REQUEST FOR PROPOSALS
RFP-MCC-2008

SUPPLY OF ONE COMMERCIAL CARGO VAN

MUNICIPALITY OF THE COUNTY OF CUMBERLAND
UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD, RR # 6
AMHERST N.S B4H 3Y4
Procurement@cumberlandcounty.ns.ca

April 08, 2020

CLOSING: April 23, 2020
2:00 PM

1. GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites Proposals for a Commercial Cargo Van. This vehicle is to be delivered to Public Works in Springhill, Nova Scotia.

The Municipality will only consider Proposals for a new current model year vehicle. Demonstrator units may be considered, however, the Proponent must notify the Municipality of this in advance for authorization, prior to the Proposal being submitted.

The Proponent must either be a Manufacturer, a factory branch, or a dealer engaged in the business of selling, dealing and servicing the vehicle proposed upon and must maintain a full stock of parts and service. A dealer with full stock of parts and factory certified vehicle technicians shall perform all Warranty service.

2. INSTRUCTIONS TO PROPONENTS

This request for proposals (RFP) is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the Municipality.

Though the Municipality fully intends at this time to proceed through the RFP, in order to select the vehicle purchase, the Municipality is under no obligation to proceed with the purchase, or any other stage. The receipt by the Municipality of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Municipality. There is no guarantee by the Municipality, its officers, employees or Managers, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the Municipality for the purchase of the equipment, service, or Work.

It is the responsibility of each Proponent to ensure their Proposal arrives on time. Any late Proposals will not be accepted. Proposals may be withdrawn at any time prior to opening. Proposals received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened.

Proposals shall be submitted electronically to procurement@cumberlandcounty.ns.ca with the Subject '**RFP-MCC-2008 Commercial Cargo Van – Do NOT open until after 2:00 pm on <*insert closing date*>**'. Attachments shall be pdf files and shall not exceed 20 MB.

Any Proposals submitted by facsimile, or telephone will ***not*** be accepted under any circumstances.

Any corrections or additions to any submitted Proposal will not be accepted unless it is initialed by the person signing the Proposal.

All Proposals must be firm for 60 calendar days after the closing date. Price to include any/all delivery charges to Springhill, Nova Scotia.

Any Proposals that do not meet these criteria may be rejected.

The Municipality reserves the right to waive technicalities, reject any or all proposals, or any portion thereof, to advertise for new Proposals, to proceed to do the work otherwise, or to abandon the work, if in the best interest of the Municipality.

All Proposals shall be submitted on the Proposal Form supplied with this document. This Proposal is not intended to exclude standard equipment or materials except where specified.

This Proposal is not intended to favor any particular equipment, manufacturer or contractor. Any names or figures the same or similar to any specific equipment, manufacturer or contractor is purely coincidental. The phrase "or equivalent" shall apply where a particular specification, equipment, manufacturer or contractor is mentioned.

All goods shall be free from design deficiencies that may affect their operation or serviceability. Materials not defined here shall be of the best commercial quality and suitable for the purpose intended.

3. CLARIFICATION AND ADDENDA

Notify the Municipality not less than three (3) working days before Proposal closing of omissions, errors or ambiguities found in this document. If it is considered that correction, explanation or interpretation is necessary; a written addendum will be issued. All Addenda become part of the Proposal documents.

Additional information, clarifications or instructions provided to a Proponent that may, in the opinion of the Municipality, be of general interest and any other information or instructions that the Municipality may deem to be appropriate in the circumstances may be incorporated in an Addendum to the Proposal that will be distributed to all Proponents.

Direct all Proposal questions and queries to: Kellie Seaman
kseaman@cumberlandcounty.ns.ca

It is the responsibility of the Proponent to ensure all addenda have been received. Addenda will be posted on the Municipality website at www.cumberlandcounty.ns.ca and the Nova Scotia Public Tenders website at www.gov.ns.ca/tenders. The Municipality will not bear any responsibility for the failure of potential Proponents to obtain all documents before submitting a proposal.

4. PROPOSAL CLOSING

Proposals must be received at procurement@cumberlandcounty.ns.ca no later than April 23, 2020 at 2:00 P.M. - ATLANTIC TIME.

5. PROPOSAL OPENING

Proposals will not be opened publicly, however results will be available upon request.

6. PROPOSAL SUBMISSION

Proponents must submit the following items in the Proposal:

a) Original manufacturer's complete specifications of the proposed unit and illustrated description.
b) Municipality of the County of Cumberland Specification Sheet,
   - check off each item for meets specification with yes or no;
   - where the proposed varies from the specification or an enhancement is proposed provide details in the Actual Proposed column.

c) Completed Proposal Form.
d) Photographs of unit proposed.
e) Warranty descriptions, and
f) Any other relevant information that would be helpful in the evaluation process.

Vehicle is to include all items listed as standard equipment on manufacturer's specifications.

The successful Proponent shall provide one (1) set of Operation/ Maintenance Manuals, upon delivery.

7. EVALUATION OF PROPOSAL

Selection of the successful Proponent will be based on the following point system. Each Proposal received will be evaluated and scored using the scoring system below. The highest score will be the preferred Proposal.

