REQUEST FOR PROPOSALS
RFP-MCC-2407

SUPPLY AND INSTALL – Parrsboro Lift Station PLC UPGRADE

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

February 20, 2024

CLOSING: March 5, 2024
2:00 P.M.

1. INVITATION AND GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites proposals for the supply and install of PLC upgrades at four lift stations located in the community of Parrsboro, NS.

The project would include supply, install, program, and commission PLC upgrades to communicate with VTS at the four lift stations in the community of Parrsboro. Existing equipment shall be salvaged and returned to the Municipality.

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, 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 Proposals may be withdrawn at any time prior to opening.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 30 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.

As-built plans and existing programs for the Water Treatment Plant will be supplied to the successful Proponent.

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.

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:

Shelby Hum
Phone: 902-667-3204
shelbyhum@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 March 5, 2024 at 2:00 P.M. - ATLANTIC TIME.

5. PROPOSAL OPENING

Proposals will not be opened publicly.

6. PROPOSAL SUBMISSION

The Proposal shall be submitted by the following method: in a sealed envelope, clearly labelled with the proposal number, title, and date/time of closing. Please provide a USB copy in the sealed envelope. Proposals shall be delivered to the address on the cover of this Request For Proposals, no later than the Proposal Closing.

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.

Proponents must submit the following items in the Proposal:

a) Details of Relevant experience including experience with the Municipality's rural wastewater systems existing communication and control systems.

b) Schedule and work plan.

c) Make and model of equipment to be supplied and installed.

d) Completed Proposal Form, and

e) Any other relevant information that would be helpful in the evaluation process.

f) Proposals shall be limited to two single spaces pages, page count excludes proposal form, CVs and included component specifications.

7. EVALUATION OF PROPOSAL

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

	Category	Points
1	Project Team/Experience	30
2	Post commissioning support	10
3	Price	50
4	Schedule	10

Consideration during evaluation will be given to experience with the Municipality's rural wastewater systems existing communications and control systems, and specific experience with the Parrsboro collection system lift stations.

Time is of the essence in this project, the project with the earliest completion date will score 10 points and other proponents will receive scoring on a prorated basis.

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. PROPOSAL FORM

See attached.

9. PROJECT DELIVERABLES

The main project deliverable are:

- Supply and installation of PLC Upgrades at Parrsboro lift stations 1, 2, 3, and 4, site visit to view existing components available to interested proponents.
- Integrate upgrades with existing VFD's.
- Integrate upgrades with existing VTS system.
- PLC Programming
- SCADA Programming

- On-Site Commissioning
- Supply new As-Commissioned drawings.
- Salvage existing equipment and return to Municipality.
- Upon completion of the project all programs created for this project shall become the property of the Municipality and access will not be locked in anyway.
- Online support for this work must be provided for 24 months after the system is commissioned.

10. INSURANCE AND WORKER'S COMPENSATION

Prior to mobilizing to the site, the Proponent shall present to the Municipality or its designated representative the following:

a) Certificate of Insurance confirming coverage of Commercial General Liability Insurance in the amount not less than $5,000,000. The policy shall add the Municipality of the County as an Additional Insured

b) Certificate of Insurance confirming coverage of Public Liability and Damage Automobile insurance in an amount not less than $5,000,000 with an endorsement for coverage of all owned and non-owned vehicles

c) Current Clearance Letter from Workers Compensation Board of Nova Scotia, out of province proponents shall submit a valid clearance letter from a government workers' compensation board and register with Nova Scotia Workers' Compensation Board, if required by regulation, prior to commencement of work.

MUNICIPALITY OF THE COUNTY OF CUMBERLAND
PROPOSAL FORM

	Item	**Pricing**
1	Lump Sum Cost	
	Subtotal	
	15% HST	
	Total	

The Proponent agrees to commence work within 15 days of written notification of award.

Addenda No. _____ to _____, inclusive were carefully examined.

SIGNATURES DATED THIS _____ DAY OF March, 2024.

[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 of the Corporation.*