



QUOTATION

Item #L-01

Supply & Delivery of Water Rescue Trailer

Supply & Delivery of Water Rescue Trailer

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PART A. - INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

Where in the Quotation Documents where the singular or masculine are used, the same shall be construed as meaning the plural or the feminine or the neuter as the context may reasonably require, and where the following terms are used, the intent and meaning shall be, unless the context otherwise requires, as follows:

“Bidder” means any person submitting a Bid Submission for work, which includes but is not limited to vendor, supplier, firm, contractor, architect, consultant, proponent, or tenderer.

“Bid Submission” means an offer from a Bidder in response to a Bid Solicitation.

“City” means the Municipal Corporation of the City of Brandon.

“Quotation Documents” means the Invitation to Bid, these Instructions to Bidders, Supplemental Conditions, the Bid Form, Specifications, and all Addenda.

2. ENQUIRIES

Administrative inquiries and requests for clarification of the Bid process shall be made to the Procurement Specialist in writing at **purchasing@brandon.ca** and must be received not less than five (5) calendar days prior to the date for closing of Bids.

3. PRICING

Prices shall be in Canadian Funds and shall be the total cost to the City of Brandon, including all applicable Federal and Provincial Taxes, duties, license costs, fees, insurance, workers compensation, vacation pay and all other charges, costs and assessments with all items being F.O.B., Civic Services Complex, 900 Richmond Avenue East, Brandon, Manitoba. It is the Bidder's sole responsibility to determine whether or not taxes are applicable.

4. RECEIPT OF QUOTATIONS

The Quotation must be received by the method indicated below before 5:00:00 p.m. local Brandon time, **Tuesday, October 13, 2026** to be accepted as a bona fide Bid Submission.

Bid Submissions must be received by the City before the stipulated closing time. Late Bid Submissions will not be accepted.

5. SUBMISSION OF QUOTATIONS

The Bidder shall submit their Quotation on original or unaltered copies of the Bid Form provided herein. Any information provided by the City on any form must not be altered by the Bidder unless instructed to do so by written Addenda. The Bidder shall initial and date each correction, change, and/or erasure on the Bid Form. The Bid Form shall be clearly signed by the Bidder and shall clearly indicate the address of the Bidder, the Bidder's telephone number, and the date on which the Bid Form was signed by the Bidder.

Bids submitted by a partnership shall be signed and sealed in the name of the partnership by the authorized signing and sealing officers of the company. The name of the company and the names of the company along with titles of the signing officers shall be clearly printed in the spaces provided on the Bid Form.

The Bid Submission shall be submitted to the City by the following method:

Via Online Bidding Platform (E-submission)

One (1) copy of an electronic Bid Submission in .PDF format shall be submitted via the "Submit Online Bid" link for the associated Bid Opportunity on the City of Brandon Purchasing & Tenders website: <https://purchasing.brandon.ca>.

The City utilizes an online bidding platform where electronic Bid Submissions may be submitted until the closing time indicated herein for receipt of Quotations.

The procedure for submitting electronic Bid Submissions can be viewed on the City's Purchasing & Tenders website or by clicking [here](#). Failure to follow the procedure as indicated may result in a Bid Submission not being received. Any failure or delay in the transmission or storage of an electronic Bid Submission is the sole responsibility of the Bidder and not of the City.

The City will ONLY accept electronic Bid Submissions uploaded to the City's online bidding platform. Electronic Bid Submissions sent via e-mail will **not** be accepted. If a Bidder encounters issues uploading an electronic Bid Submission, contact the City's Procurement Services Department at 204-729-2251.

A Bid Submission will only be considered to have been submitted once it has been received by the City in the online bidding platform. The time the Bid Submission is received shall be determined by the City's server time, which is linked to National Institute of Standards & Technology time. Bidders are advised the time the electronic Bid Submission is received is based on when the Bid Submission is received by the City's server.

