# REQUEST FOR PROPOSALS
# RFP-MCC-2201

## SUPPLY OF ONE CROSS-OVER SUV

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

January 25, 2022

**CLOSING: February 8, 2022**
**2:00 PM**

## 1. GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites Proposals for a **Cross-over SUV.** This vehicle is to be delivered to Springhill, Nova Scotia.

A hybrid gas/electric vehicle that conforms to the RFP specifications will be considered compliant.

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 truck 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 Proposals may be withdrawn at any time prior to opening.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.

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 is 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
Phone: 902-664-9243
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 the Upper Nappan Service Centre no later than February 8, 2022 at 2:00 P.M. ATLANTIC TIME.

## 5. PROPOSAL OPENING

Proposals will be opened publicly, on the Proposal Closing date at the Upper Nappan Service Centre, 1395 Blair Lake Road, Upper Nappan, NS, immediately following closing.

## 6. PROPOSAL SUBMISSION

Completed vendor proposals and other correspondence should be submitted to:

**MUNICIPALITY OF CUMBERLAND**
**UPPER NAPPAN SERVICE CENTRE**
**1395 BLAIR LAKE ROAD**
**UPPER NAPPAN, NS**
**B4H 3Y4**

**ATTENTION: Mr. JUSTIN WAUGH-CRESS, P. Eng.**
**DIRECTOR, ENGINEERING AND OPERATIONS**

Any proposals submitted by fax or telephone will not be accepted under any circumstances.

Proposals may be submitted electronically, in a PDF document, to the below email. It is the responsibility of the vendor to confirm receipt of their proposal by the Municipality. This email address is for document submission only.

procurement@cumberlandcounty.ns.ca

The vendor agrees that the electronic signatures of the vendor on this document is intended to have the same force and effective as manual/original signatures. Delivery of an executed copy of a proposal by electronic means permitted in this request for proposals constitutes valid and effective delivery.

Proposals submitted as hard copies must be submitted in a sealed envelope clearly marked **"Supply of One Cross-over SUV – RFP-MCC-2201"**.

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 | 5 |
| 2 | Warranty | 15 |
| 3 | Fuel consumption | 25 |
| 4 | Delivery Schedule | 10 |
| 5 | Purchase price | 45 |

a) **Model Year** will be scored 5 out of 5 for 2021 or newer model year vehicles, 3 out of 5 for 2020 model year vehicles, and 0 out of 5 for 2019 (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 | 4 | ≥ 5 years | ≥ 100,000 km |
| | 2 | 3 years | 60,000 km |
| | 0 | < 2 years | < 40,000 km |
| Power Train | 4 | ≥ 5 years | 100,000 km |
| | 2 | 3 years | 60,000 km |
| | 0 | < 2 years | 40,000 km |
| Corrosion | 1 | ≥ 5 years | |
| | 0 | < 5 years | |
| Major emissions | 1 | ≥ 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) **Delivery Schedule** will be scored 10 out of 10 for <30 day delivery, 8 out of 10 for 30 day delivery, 6 out of 10 for 45 day delivery, 4 out of 10 for 60 day delivery, and 0 out of 10 for >60 day delivery.

e) **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 of the County Cumberland 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 of Cumberland. 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. PROPOSAL FORM

See attached.

## 11. SPECIFICATIONS

See attached.

| | Item | Pricing |
|---|---|---|
| 1 | Proposed vehicle | |
| | Subtotal | |
| | 15% HST | |
| | Total | |

Specify warranty provided.

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

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 ___ days of written notification of award.

Addenda No. ___ to ___ inclusive were carefully examined.

**SIGNATURES** DATED THIS _____ DAY OF _____, 2021.

[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.*

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

**SPECIFICATIONS**

| Specifications | | | RFP-MCC-2201 January 20, 2022 |
|---|---|---|---|
| Cross-over SUV | | | |
| Proposed make, model and year | Year | Make | Model |
| | | | |

| | | | |
|---|---|---|---|
| | Body/Cab | Meets Specification Yes/No | Actual proposed |
| 1 | Colour, paint class premium - White | | |
| 2 | 8-way adjustable powered driver's seat | | |
| 3 | 4 door | | |
| 4 | Tilt steering wheel | | |
| 5 | Air conditioner with integral heater and defroster | | |
| 6 | Power windows | | |
| 7 | Power door locks | | |
| 8 | Keyless Entry | | |
| 9 | Dome light, cab door activated and push on-off at light lens, | | |
| 10 | Gauge cluster base level; english with metric speedometer | | |
| 11 | Rubber floor mats or all weather floor liner | | |
| | Engine/Drivetrain | | |
| 1 | Engine, gasoline or Hybrid Gas/Electric | | |
| 2 | Anti-freeze, extended life coolant, to - 40°C, freeze | | |
| 3 | Transmission, automatic | | |
| 4 | All wheel drive | | |
| | Brakes/Wheels/Tires | | |
| 1 | ABS , full vehicle wheel control system | | |
| 2 | Brakes, front, disc | | |
| 3 | Brakes, rear, disc or drum | | |
| 4 | 17 Inch All-season | | |
| | | | |
| | Front/Rear axle, suspension | | |
| 1 | Axle, rear, limited slip or automatic locking | | |
| | | | |
| | Electrical | | |
| 1 | AM/FM/WB/clock/bluetooth/USB input/3.5mm auxiliary input | | |
| 2 | Cruise Control | | |
| | Miscellaneous | | |
| 1 | Spare tire and rim - full size | | |
| 2 | Current MVI | | |

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

**SPECIFICATIONS**

| | | | |
|---|---|---|---|
| | | | |