REQUEST FOR PROPOSALS
RFP-MCC-2308

SUPPLY OF TWO RESCUE TRUCKS

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

July 19, 2023

CLOSING: August 2, 2023
2:00 PM

1. GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites Proposals for **Supply of Two Rescue Trucks.** These vehicles are to be delivered to 1395 Blair Lake Road, Upper Nappan, Nova Scotia.

The Municipality will only consider Proposals for 2022 or 2023 model year vehicles. 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.

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 purchases, 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 Proposals may be withdrawn at any time prior to opening.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 to include any/all delivery charges to Upper Nappan, 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.

Proponents may propose delivery of one truck or both. The Municipality reserves the right to award purchase of both trucks from one proponent or one truck each from different proponents as the Municipality determines to be in the Municipality's best interests.

This Proposal is not intended to exclude standard Rescue Vehicle equipment or materials unless specified. Standard Rescue Vehicle equipment not specifically mentioned is not excluded.

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 labelled '**PROPOSAL Supply of Two Rescue Trucks**'. Proposals must be received no later than **August 2, 2023 at 2:00 P.M.** - ATLANTIC TIME at:

a) Upper Nappan Service Centre
1395 Blair Lake Road, Upper Nappan, NS B4H 3Y4

OR

b) By e-mail to procurement@cumberlandcounty.ns.ca

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

The Proposal shall be submitted by one of the following two methods:

a) in a sealed envelope, clearly labelled with the proposal number, title, and date/time of closing. Proposals shall be delivered to the address on the cover of this Request For Proposals, no later than the Proposal Closing.

OR

b) electronically, in a PDF document, to procurement@cumberlandcounty.ns.ca. It is the responsibility of the Proponent to confirm receipt of their Proposal by the Municipality. The Proponent agrees that the electronic signatures of the Proponent on the electronic document shall have the same force and effect as manual/original signatures. Delivery of an executed copy of the Proposal by electronic means permitted in the RFP documents constitutes valid and effective delivery.

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 Parts Manuals, Operation/ Maintenance Manuals, Shop Repair 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	10
3	Fuel consumption	10
4	Purchase price	25
5	Time of delivery	45

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 vehicle will be returned to the Proponent at no cost to the Municipality.

9. SAFETY INSPECTION and REGISTRATION

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, 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.

	Item	Pricing
Specifications of Truck 1		
1	2 ton, 4x4 Crew Cab with gasoline engine	
a	12.5 foot body (minimum length of body)	
b	47 inch cab roof LED emergency lighting bar	
c	Tires – 10 ply, all terrain	
d	100 W siren	
e	LED fender mounted emergency lights	
f	LED grill mounted emergency lights	
g	Aluminum roll up doors	
h	Grill guard, winch mount with 9500 lb winch and 2 tow hooks	
i	SCBA pak and cylinder mounts	
j	Scene lights (2 on each side and 2 in the rear - 6 total)	
k	Light tower	
l	Radio antenna base in roof with cable	
	Subtotal Truck 1	
	15% HST	
	Total Truck 1	
Specifications of Truck 2		
1	1/2 Ton 4x4 Crew Cab with gasoline engine	
a	Running boards	
b	Trailer tow package	
c	Tires – 10 ply, all terrain	
d	Winch mount with winch	
e	Roof mounted emergency lighting bar	
f	LED fender mounted emergency lights	
g	LED grill mounted emergency lights	
h	Box cap with side and rear pull outs	
I	Scene lighting	
m	100 Watt siren	
n	Radio antenna base in roof with cable	
	Subtotal Truck 2	
	15% HST	
	Total Truck 2	

Optional items may or may not be included at the Municipality's sole discretion.

1. Two Ton Rescue Vehicle					
Specify warranty provided.					
	Warranty coverage			**Warranty coverage**	
Description	**Years**	**Km**	**Description**	**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 ___ weeks of written notification of award.

2. One-Half Ton Rescue Truck					
Specify warranty provided.					
	Warranty coverage			**Warranty coverage**	
Description	**Years**	**Km**	**Description**	**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 ___ weeks of written notification of award.

Addenda No. ___ to ___ inclusive were carefully examined.

SIGNATURES DATED THIS _____ DAY OF JULY 2023.

[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.*