REQUEST FOR PROPOSALS
RFP-MCC-2504

COMMERCIAL MOWER

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

April 7, 2025

CLOSING: April 22, 2025
2:00 PM

Table of Contents

1.0 INTRODUCTION
- 1.1 General Requirements
- 1.2 Instructions to Proponents
- 1.3 Clarification and Addenda

2.0 SCOPE OF WORK

3.0 PROPOSAL
- 3.1 Proposal Closing
- 3.2 Proposal Opening
- 3.3 Proposal Submission
- 3.4 Evaluation of Proposal
- 3.5 Proposal Form

1.0 INTRODUCTION

1.1 GENERAL REQUIREMENTS

The Municipality is seeking to purchase a diesel, front mounted commercial mower that meets the specifications listed in section **2.0**.

1.2 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 mower 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 Proposals may be withdrawn at any time prior to opening.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. 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

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 Parrsboro, 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. All Proposals shall be submitted on the Proposal Form supplied with this document.

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

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.

1.3 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:

Contact: Shelby Hum
Email: 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. 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

Requirements for this equipment are listed in Schedule A of this RFP. Proponents must complete the checklist in Schedule A.

3.0 PROPOSALS

3.1 PROPOSAL CLOSING

Proposals must be received at the Upper Nappan Service Centre no later than **April 22, 2025, at 2:00 P.M. ATLANTIC TIME.**

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

3.2 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.

3.3 PROPOSAL SUBMISSION

The following is to be used in the preparation and submission of a proposal for **"RFP-MCC-2504 Commercial Mower"**

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: Justin Waugh-Cress
Director of Public Works

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-2504 Commercial Mower"**

3. Please provide **two (2) hard copies** and **one (1) PDF 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.

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.

3.4 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
Meets Specifications	___/10	15%	
Delivery Time	___/10	10%	
Warranty	___/10	15%	
Purchase Price	___/10	60%	
TOTAL			

Meets Specifications will be scored 10 out of 10 for meeting all requirements. Points will be deducted based on the consequence of each individual specification not being met.

Delivery time will be scored 10 out of 10 for the earliest delivery date, and pro-rated score for longer delivery times.

Warranty will be scored 10 points for 5 years or more, 5 points for 3 years, 0 points for no warranty. Other length of warranty will be pro-rated. Warranties other than comprehensive will be ranked lower 2 points lower than a comparative length comprehensive warranty.

Purchase Price will be scored as follows: Lowest bid received ÷ proponents price x 10 points.

3.5 PROPOSAL FORM

Quote amount: $_____

Sub-total: $_____

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 _____, 2025.

[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.*

SCHEDULE A

Specification	Meets Spec? Y or N	Proposed Alternative
1. Diesel Engine 24 – 26 hp		
2. 72” front mount mower – rear discharge		
3. ROPS		
4. Power Steering		
5. Tilt Steering Wheel		
6. Hydrostatic Drivetrain		
7. 2wd & 4wd Selectable		
8. Hydraulic lift deck		
9. Fuel tank 50 litre minimum		
10. One (1) complete set of filters		
11. One (1) set of parts and service manuals		