed at 414 Woodlawn Drive by appointment or can be brought to the dealership by appointment. Please contact Darrell Locke at 902-875-6773.

## Specifications – 1/2 Ton, Extended Cab with Cap

	Defining Specifications	Description	Comply	Exception
1	Size	Minimum 1500 Series-1/2 ton Engine 5.0 L		
2	Drivetrain	4 Wheel Drive		
3	Fuel Type	Gas, EV or Hybrid* <b>Submit separate bid sheets for different vehicles.</b>		
4	Transmission	Automatic		
5	Color	Grey (Colour Code-Ford UJ/Dodge PAU or match)		
6	Towing Equipment	Proposal must include a towing package.		
7	Undercoating	The entire underside of the vehicle shall be sprayed with automotive undercoating		
8	Winter Tires	4 winter tires, mounted on steel rims, these are in addition to the factory tires and rims that will come with the vehicle.		
9	Manufactures Literature/ Specifications	Supplied with proposal		
10	Warranty Information	Supplied with proposal		
11	Additional Equipment	-A box liner and full-size fiberglass colour matched cap. -Back up camera, reverse alarm. -Heated Mirrors		

\*The Municipality would be happy to review bids from the same proponent for both a gas and an EV or hybrid truck. Please submit two bid sheets with your submission, one for each fuel type.

## Request for Proposal

To furnish and deliver one (1) **1/2 Ton, Extended Cab Truck with Colour Matched Cap** in accordance with the specifications listed above.

The undersigned proponent has carefully examined the Request for Proposal and the specifications to furnish and deliver the vehicle listed below and described in the above specifications and will accept in full payment, the following price, inclusive of trade in vehicle allowance **including HST**:

Proposed \$ \_\_\_\_\_  
(All inclusive dollar value)

MAKE/MODEL/YEAR \_\_\_\_\_

DELIVERY DATE \_\_\_\_\_  
(Number of calendar days in which delivery will be made after receipt of order)

Submitted by: \_\_\_\_\_  
Company Name

\_\_\_\_\_  
Mailing Address Postal Code

\_\_\_\_\_  
Phone Number Fax Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name