

INSTRUCTIONS TO BIDDERS

RURAL MUNICIPALITY OF LEASK NO. 464

RFP 2026-05 20-Ton Excavator

1. Time & Place

1.1 Tenders must be submitted to the Rural Municipality of Leask No. 464 on or before April 30/2026 at 4:00 pm local time. Tenders may be submitted by the following means:

- **In person** delivered to the RM Office 231, 1st Ave S Leask, SK
- **Emailed** with the subject line stating “20-Ton Excavator” to rmleask.464@sasktel.net

1.2 Tenders will be reviewed on May 4/2026 at 9:00 a.m.

2. Tender Acceptance

2.1. The Municipality reserves the right to refuse to accept any or all tenders, and the lowest tender will not necessarily be accepted.

2.2 Without limiting the generality of the foregoing, any tender may be rejected which is incomplete, obscure, or irregular.

2.3 The Municipality reserves the right to cancel the acceptance of any tender at any time before execution of the contract by all parties without any liability against the Municipality.

3. Late Tenders

3.1. Tenders received after the date and time specified in Clause 1.1 will not be considered.

4. Validity of Tenders

4.1. A bidder may, without prejudice, withdraw the tender at any time up to within two (2) hours of the time specified in Clause 1.1. The tenders received will be valid for a period of fifteen (15) days from the date of the opening of the tender.

5. Tender Limitations

5.1. Oral and telephone tenders will not be considered.

5.2. Oral and telephone modifications to submitted tenders will not be considered. Modifications will only be accepted in writing by the means noted in Clause 1.1.

6. Tender Submissions

6.1. All tenders must include the following information:

- Must be in good running order and fully operational
- Only compliant units will be considered
- Operating weight: approximately 20 tons
- Preferred brands: John Deere, Hitachi, or Caterpillar
- Equipped with auxiliary hydraulics
- Hydraulic thumb included

6.1 One (1) 3 foot digging bucket

6.2 One (1) 5 foot clean-up bucket

6.3 Beacon light installed

6.4 Backup alarm installed

6.5 Machine must be fully operational with no major mechanical issues

7. Tender Omissions

7.1 Council reserves the right to consider tenders with minor omissions provided that the bidder, if successful in the tender awarding, can rectify the omission within five (5) days of the tender being awarded.

8. Delivery Date

8.1 Delivery date for on lot vehicle; OR

8.2 Delivery date should the unit be ordered

9. Goods & Services Tax & Provincial Sales Tax

9.1 The tender unit price shall not include Goods & Services Tax and/or Provincial Sales Tax.

10. Contract

10.1 If your signed tender is accepted by Council, the submitted tender will become a binding contract.

TENDER DOCUMENT
RURAL MUNICIPALITY OF LEASK NO 464
Tender #2026-05 20 Ton Excavator

1. Name of Dealership _____

Address of Dealership: _____

Phone Number(s): _____

Email: _____

2. Date of Submission: _____

3. State Prices for:

Full equipment specifications	
Pricing	
Warranty details	
Service Records	

4. Delivery Date of Fully Equipped Vehicle

Delivery timelines
Delivery Costs

5. Signature: _____

Contract Award & Management

Contract Award: The successful supplier shall enter into a mutual agreement with the R.M. of Leask No. 464 for all outlined obligations, terms and conditions.

Only equipment meeting the above requirements will be considered.