



Notice of planned procurement

Rental of miscellaneous equipment

Request for Standing Offer number: 29124-97586-S01

Organization name: City of Ottawa

Date: April 22, 2024

Project overview

The City of Ottawa is seeking to establish eligibility lists for short-term rentals of dump trucks and tractor/trailers with operator, required by the City for hauling and dumping snow, aggregate, construction materials, etc. on an “as and when requested basis” for snow removal and other haulage from September 16, 2024, until September 15, 2026.

Procurement schedule

The following is a tentative schedule for the procurement process. The City reserves the right to modify this schedule at any time, without notice.

Activity	Planned dates
Notice of Planned Procurement (NPP)	April 22, 2024
Request for standing offer published via MERX (http://merx.com)	Wednesday, April 22, 2024
Deadline for bidder inquiries	Wednesday, May 22, 2024
Equipment measurements begins	Tuesday, May 21, 2024
Equipment measurements end	noon (local time) Thursday, May 30, 2024
Request for Standing Offer (RFSO) closing	3 pm (local time) Thursday, May 30, 2024



Distribution of RFSO documents and submission of offers

Copies of this RFSO will be available from via **MERX** (<http://merx.com>). MERX will be the official and sole distributor of this RFSO and any addenda and will be the official and sole bid submission platform.

Offerer's will be required to provide one (1) electronic copy of their offer submission through the MERX online tendering system **no later than 3 pm (local time) on Thursday, May 30, 2024**. Offers submitted physically, by email, or by facsimile **will not** be accepted.

Measurement of vehicles

Trucks and tractor/trailers that were measured for the “Annual Registration for Truck Hire 2022-2024” or earlier are considered as “measured” for this RFSO. Offerers requiring a copy of the original measurement ticket may contact Fleet Services at telephone: (613) 580-2420 / email: fleetadmin@ottawa.ca

Trucks and tractor/trailers that have not previously been measured must be measured by Fleet Services to be considered for this RFSO. It is the offerer’s sole responsibility to ensure that all offered equipment is measured within the dates / times specified by Fleet Services. Equipment that has not been measured **will not** be accepted.

The City will measure vehicles at Fleet Services Branch, 2799 Swansea Crescent at the following times only:

May 21 th to May 24 th	Tuesday to Friday	7:00 am to 1:00 pm
May 25 th	Saturday	8:00 am to Noon
May 27 th to 29 th	Monday to Wednesday	7:00 am to 1:00 pm
May 30 th	Thursday	7:00 am to Noon

The above dates and times are the only dates and times available to perform the measurement on dump trucks and tractor-trailers. The City will not conduct measurements for this RFSO after noon on Thursday, May 30, 2024.



Should you have any questions regarding this NPP or forthcoming Request for Standing Offers, please contact the Administrative Authority.

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City of Ottawa, Supply Services

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