REQUEST FOR PROPOSALS
RFP-MCC-2424

SUPPLY AND INSTALLATION OF 2 DRY FIRE HYDRANTS

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

AUGUST 14, 2024

CLOSING: SEPTEMBER 03, 2024
2:00 PM

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1.0 INTRODUCTION

1.1 GENERAL REQUIREMENTS

The Municipality of the County of Cumberland ("Municipality") invites proposals for the **supply and installation of 2 Dry Hydrants. A complete list of specifications is to be found below.** The Dry Hydrants are to be installed at **12868 Highway 6 Wallace Bridge NS PID No: 25169863 and Lot 2 Purdy Loop Malagash NS PID No: 25511585**

The Proponent must supply all fittings, pipes, signage, excavation obtain all proper permits from Department of Environment, Province of Nova Scotia and the Municipality. The design must follow the Design requirements in the Municipality's Policy FS07-01 Fire Service Dry Hydrant Policy and follow Nova Scotia Watercourse Alterations Standards. Each area must be able to accommodate large pumper or tanker trucks without impeding regular traffic flows.

INSTRUCTION OF 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 Dry Hydrants, 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 Proposals may be withdrawn at any time prior to opening.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 the installation sites.

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 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.

1.2 CLARIFICATION AND ADDENDA

Proponents must 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:

Contact:	Shelby Hum
Email:	shelbyhum@cumberlandcounty.ns.ca
Telephone:	(902) 667-3204

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. The Municipality will not bear any responsibility for the failure of potential Proponents to obtain all documents before submitting a proposal.

2.0 SCOPE OF WORK

2.1 Install 1 dry Hydrant at **12868 Highway 6 Wallace Bridge, PID # 25169863**

- Supply ALL proper Piping, Fittings, Signage, Excavation and Back fill materials
- Obtain any permits required from Nova Scotia Department of Environment, Province of Nova Scotia and/or the Municipality.
- Follow Design Requirements outlined in the Municipality of Cumberland Policy FS07-01 Fire service Dry Hydrant Policy
- Comply with the Department of Environment Nova Scotia Watercourse Alterations Standard
- Site must accommodate large Fire Pumper or Tanker trucks without impeding regular traffic flows

Install 1 Dry Hydrant at **Lot 2 Purdy Loop Malagash, PID # 25511585**

- Supply ALL proper Piping, Fittings, Signage, Excavation and Back fill materials
- Obtain any permits required from Nova Scotia Department of Environment, Province of Nova Scotia and/or the Municipality.
- Follow Design Requirements outlined in the Municipality of Cumberland Policy FS07-01 Fire service Dry Hydrant Policy
- Comply with the Department of Environment Nova Scotia Watercourse Alterations Standard
- Site must accommodate large Fire Pumper or Tanker trucks without impeding regular traffic flows

Each Dry Hydrant must pass an operational test prior to acceptance by the Municipality.

3.0 PROPOSALS

3.1 PROPOSAL CLOSING

Proposals must be received at the Upper Nappan Service Centre no later than **September 03, 2024, at 2:00 P.M. ATLANTIC TIME** at:

Late proposals will not be accepted and will be returned unopened.

3.2 PROPOSAL OPENING

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

Proposals will not be opened to the public. The successful Proponent will be advised following acceptance.

3.3 PROPOSAL SUBMISSION

The following is to be used in the preparation and submission of a proposal for **"Supply & Installation of 2 Dry Fire Hydrant"**

1. 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: Shelby Hum
Procurement

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

2. Proposals may be submitted in a sealed envelope clearly marked **"RFP-MCC-2424 Supply & Installation of 2 Dry Fire Hydrant"**

3. Please provide **two (2) hard copies** and **one (1) USB electronic copy** of your proposal.

4. 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.

Email: procurement@cumberlandcounty.ns.ca
CC: kspence@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:

- Completed Proposal Form
- Proposed completion date
- Warranty description (if applicable)
- Materials description
- Any other relevant information that would be helpful in the evaluation process.

3.5 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.

Criteria	Score	Weighting	Weighted Score
Qualifications and experience	___/10	30%	
Price	___/10	50%	
Completion date	___/10	20%	
TOTAL			

3.6 PROPOSAL FORM

#	Supply and Install of Dry Hydrants	Price Per Unit	Total Cost
1	12868 Highway 6, Wallace Bridge		
2	Lot 2, Purdy Loop, Malagash		
	Subtotal		
	15% HST		
	Total		

Proponent agrees to deliver within _____ weeks of written notification of award.

Addenda No. ___ to ___ inclusive were carefully examined.

SIGNATURES DATED THIS _____ DAY OF ___September 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.*