

**REQUEST FOR PROPOSALS
RFP-MCC-2609**

SUPPLY AND PROGRAMMING OF THIRTY (30) VHF PORTABLE RADIOS



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

June 1st, 2026

**CLOSING: June 16th, 2026
2:00 PM AST**

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1.0 INTRODUCTION

1.1 GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites Proposals to **Supply and program of Thirty (30) VHF Portable Radios, each with external mike, spare battery and charger.**

Radio's, chargers and battery packs will be delivered to 1395 Blair Lake Road, Upper Nappan, Nova Scotia.

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

The Municipality may elect to award the supply and programming of a comparable VHF portable radios that matches the functionality of the specified radio. Three options are provided in section 3.6 Proposal Form.

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 Proposals may be withdrawn at any time prior to opening.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

Supply & Programming of Thirty (30) VHF Portable Radios

RFP-MCC-2309

Closing Date & Time: June 16th, 2026 @ 2PM AST



Any corrections or additions to any submitted Proposal will not be accepted unless it is initiated 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.

The Municipality reserves the right to waive technicalities, reject any or all proposals, or any portion thereof, to advertise 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 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.

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.

1.4 LOCAL PREFERENCE

In accordance with paragraph 26 of the Municipality's Procurement Policy, local preference of 5% MAY apply to this procurement.

2.0 BID SPECIFICATION

STANDARD

- VHF/UHF Bands
- LCD screen displaying channel, battery life, signal strength.
- Multi-channel access.
- Shall have analog and digital capabilities.
- Top mounted volume control.
- Top mounted channel control.
- Shall meet standards of MIL-STD 810D and E.
- Shall meet standard of Dust and Water intrusion IP67.
- Numeral keypad not necessary.

PROGRAMING

- Shall be capable to be programmed to any of the analog or digital systems that are in the Municipality of the County of Cumberland.
- Once delivered and assigned to fire departments, radios shall be sent for programming for that department frequency.

ADD ON ITEMS

- Handheld speaker mic.
- One (1) spare rechargeable Li-ion battery pack.
- One (1) rapid charger

Proponents shall be aware that these VHF radios will be used in all aspects of firefighting and emergency operations.

3.0 PROPOSALS

3.1 PROPOSAL CLOSING

Proposals must be received at the Upper Nappan Service Centre no later than **June 16th 2026, at 2:00 P.M. ATLANTIC TIME.**

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

3.2 PROPOSAL OPENING

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 and program of Thirty (30) VHF Portable Radios”**

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:
PROCUREMENT Shelby Hum**

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 program of Thirty (30) VHF Portable Radios”**

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 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”.

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
Equipment Pricing	___/10	50%	
Conformity to Description	___/10	20%	
Warranty	___/10	15%	
Delivery Time	___/10	15%	
TOTAL			

3.6 PROPOSAL FORM

See attached.

	Supply and Programming Option 1	Price per unit	Total Cost
	Subtotal		
	14% HST		
	Total		

	Supply and Programming Option 2	Price per unit	Total Cost
	Subtotal		
	14% HST		
	Total		

	Supply and Programming Option 3	Price per unit	Total Cost
	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 _____, 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.*