	Category	**Points**
1	Model Year	10
2	Warranty	20
3	Fuel consumption	25
4	Purchase price	45

a) **Model Year** will be scored 10 out of 10 for 2020 or newer model year vehicles, 5 out of 10 for 2019 model year vehicles, and 0 out of 10 for 2018 (or older) model year vehicles.

b) **Warranty** will be scored according to the following criteria:

Warranty	**Points**	**Years**	**Mileage**
Comprehensive	5	≥ 5 years	≥ 100,000 km
	3	3 years	60,000 km
	0	< 3 years	< 60,000 km
Engine	5	≥ 5 years	≥ 100,000 km
	3	3 years	60,000 km
	0	< 2 years	< 40,000 km
Power Train	5	≥ 5 years	100,000 km
	3	3 years	60,000 km
	0	< 2 years	40,000 km
Corrosion	1.5	≥ 5 years	
	0	< 5 years	
Major emissions	1.5	≥ 2 years	≥ 40,000 km
	0	< 2 years	< 40,000 km

c) **Fuel Consumption:**

Fuel Consumption Score = MFE/TFE x FEW

Where: TFE = Proponent's Fuel Economy (in litres/100 km)
MFE = Maximum Fuel Economy of all Proponents (in litres/100 km)
FEW = Fuel Economy Weighting (25 points)

d) **Purchase Price:**

Price Score = LTP/TP x PW

Where: LTP = Lowest Proposal Price of all Proponents
TP = Proponent's Price
PW = Price Weighting (45 points)

The Municipality reserves the right to negotiate with a preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the Municipality.

8. INSPECTION OF VEHICLE UPON DELIVERY

The Municipality will conduct a thorough inspection of the vehicle upon delivery to ensure compliance with the Specifications as proposed. Delivery of the vehicle does not constitute acceptance of the vehicle. If the vehicle does not meet Specification and is not accepted, the Proponent must supply an equivalent vehicle free of charge for Municipality use (if required) until such time as the vehicle is accepted or replaced.

9. SAFETY INSPECTION / REGISTRATION / LICENSE / TIRE LEVY

Vehicle is to be safety inspected prior to delivery and dated the month of delivery. Vehicle shall also be registered and licensed (permanent) to the Municipality. The safety inspection, tire levy, full tank of fuel, license (H.S.T. not applicable) and registration shall be included in the total proposed price.

10. SPECIFICATIONS

See attached.

11. PROPOSAL FORM

See attached.

RFP-MCC-2008 **PROPOSAL FORM**

	Item	Pricing
1	Proposed Commercial Cargo Van	
2	Books, manuals, technical info. & misc. items, safety inspection, registration, license, tire levy, warranty and delivery, etc.	
	Subtotal	
	15% HST	
	Total	

Specify warranty provided.

Description	Warranty coverage		Description	Warranty coverage	
	Years	Km		Years	Km
Comprehensive					
Engine					
Major emissions			Corrosion		
Battery					
Transmission			Additional (specify)		
Power train					

Optional additional or extended warranties:

Description	Additional Cost	Coverage		
		Years	Km	Hours

Fuel consumption: ___ / ___ / ___ litres/100 km (city / hwy / combined).

Proponent agrees to deliver the equipment within ___ weeks of written notification of award.

Addenda No. ___ to ___ inclusive were carefully examined.

SIGNATURES DATED THIS _____ DAY OF April, 2020

[Seal]

Name of Firm Proposing

Signature of Signing Officer

Name and Title of Signing Officer (Printed)

Witness

Name and Title (Printed)

Witness

Name and Title (Printed)

Company Address

Telephone No.

E-mail

**NOTE: *Proposals submitted by or on behalf of any Corporation must be signed and sealed in the name of such Corporation by a duly authorized officer or agent.*

Specification

07-Apr-20

Proposed make, model and year	Year	Make	Model

	Dimensions	Meets Specification Yes/No	Actual proposed
1	Cargo area **minimum** clear dimensions:		
2	Floor to roof: 1.85m (74")		
3	Load floor length: 4m (160")		
4	Width between wheel wells: 1.2m (48")		
5	Payload capacity minimum 2000kgs (4400lbs)		
	Body/Cab		
1	Paint colour: White		
2	Seating for two (2)		
3	Rear doors, double (2), swing out, 180° minimum open angle		
4	Passenger side sliding cargo access door		
5	Cargo partition - solid		
6	Cargo area heater		
7	Air conditioner with integral heater and defroster		
8	Power windows - driver and passenger		
9	All doors lockable, keyless entry		
10	Power door locks		
11	Dome light, cab door activated and push on-off at light		
12	Cargo area LED lighting package		
13	Gauge cluster base level - metric with english		
14	Cab:Rubber floor mats or all weather floor liner		
15	No windows in cargo area		
16	LED amber roof light, rectangular, low profile, wired so useable with ignition off		
17	Cago tie downs - floor and side wall		
18	Mirrors- power adjustable, heated		
	Engine/Transmission		
1	Engine, gasoline, 6 cylinder preferred		
2	Anti-freeze, extended life coolant, to - 40°C, freeze		
3	Transmission, automatic		
	Brakes/Wheels/Tires		
1	ABS , full vehicle wheel control system		
2	Brakes, front, disc		
3	Brakes, rear, disc or drum		
4	Tires - 10 ply, all terrain		

Electrical			Meets Specification Yes/No	Actual proposed
1	Back up alarm			
2	12V accessory wiring for 2 way radio			
3	Switch, auxiliary accessory control, for roof light			
4	Trailer electrical to rear bumper			
5	AM/FM/WB/clock/bluetooth/USB input/3.5mm auxiliary input, MP3, Apple device play and control, bluetooth for phone and music.			
Miscellaneous options				
1	Mud flaps, front and rear			
2	Towing package			
3	Back up camera			
4	Spray-in liner on cargo floor			
5	Fire extinguisher (CSA approved)			
6	Current MVI			
7	12 to 110V Inverter, 400W min. (location to be agreed)			