A confirmation webpage will display advising the Bid Submission was submitted successfully and a confirmation email will be sent. Bidders should not consider their Bid Submission to have been submitted if the confirmation webpage does not display and a confirmation email is not received.

Bid Submissions received via the online bidding platform are held securely and are inaccessible by Procurement Services staff until after the stipulated closing date and time.

Mail, Courier, Hand Delivered, Facsimile or E-mail Submissions Are Not Accepted.

6. POTENTIAL IMPACT OF TARIFFS

Bidders are expected to investigate alternative sources of supply in order to reduce or eliminate cost adjustments after the Closing Date.

Pricing is to be submitted based on the information in effect at the Closing Date.

Schedule and cost adjustments will be permitted only in instances where information was not known at the Closing Date. Bidders will be required to provide tariff number(s) for the item(s) and sufficient evidence that this information was not known at the time the bid was submitted.

Refer to Supplemental Conditions, Section F) Cost Adjustment for information on cost adjustment provisions.

7. ADDENDA

The City shall have the right to amend the Quotation Documents prior to the date set for receipt of Bids. Revisions or clarifications will be issued in the form of Addenda forwarded to all registered recipients of the Documents. Verbal and other interpretations or clarifications will be binding only when confirmed by written Addenda. Bidders shall acknowledge receipt of all Addenda to the Quotation Documents in the space provided on the Bid Form. Failure to acknowledge all Addenda may cause the Quotation to be rejected.

8. ALTERNATE BIDS

Alternate Bid Submissions are accepted. A separate Bid Form and Appendix 1 offering an alternate may be attached to the Bid Submission, but a Bid Submission in the proper form must be offered complete and in no way be made conditional upon the terms contained in the separate Bid Form and Appendix 1. A note "See Alternate Attached" may be added to the Bid Submission.

9. WITHDRAWAL OF QUOTATIONS

A Bidder shall be permitted to withdraw their Quotation, without penalty, if such request is received in writing by the Procurement Specialist, prior to the time specified herein for receipt of Bids:

The City of Brandon
410-9th Street
Brandon, MB R7A 6A2

Ph: 204-729-2251
FX: 204-726-8546
E: purchasing@brandon.ca

The City shall retain the Quotation until after the time specified herein for the receipt of Quotations. The submission will be opened to verify that the name and signature of the person requesting the Quotation be withdrawn is the same as the name and signature of the person who submitted the Quotation. If the information is the same, the Procurement Specialist will declare the bid withdrawn.

10. REJECTION OF QUOTATIONS

The City reserves the right to reject any or all Quotations, the City in its sole discretion may reject as non-compliant any Quotation which contains omissions, erasures; is ambiguous or unclear as to meaning or intent; is incomplete, illegible, conditional or contains a qualifier; contains any non-requested alterations or additions to the information provided by the City; is obviously unbalanced; or fails to comply sufficiently with the Instructions to Bidders. The City may, in its sole discretion, waive any and all defects, informalities, and accept any Quotation, as compliant, which it considers is in the best interest of the City of Brandon.

11. AWARD AND EXECUTION OF QUOTATIONS

The City reserves the right to cancel this Quotation at any time. The Award of the Quotation, if it is to be awarded, shall be made within sixty (60) calendar days of the date on which the Quotations were opened, unless an extension of the said sixty (60) days is mutually agreed upon in writing between one or more Bidders and the City. Should no award be made within the said sixty (60) days or within any mutually agreeable extension thereof, then all Bidders shall be relieved of any obligation to enter into a Contract.

The award of the Quotation will not be binding until the successful Bidder has received written notification of the award of the Quotation from the Procurement Specialist of the City of Brandon. No other act of the City shall constitute an award of the Quotation. The award of the Quotation shall fall under the governing laws of the Province of Manitoba.

The lowest or any Bid will not necessarily be accepted.

