REQUEST FOR PROPOSALS
RFP-MCC-2312

SUPPLY OF TRACTOR WITH FRONT-END LOADER AND REAR MOUNTED SNOW BLOWER

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

September 7th, 2023

CLOSING: Wednesday, September 27, 2023
2:00 P.M.

1. GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites Proposals for supply of a new Compact Tractor equipped with a front-end loader and rear mounted snow blower with one-year unlimited hours warranty from in-service date**.** Proponent to provide details of warranty. This vehicle is to be delivered to The Dr. Carson and Marion Murray Centre in Springhill, Nova Scotia.

The Municipality will only consider Proposals for a new tractor equipped with a front-end loader and snow blower. 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 tractor, front-end loader and snow blower proposed and must maintain a full stock of parts and service. A dealer with full stock of parts and factory certified technicians are to 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 tractor equipped with a front-end loader and rear mounted snow blower 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 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 Wednesday, September 27, 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. 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 and Operator Training Video, upon delivery.

7. EVALUATION OF PROPOSAL

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

	Category	Points
1	Model Year	5
2	Specification	20
3	Vendor past performance/references	5
4	After sales service	5
5	Warranty	10
6	Purchase price	50
7	Delivery	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.

8. 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 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. REGISTRATION / LICENSE / TIRE LEVY

Tractor shall be registered and licensed (permanent) to the Municipality of Cumberland. The 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.

12. **KITS**

Provide one complete filter kit.

Provide one oil sample kit, complete with sample bottles, tubing and evacuation hand pump for scheduled oil sampling.

13. **MANUALS AND TRAINING**

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

- Parts
- Operation/Maintenance
- Shop Repair

Provide Operator Training Video in electronic format on a usb flash drive.

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

PROPOSAL FORM

	Item	Pricing
1	Tractor	
2	Manuals and Training Video (electronic format)	
3	Kits (filter and oil sample)	
4	Front-end Loader	
5	Rear Mount PTO Driven Snow Blower	
	Subtotal	
	15% HST	
	Total	

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

Specify warranty provided.

Description	Years	Hours	Description	Years	Hours
Comprehensive			Transmission		
Engine			Power train		
Major emissions			Corrosion		
Battery			Additional (specify)		

Optional additional or extended warranties:

Description	Details	Additional Cost	Years	Hours
2 year extended				
5 year extended				
Snow Blower Warranty				

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 September, 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 – COMPACT TRACTOR EQUIPPED WITH FRONT-END LOADER AND REAR MOUNTED SNOW BLOWER:

GENERAL:	**COMPLY**		**ACTUAL PROPOSED**
Make (specify)	N/A	N/A	
Model (specify)	N/A	N/A	
Year (specify)	☐ Yes	☐ No	

ENGINE:	**COMPLY**		**ACTUAL PROPOSED**
Diesel	☐ Yes	☐ No	
Net Power min. 35 hp	☐ Yes	☐ No	
Min PTO 25 hp	☐ Yes	☐ No	
-40°C engine coolant	☐ Yes	☐ No	
Air cleaner with dust evacuator and in-cab restrictor indicator	☐ Yes	☐ No	
Category 1 3-point hitch and 540 RPM PTO	☐ Yes	☐ No	
EPA emissions certified	☐ Yes	☐ No	
120-volt block heater, installed	☐ Yes	☐ No	
Oil sample ports	☐ Yes	☐ No	
Onboard diagnostic ports	☐ Yes	☐ No	

POWERTRAIN:	**COMPLY**		**ACTUAL PROPOSED**
4-wheel drive	☐ Yes	☐ No	
Hydrostatic transmission. min 3 range	☐ Yes	☐ No	
Engage on the fly at any speed	☐ Yes	☐ No	
Differential lock	☐ Yes	☐ No	
Throttle will be hand and foot controlled; interlocking	☐ Yes	☐ No	
Hydraulic boosted braking system	☐ Yes	☐ No	
Oil disc braking system	☐ Yes	☐ No	
Dual Brake pedals	☐ Yes	☐ No	
Driveshaft guards	☐ Yes	☐ No	
Sealed axles	☐ Yes	☐ No	

ELECTRICAL SYSTEM:	**COMPLY**		**ACTUAL PROPOSED**
12-volt system	☐ Yes	☐ No	
Maintenance free battery	☐ Yes	☐ No	
Battery Disconnect	☐ Yes	☐ No	
Boosting ports	☐ Yes	☐ No	
Front – 2 LED work lights	☐ Yes	☐ No	
Rear – 2 LED work lights	☐ Yes	☐ No	
360° LED roof mounted strobe light	☐ Yes	☐ No	
Back up alarm	☐ Yes	☐ No	
CABIN/OPERATORS STATION:	**COMPLY**		**ACTUAL PROPOSED**
ROPS certified cab	☐ Yes	☐ No	
Telescopic and tilt steering wheel	☐ Yes	☐ No	
Air conditioning/heater with fan	☐ Yes	☐ No	
Window defrost vent front and rear	☐ Yes	☐ No	
Intermittent windshield wipers and washer front and rear	☐ Yes	☐ No	
Air suspension cloth seat	☐ Yes	☐ No	
Instrument panel with full gauge package	☐ Yes	☐ No	
Low noise cabin	☐ Yes	☐ No	
Left and right, side mirrors	☐ Yes	☐ No	
Interior rear facing mirror	☐ Yes	☐ No	
Horn	☐ Yes	☐ No	
AM/FM Receiver with usb; mounted hidden speakers	☐ Yes	☐ No	
Bluetooth Compatible	☐ Yes	☐ No	
Seatbelt with retractor	☐ Yes	☐ No	
Tinted safety glass	☐ Yes	☐ No	
In-cab lighting	☐ Yes	☐ No	
Sun visor	☐ Yes	☐ No	
Arm rests	☐ Yes	☐ No	
Two (2) sets of keys	☐ Yes	☐ No	

TIRES:	**COMPLY**		**ACTUAL PROPOSED**
Front, Michelin Crossgrip or equivalent industrial tire	N/A	N/A	
Rear, Michelin Crossgrip or equivalent industrial tire	N/A	N/A	

HYDRAULICS:	**COMPLY**		**ACTUAL PROPOSED**
Min four (4) rear remotes	☐ Yes	☐ No	
Front end loader with bucket installed	☐ Yes	☐ No	

COUNTERWEIGHTS:	**COMPLY**		**ACTUAL PROPOSED**
Any and all counterweights to be installed	☐ Yes	☐ No	

OPTIONAL EQUIPMENT/ATTACHMENTS:	**COMPLY**		**ACTUAL PROPOSED**
Extended warranties (include literature)	☐ Yes	☐ No	

SNOW BLOWER:	**COMPLY**		**ACTUAL PROPOSED**
Compatible with proposed tractor	☐ Yes	☐ No	
1.5 m – 60” wide	☐ Yes	☐ No	
Hydraulic chute tilt and rotation (Mandatory)	☐ Yes	☐ No	
Chain guard	☐ Yes	☐ No	
Adjustable slide shoes	☐ Yes	☐ No	
Hardened cutting edge	☐ Yes	☐ No	
Rear Mounted	☐ Yes	☐ No	
PTO Driven	☐ Yes	☐ No	

FRONT-END LOADER:	**COMPLY**		**ACTUAL PROPOSED**
Factory Installed Front End Loader	☐ Yes	☐ No	
Bucket level indicator	☐ Yes	☐ No	