

**Request for Proposal
RFP-MCC-2605**

SUPPLY AND INSTALLATION OF A BREATH AIR FILLING STATION



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

April 24th, 2026

**CLOSING: May 19th, 2026
2:00 PM AST**

1. **GENERAL REQUIREMENTS**

The Municipality of the County of Cumberland (Municipality) invites Proposals for the **Supply and Installation of One Breath Air Fill Station. Complete list of specifications is to be found below.** These items are to be delivered to the Pugwash Volunteer Fire Dept, 11057 NS-6, Pugwash Nova Scotia. Installation will be at the same location.

The Proponent must either be a Manufacturer, a factory branch, 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.

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, in order to select the purchases, 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 Proposals may be withdrawn at any time prior to opening.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 Upper Nappan, 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.

Only the specified equipment (see Bid Specifications attached) will be considered.

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.

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 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 **May 19th, 2026, at 2:00 P.M. ATLANTIC TIME.**

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

5. **PROPOSAL OPENING**

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

6. **PROPOSAL SUBMISSION**

The following is to be used in the preparation and submission of a proposal for **“Supply and Installation of Breath Air Fill Station”**

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 **“Supply and Installation of Breath Air Fill Station”**
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.

Proponents must submit the following items in the Proposal:

- a) Original manufacturer's complete specifications of the proposed unit and illustrated description.
- b) Municipality of the County of Cumberland Specification Sheet,
 - check off each item for meets specification with yes or no;
 - where the proposed varies from the specification or an enhancement is proposed provide details in the Actual Proposed column.
- c) Completed Proposal Form.
- d) Photographs of unit proposed.
- e) Warranty descriptions, and
- f) Any other relevant information that would be helpful in the evaluation process. The

successful Proponent shall provide one (1) set of Parts Manuals, Operation/ Maintenance Manuals, upon delivery.

7. 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
1	Price	___ /10	60%	
2	Warranty	___ /10	15%	
3	Time of Delivery	___ /10	15%	
4	Local Service	___ /10	10%	
	Total			

The Municipality reserves the right to negotiate with a preferred Proponent, or any Proponent, on any details, including changes to specifications, quantity 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. INSPECTION OF EQUIPMENT UPON DELIVERY

The Municipality of the County Cumberland will conduct a thorough inspection of the equipment upon delivery to ensure compliance with the Specifications as proposed. Delivery of the equipment does not constitute acceptance of the equipment. If the equipment does not meet Specification and is not accepted, the equipment will be returned to the Proponent at no cost to the Municipality.

SIGNATURES

DATED THIS ____ DAY OF _____, 2026.

[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.*

Bid Specification

Fill Station:

- Must meet requirements put out by NFPA 1901 and NFPA 1989.
- Must be capable of filling 2216 psi cylinders and 4500 psi cylinders.
- Must be capable of filling 3 cylinders simultaneously.
- Must be equipped with a defragmentation chamber.
- All labels and tags shall be colour coordinated to Yellow being 2216 psi related, Green being 4500 psi related.

Air Compressor:

- Must meet requirements put out by NFPA 1901 and NFPA 1989.
- Flow rate of 15.1 SCFM
- 10.0 HP motor
- Air filters

ASME Tank:

- 7000 psi compacity
- ASME tank Stationary Rack for 4 tanks

1. All fittings and hoses shall be made up of the high-pressure standard that is required to make full connections to the Breath Air Fill Station.
2. A high-pressure supply line that runs from the Breath Air Fill Station to the apparatus floor for filling on board cascade systems shall be supplied.
3. The proponent shall set up and assemble the breath air fill station make any electrical and fresh air connections that is required for operation.
4. The proponent shall provide fire department training for full operation.