PART B. – SUPPLEMENTAL CONDITIONS

The City of Brandon For Supply & Delivery of Water Rescue Trailer

A) Application

- A.1** The City requires the supply and delivery of one (1) Water Rescue Trailer for Brandon Fire & Emergency Services (BFES).
- A.2** The equipment must be new.
- A.3** The item must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.4** Any item(s) not specifically requested but known to the Bidder as being necessary for the safe, efficient use of the equipment quoted shall be clearly noted on the Bid Form. Otherwise it will be assumed these item(s) will be supplied at the quoted price.
- A.5** Submit a full brochure and specification sheet or a direct website link(s) on the unit being sold.
- A.6** Appendix 1 indicates the minimum specifications and must be filled in and submitted with the Bid Form.

B) Local License Requirements

Any persons conducting business within the City of Brandon from a Brandon residential address must have a valid Business License. This includes agents from companies that are not based in Brandon but where the agent is conducting their business from a Brandon address. Non-compliance will result in rejection of a Bid.

All successful Bidders of construction or service work for the City of Brandon, whether Brandon-based or otherwise, must obtain a City of Brandon License. This is not applicable to suppliers from outside of the City who supply the City of Brandon with goods for the sole use of the City.

Any inquiries on the above should be directed to Municipal Licensing at 204-729-2230.

C) Schedule

The City of Brandon intends to evaluate the Quotations and provide recommendations to Procurement Services within four (4) weeks of Quotations closing.

D) Selection Process/Criteria

- a)** Cost; and
- b)** Delivery date.

The City reserves the right to contact or interview any or all Bidders to clarify their Bid Submission.

The City will normally award contracts to the lowest competent Bidder meeting the required specifications. However, the City retains the right to reject any or all Bids and take into consideration past performance of bidders on similar contracts, both in and out of the City and such other factors the City considers relevant including the timing of services to be provided.

E) Submittal Requirements

Limit the submittal to 8½"x11" pages. Failure to include the following information will render the Bid Submission non-compliant.

Please include the following:

- 1) Bid Form;
- 2) Appendix 1; and
- 3) Product Information
 - a. Full brochure and specification sheet or a direct website link(s) on the unit being sold.

F) Cost Adjustment

1. The Contract Price shall be adjusted (increase or decrease) for any change in law or tax imposed under:
 - a. the Excise Act
 - b. the Excise Tax Act
 - c. the Customs Act
 - d. the Customs Tariff Act
 - e. the Retail Sales Tax Actthat occurs **after** the Closing Date that directly affects the goods supplied or the cost of the goods to the Successful Bidder.
2. The Successful Bidder shall substantiate the value by providing the Contract Administrator with relevant records to verify the change in price.
3. The Successful Bidder will be required to provide satisfactory proof that alternative options have been investigated in order to reduce or eliminate price changes for tariffs.

APPENDIX 1

SPECIFICATIONS ITEM #L-01

Supply & Delivery of Water Rescue Trailer

Appendix 1 must be completed and included with the Bid Submission.

Specifications marked as “XXXXXXXXXX” indicates the City deems this as a mandatory requirement and no deviation will be accepted.

Each specification requires a response of either “YES” or “NO” to confirm whether the proposed unit meets or does not meet that specification.

- For specifications where “NO” is indicated a written description in the “deviations” column is required
- For specifications where a response is not provided (YES or NO is not indicated) the City will evaluate the response as a “NO” meaning the specification is not met

Literature submitted as per Section E – Submittal Requirements will be used in the evaluation to validate Bidder self-declarations provided in Appendix 1.

The following specifications are the minimum specifications acceptable by the City. Actual specifications may exceed these specifications. If they do, note in the “Deviations (If Any)” column. Should the proposed unit have additional features that are not in the specifications, include details with the Bid Submission so the submission can be fairly evaluated.

