**REQUEST FOR PROPOSALS**
**RFP-MCC-2510**

# Supply of Laptop Computer Systems

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

June 24th, 2025

**CLOSING: July 10th, 2025**
**2:00 PM AST**

# Table of Contents

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

2.0 PROPOSAL
- 2.1 Proposal Closing
- 2.2 Proposal Opening
- 2.3 Proposal Submission
- 2.4 Evaluation of Proposal
- 2.5 Proposal Acceptance
- 2.6 Proposal Form

## 1.0 INTRODUCTION

### 1.1 GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites Proposals to **supply (20) Laptop computer systems. Each laptop must come with Windows 11pro software. The laptop specifications must include: Intel i5 processor, 16GB ram, 500GB Hard drive and be wifi and bluetooth capable. A standard service agreement must be established including a one-year warranty and the option to have a service representative to work at any location in Cumberland County.**

**Laptop computer systems will be delivered to Upper Nappan, Nova Scotia.**

The Municipality will only consider Proposals for new, not refurbished, equipment.

The Proponent must either be a Manufacturer, authorized reseller, or a dealer engaged in the business of selling, dealing and servicing the equipment proposed upon and must maintain a full stock of parts and service.

### 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, 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 is to include any/all delivery charges to Upper Nappan, Nova Scotia.

Any Proposals that do not meet these criteria may be rejected.

### 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 PROPOSALS

### 2.1 PROPOSAL CLOSING

Proposals must be received at the Upper Nappan Service Centre no later than **July 10th, 2025, at 2:00 P.M. ATLANTIC TIME.**

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

### 2.2 PROPOSAL OPENING

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

### 2.3 PROPOSAL SUBMISSION

The following is to be used in the preparation and submission of a proposal for **"Supply of Laptop Computer Systems"**

**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:**
**Supervisor of IT Services**

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 **"Supply of laptop computer systems"**

**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.

## 2.4 PROPOSAL ACCEPTANCE

The Municipality reserves the right to reject any or all proposals. The Municipality reserves the right to accept a proposal that is not the lowest price or to accept any proposal which it may consider to be in its best interests. The Municipality reserves the right to waive formality, informality, or technicality with the acceptance of proposals for this work. Any proposal not supported by the information requested in this RFP may be rejected. The Municipality reserves the right to negotiate with any Proponent who has submitted a proposal as deemed in the best interest of the Municipality. The Consultant whose proposal is accepted by the Municipality is hereafter referred to as the "Successful Consultant".

## 2.5 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 |
|---|---|---|---|
| Equipment price | ___/10 | 35% | |
| Conformity to description | ___/10 | 50% | |
| On-Site service option | ___/10 | 15% | |
| | | | |
| **TOTAL** | | | |

## 2.6 PROPOSAL FORM

See attached.

| | Supply and Programming | Price per unit | Total Cost |
|---|---|---|---|
| 20 | Laptop - Windows 11pro, 16GB ram, i5 Processor, 500gb Hd, 1 Year Warranty, On-Site Service. | | |
| | | | |
| | | | |
| | Subtotal | | |
| | 14% 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.*