REQUEST FOR PROPOSALS
RFP-MCC-2307

SUPPLY AND INSTALLATION OF OUTDOOR LED DISPLAY UNIT

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

August 9, 2023

CLOSING:
Tuesday, August 29, 2023
2:00 P.M.

1. GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites Proposals for supply and installation of an outdoor LED display unit with 5-year warranty from installation date**.** Proponent to provide details of warranty. The proponent will also provide toll-free service coordination. The Municipality will only consider Proposals for a LED display unit and control software.

The Proponent must either be a Manufacturer, a factory branch, or a dealer engaged in the business of selling, dealing, and servicing the LED Display Unit.

The display unit is to be delivered and installed at The Dr. Carson and Marion Murray Community Centre in Springhill, Nova Scotia.

The proponent will be responsible for determining the optimal location based on electrical availability and wireless ethernet connection to the facility. This includes assessing our current sign location and determining if the LED display unit can be installed at that location. If not, the proponent will be responsible for removal of the current sign.

The Proponent will also be responsible for electricity hook up based on agreed upon location.

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 LED display unit, 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 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.

This Proposal is not intended to exclude standard equipment or materials except where specified.

This Proposal is not intended to favor 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 Tuesday, August 29, 2023 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. SITE VISIT

Contact Corey Skinner at cskinner@cumberlandcounty.ns.ca to arrange a site visit.

7. 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.

Display Unit 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 and installation.

8. EVALUATION OF PROPOSAL

Selection of the successful Proponent will be based on the following evaluation weighting system.

	Category	**Points**
1	Specification	30
2	Vendor past performance/references	5
3	Warranty	10
4	Purchase price	50
5	Delivery and Installation Timeline	5

Allocation of points for Purchase Price will be prorated – Lowest Purchase will receive full points. Prices equal to or greater than 2 x lowest purchase price will receive zero points. Other prices will receive prorated 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.

9. INSPECTION OF EQUIPMENT UPON DELIVERY

The Municipality of the County Cumberland will conduct a thorough inspection of the equipment upon delivery to ensure compliance with the Specifications as proposed. Delivery of the equipment does not constitute acceptance of the unit. If the unit does not meet Specification and is not accepted, the Proponent must supply an equivalent unit at no additional cost.

10. **PROPOSAL FORM**

See attached.

11. **SPECIFICATIONS**

See attached.

12. **MANUALS AND TRAINING**

Provide one electronic pdf copy on a usb flash drive of each of the following:

- Software Training

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

PROPOSAL FORM

	Item	Pricing
1	LED Display Unit	
2	Software Training Video (electronic format)	
3	Pylon Structure	
4	Base	
5	Delivery and Installation	
	Subtotal	
	15% HST	
	Total	

Provisional items may or may not proceed at the Municipality's sole discretion.

Specify warranty provided.

Description	Details	Additional Cost	Years

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 AUGUST 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.*

SPECIFICATIONS – Outdoor LED Display Unit:

GENERAL	COMPLY		ACTUAL PROPOSED
Make (specify)	Yes	No	
Model (specify)	Yes	No	
Outdoor LED	Yes	No	
Min. resolution 10 mm	Yes	No	
Operating Temperature -40 C to 40 C	Yes	No	
Warranty min. 5 years	Yes	No	
120/240 VAC Single phase	Yes	No	
Control Software	Yes	No	
Wireless Ethernet Compatibility	Yes	No	
Display Unit Size min. 3’-5” X 8’	Yes	No	
UV Resistance	Yes	No	
Waterproof	Yes	No	
Pylon Structure Size (Specify)	N/A	N/A	
Horizontal Viewing Angle (Specify)	N/A	N/A	
Vertical Viewing Angle (Specify)	N/A	N/A	

GRAPHIC CAPABILITY	COMPLY		ACTUAL PROPOSED
Video Clips	Yes	No	
Multiple Font styles and sizes	Yes	No	
Full Colour Display	Yes	No	
2 V Display	Yes	No	
Maximum Brightness (Specify)	N/A	N/A	