SPEC #	DESCRIPTION	MEETS (YES)	SPECS (NO)	DEVIATIONS (IF ANY)
	WATER RESCUE TRAILER			
1.	Quantity: one (1)			XXXXXXXXXX
2.	Trailer shall be of sufficient size to safely accommodate the BFES water rescue equipment and Zodiac rescue boat with the outboard motor remaining installed at all times. Current Trailer Measurements: • Overall length 24 ft • Width 8 ft • Height 7 ft • Interior height 6ft State dimensions: • Overall length: _____ • Width: _____ • Height: _____ • Interior height: _____			XXXXXXXXXX

SPEC #	DESCRIPTION	MEETS (YES)	SPECS (NO)	DEVIATIONS (IF ANY)
3.	Trailer shall comply with all current Canadian and Manitoba laws, regulations and applicable safety standards.			XXXXXXXXXX
	HITCH AND TIRES			
4.	15" tires preferred • State tire size: _____			
5.	Spare tire, rim and holder			
6.	Hitch shall be equipped with a parking jack mounted to the A-frame.			XXXXXXXXXX
7.	Safety chains on hitch			XXXXXXXXXX
	BRAKES			
8.	Electric brakes on both axles with 7-pin RV electrical connector.			XXXXXXXXXX
	AXLE AND FRAME			
9.	Frame to be made of steel or aluminum • State type: _____			
10.	Frame to be coated for corrosion protection			
11.	Minimum GVWR: 7,000 lb (3,180 kg). • State GVWR: _____			XXXXXXXXXX
12.	Two axles, each rated at a minimum of 3,500 lb.			
	LIGHTING			
13.	LED exterior loading light above rear ramp door			
	ELECTRICAL			
14.	Trailer shall be wired with interior LED dome lighting and wall switch.			
15.	Electrical system shall provide power for two (2) electric heaters located in the front of the trailer.			XXXXXXXXXX
16.	Electrical system shall provide a minimum of three (3) 120-volt duplex electrical receptacles, including two (2) interior receptacles and one (1) exterior weather-resistant receptacle.			XXXXXXXXXX

SPEC #	DESCRIPTION	MEETS (YES)	SPECS (NO)	DEVIATIONS (IF ANY)
17.	Trailer shall include a complete 12-volt and 120-volt electrical system, with the following: • A deep-cycle battery • Automatic battery charger/maintainer • 120-volt shore power connection • CSA-approved electrical distribution panel with labelled circuit breakers All wiring necessary to operate the trailer systems			XXXXXXXXXX
	EXTERIOR			
18.	Exterior colour shall be white			XXXXXXXXXX
19.	Aluminum exterior			
20.	Flat front panel			XXXXXXXXXX
21.	Diamond plating along front edge to prevent stone damage during travel			
22.	Provide a retractable exterior awning on the curb side of the trailer.			XXXXXXXXXX
23.	Side access door located near the front of the trailer.			XXXXXXXXXX
24.	Maximum platform height to be 24 inches • State height: _____ inches			XXXXXXXXXX
25.	Full-width rear ramp door			XXXXXXXXXX
26.	Rear ramp door shall utilize heavy-duty cam-lock hardware with lockable hasps.			
27.	Open doors must not interfere with safety lighting			XXXXXXXXXX
28.	Venting solution (either side flow vent or roof mounted venting system) • State type: _____			
29.	One (1) RV style sliding side window, approximately 36 inches in width or manufacturer's standard equivalent.			
	INTERIOR			
30.	Interior walls and ceiling shall be fully insulated and finished with minimum 3/8-inch moisture-resistant plywood or composite liner, painted white and suitable for mounting rescue equipment.			XXXXXXXXXX
31.	Trailer shall have an open interior design. No interior partition wall shall be installed.			XXXXXXXXXX
32.	Floor to be of an anti-slip design black hard top			

