REQUEST FOR PROPOSALS
RFP-MCC-2511

Glooscap Campground Electrical Upgrades

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

CLOSING: September 10th, 2025
2:00 PM AST

1. GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites Proposals to **upgrade the electrical lines and panels to sites 46-48 and 55-68 at the Glooscap Campground located at 1380 Two Islands Road, Parrsboro, Nova Scotia.**

The proposed work includes constructing a new shed near site 55 with a 400amp service and new underground runs to each site.

A copy of the electrician's current trade license/certification must be provided prior to commencement of work.

A site visit is recommended.

2. SCOPE OF WORK

The scope of the work is to upgrade the deteriorating electrical lines and panels serving site 46-48 and 55-68 and to construct a new shed near site 55 with a 400amp service and new underground runs to each site.

3. PROJECT SCHEDULE

The expected start date for this Project is October 20, 2025.

4. 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 a contract award. 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 any 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 Proposals may be withdrawn at any time prior to opening.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 materials and delivery charges to site.

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, except the design specifications which must accompany the Proposal Form in a separate document.

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

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.

5. 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.

6. PROPOSAL CLOSING

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

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

7. 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.

8. 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 with a USB hard copy. Proposals shall be delivered to the address on the cover of this Request For Proposals, no later than the Proposal Closing.

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.

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

It is the responsibility of the vendor to confirm receipt of their proposal by the Municipality.

Proponents must submit the following items in the Proposal:

a) Completed Proposal Form
b) Proposed completion time
c) Warranty descriptions
d) Copy of the electrician's current trade license/certification

e) Proof of minimum of $5,000,000 general liability insurance coverage
f) Current WCB clearance letter
g) Description of the qualifications and relevant experience of the team or individual assigned to the project, and
h) Any other information that may assist in the evaluation process.

9. 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".

10. 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.

	Category	Points	Percentage
1	Price	50	50%
2	Overall proposal demonstrating a good understanding of the work to be performed	15	15%
3	Qualifications and experience	25	25%
4	Completion date	10	10%
	TOTAL		

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.

11. PROPOSAL FORM

See attached.

	Electrical Upgrades	Price per unit	Total Cost
1	Electrical upgrades to sites 46-48 and 55-68		
2	Constructing a new shed near site 55 with a 400amp service and new underground runs to each site		
	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 _____, 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.*

municipality of cumberland

3KM TO WASSON BLUFF

5KM TO PARRSBORO

CHECK IN

EXIT

ONE WAY

ONE WAY

P

P

P

REC HALL

BRIDGE

BEACH

Glooscap CAMPGROUND

LEGEND

- TENT SITES
- RV SITES
- INFORMATION / CHECK-IN
- PIT TOILETS
- FREE WIFI
- PICNIC AREA
- PARKING
- SHOWERS
- WASHROOMS
- GARBAGE
- PLAYGROUND
- DUMP STATION

1380 Two Island Road
Parrsboro, NS
B0M 1S0
(902) 254-2529
glooscapcamp@cumberlandcounty.ns.ca