



**District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB)**

**Request for Quotation (RFQ)**

**Mini Van Procurement**

**RFQ Number:** 2025-01

**Issue Date:** Tuesday April 22, 2025

**Closing Date:** May 2, 2025 – 4:00 pm.

**Contact:** Louie Bruni, Chief Operating Officer

Email: [l.bruni@socialservices-ssmd.ca](mailto:l.bruni@socialservices-ssmd.ca)

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## **1. Description**

The DSSMSSAB is requesting quotations from qualified automotive dealers or vehicle leasing companies for the purchase of **two (2) minivans**. The selected vendor(s) will provide vehicles that meet the specifications outlined below, along with pricing, warranty details, delivery terms, and maintenance options.

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## **2. Vehicle Requirements**

### **A. Minivan Specifications**

- Seating: Minimum 7-passenger capacity
- Doors: Sliding rear passenger doors (dual preferred)
- Drivetrain: Front-Wheel Drive or All-Wheel Drive
- Engine: Fuel-efficient 4-cylinder or V6 powertrain
- Safety Features: Backup camera, blind spot monitoring, lane assistance, automatic emergency braking
- Interior: Durable rubber flooring, vinyl seating or seat covers that can be easily cleaned, foldable rear seats, rear climate control, ample cargo space
- Connectivity: Bluetooth, USB ports, Apple CarPlay/Android Auto

- Year: New
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### 3. Proposal Submission Requirements

Please include the following in your quote:

1. **Company Profile**
    - Dealership or vendor name, address, years in business, contact info
  2. **Vehicle Information**
    - Make, model, year, VIN (if applicable), condition (new/used), mileage
    - Detailed spec sheets and/or brochures
  3. **Pricing**
    - Purchase price for each vehicle with a 60-day price guarantee
    - Any available discounts, promotions, or financing options
    - Breakdown of taxes, fees, delivery charges, etc.
  4. **Warranty & Maintenance**
    - Manufacturer and dealer warranty coverage details
    - Maintenance packages or service contracts available
  5. **Delivery Timeline**
    - Estimated time for vehicle availability and delivery to Sault Ste. Marie, Ontario
  6. **Other**
    - Any other relevant options such as; snow tires etc.
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### 4. Submission Instructions

Quotes must be submitted electronically in PDF format to:

**Louie Bruni, Chief Operating Officer**

**Email:** [l.bruni@socialservices-ssmd.ca](mailto:l.bruni@socialservices-ssmd.ca)

**Subject Line:** Proposal for Minivan – RFQ 2025-01

All quotes must be received by **4:00 p.m. on May 2, 2025**. Submissions received after the deadline will not be considered and will be returned unopened, at the discretion of the DSSMSSAB.

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### 5. Additional Information

The DSSMSSAB reserves the right to accept or reject any or all quotes, to waive informalities, and to award the contract in the best interest of the DSSMSSAB.

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