SPEC #	DESCRIPTION	MEETS (YES)	SPECS (NO)	DEVIATIONS (IF ANY)
	STORAGE			
33.	Heavy-duty shelving and equipment storage designed to accommodate BFES equipment inventory. Rear shelving approximately 8 ft long × 2 ft deep or approved equivalent. Storage shall securely retain all equipment during transport.			
34.	Two (2) storage benches with top-lid access. One (1) across the front of the trailer and one (1) along the driver's side of the trailer, suitable for storing water rescue suits and equipment.			XXXXXXXXXX
35.	Overhead storage shall be provided above the storage bench across the front of the trailer and along the driver's side of the trailer, suitable for storing smaller rescue equipment.			XXXXXXXXXX
	ADDITIONAL ITEMS			
36.	Provide 12–16 wall-mounted hooks for lifejackets and equipment.			XXXXXXXXXX
37.	Provide sufficient recessed floor-mounted D-rings and tie-down points to safely secure the Zodiac rescue boat and all equipment during transport. A fabricated mount shall be provided to secure the Zodiac rescue boat during transport. Quantity and locations of tie-down points shall be identified by the bidder.			XXXXXXXXXX
	SAFETY ITEMS			
38.	Minimum one (1) 5 lb ABC fire extinguisher securely mounted near the side access door.			XXXXXXXXXX
	WARRANTY			
39.	Successful Bidder to supply manufacturer's warranty information upon delivery. • Indicate warranty: _____			XXXXXXXXXX
40.	All warranty work to be performed in the Brandon, MB area at no travel cost to the City. If the repairs require for the unit to be moved, the successful Bidder is responsible for paying all costs associated with this whether it is the successful Bidder's employees or the City's employees who transport the unit.			XXXXXXXXXX
	DELIVERY			
41.	The successful Bidder shall perform a pre-delivery service, full test of the functions of the unit and correct all deficiencies prior to delivery. The successful Bidder shall describe the pre-delivery servicing and testing they will do to the unit.			XXXXXXXXXX

SPEC #	DESCRIPTION	MEETS (YES)	SPECS (NO)	DEVIATIONS (IF ANY)
42.	The City will perform an acceptance inspection when the unit is received on site. If the unit does NOT meet the City's specifications the unit will be refused. If the unit meets the specifications, the City will holdback 10% of the payment until the "work in progress" inspections are performed.			XXXXXXXXXX
43.	The City reserves the right to evaluate multifunction season equipment up to one (1) year. During this time all concerns will be documented and addressed between successful Bidder and the City.			XXXXXXXXXX
44.	Successful Bidder to supply one (1) owner's manual			

**CITY OF BRANDON
BID FORM**

QUOTATION: Item: #L-01

SUBJECT: Supply & Delivery of Water Rescue Trailer

CLOSING DAY: 5:00:00 pm local Brandon time, Tuesday, October 13, 2026

I, _____ representing _____
(Name) (Company Name)
of _____
(Mailing Address) (City) (Province) (Postal Code)

(Phone Number) (Fax Number) (G.S.T Registration Number)

Email Address: _____

I am authorized to bind the corporation and do hereby submit this as my price on the above-noted item.

The total amount of my bid price, in Canadian Funds, including all duties and applicable fees, F.O.B., Civic Services Complex, 900 Richmond Avenue East, Brandon, Manitoba, Canada is:

Supply & Delivery of Water Rescue Trailer

Year, Make & Model: _____

Website Link(s): _____

Base Price	\$ _____
Plus (5%) G.S.T.	\$ _____
Plus (7%) MB R.S.T.	\$ _____
TOTAL BID PRICE	\$ _____

Delivery date in number of calendar days from receipt of purchase order: _____ days

Note: Review Section E Submittal Requirements to ensure all documentation is submitted.

We hereby acknowledge receipt of the following Addenda to the Quotation Documents:

Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____

_____ (Signature)	_____ (Date)	_____ (Witnessed by)*
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I am authorized to bind the Corporation

Print Name of Witness

*This document must be witnessed to be compliant.