Request for Proposals
RFP-MCC-2616

SUPPLY OF COMPACT SUV OR LIGHT DUTY TRUCK

Municipality of the County of Cumberland
Upper Nappan Service Center
1395 Blair Lake Road
Amherst, NS B4H 3Y4

AUGUST 8th, 2026

Closing: September 2nd, 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 for one Compact SUV or Light Duty Pickup truck with crew seating, white in colour. The vehicle is to be delivered to Upper Nappan, Nova Scotia.

Only vehicles that conform to the RFP specifications will be considered compliant.

The Municipality will consider only Proposals for new model-year vehicles. Demonstrator units may be considered; however, the Proponent must notify the Municipality of this in advance for authorization, prior to the Proposal being submitted.

The Municipality is seeking an all-wheel drive (AWD) vehicle.

The Proponent must either be a manufacturer, a factory branch, or a dealer engaged in the business of selling, dealing and servicing the vehicle proposed upon and must maintain a full stock of parts and service. A dealer with a full stock of parts and factory-certified vehicle technicians shall perform all Warranty service.

1.2 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.

Though the Municipality fully intends to proceed with the RFP, it is under no obligation to award a contract. The receipt by the Municipality of any information shall not impose any obligations on the Municipality. There is no guarantee by the Municipality, its officers, or employees 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.

It is each Proponent's responsibility 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 Proposals may be withdrawn at any time prior to opening.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 at an address other than the ones 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.

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.

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
Subject Line: **QUESTIONS RFP-MCC-2616 SUPPLY OF COMPACT SUV OR LIGHT DUTY TRUCK**

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 be responsible for any failure by potential Proponents to obtain all required 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 SCOPE OF WORK

The Municipality is seeking to replace an aging fleet vehicle, with a focus on sustainability. As such, proposals shall be for hybrid vehicles equipped with all-wheel drive. The vehicle must also include a suitable set of winter tires mounted on rims.

3.0 PROPOSALS

3.1 Proposal Closing

Proposals must be received at the Upper Nappan Service Centre no later than **September 2ND, 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 be opened to the public on the Proposal closing date at the Upper Nappan Service Centre, 1395 Blair Lake Road, Upper Nappan, immediately following the closing.

3.3 Proposal Submission

The following is to be used in the preparation and submission of a proposal for **"RFP-MCC-2616 SUPPLY OF SUPPLY OF COMPACT SUV OR LIGHT DUTY TRUCK"**

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

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

Proposals may be submitted in a sealed envelope clearly marked **"RFP-MCC-2616 SUPPLY OF COMPACT SUV OR LIGHT DUTY TRUCK"**

Please provide **two (2) hard copies** or **one (1) PDF electronic copy** of your proposal.

Proposals may be submitted electronically as a PDF to the email address below. It is the Proponent's responsibility to confirm receipt of their proposal by the Municipality. This email address is for document submission only.

procurement@cumberlandcounty.ns.ca

Email subject line to be clearly marked "**RFP-MCC-2616 SUPPLY OF COMPACT SUV OR LIGHT DUTY TRUCK"**

The vendor agrees that the vendor's electronic signatures on this document are intended to have the same force and effect 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 it considers 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.

	Category	Points
1	Model Year	5
2	Warranty	15
3	Fuel consumption	25
4	Delivery Schedule	10
5	Purchase price	40
6	Hybrid Style	5

a) **Model Year** will be scored 5 out of 5 for 2026 or newer model year vehicles, 3 out of 5 for 2025 model year vehicles. and 0 out of 5 for 2024 (or older) model year vehicles.

b) **Warranty** will be scored according to the following criteria:

Warranty	Points	Years	Mileage
Comprehensive	5	2: 5 years	2: 100,000 km
	3	3 years	60,000 km
	0	< 3 years	< 60,000 km
Engine	4	2: 5 years	2: 100,000 km
	2	3 years	60,000km
	0	< 2 years	< 40,000 km
Power Train	4	> 5 years	100,000 km
	2	3 years	60,000 km
	0	< 2 years	40,000 km
Corrosion	1	> 5 years	
	0	< 5 years	
Major emissions	1	2: 2 years	2: 40 000 km
	0	< 2 years	< 40,000 km

c) FUEL CONSUMPTION:

Fuel Consumption Score = MFE/TFE x FEW

Where: TFE = Proponent's Fuel Economy (in litres/100 km)
MFE = Maximum Fuel Economy of all Proponents (in litres/100 km)
FEW= Fuel Economy Weighting (15 points)

d) DELIVERY SCHEDULE:

Delivery schedule will be scored as follows:
10 out of 10 for <45-day delivery,
8 out of 10 for 60-day delivery,
6 out of 10 for 90-day delivery,
4 out of 10 for 120-day delivery, and
0 out of 10 for >120-day delivery.

e) PURCHASE PRICE

Price Score - LTP/TP x PW
Where: LTP = Lowest Proposal Price of all Proponents
TP = Proponent's Price
PW - Price Weighting (50 points)

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.

f) HYBRID STYLE

Hybrid style will be scored as follows:
5 out of 5 for true Hybrid Vehicle (HEV)
2 out of 5 for Plug-in Hybrid Vehicle (PHEV)

3.6 Inspection of Vehicle Upon Delivery

The Municipality of the County Cumberland will conduct a thorough inspection of the vehicle upon delivery to ensure compliance with the specifications proposed. Delivery of the vehicle does not constitute acceptance of the vehicle. If the vehicle does not meet the specification and is not accepted, the proponent must supply an equivalent vehicle free of charge for Municipality use (if required) until such time as the vehicle is accepted or replaced.

3.7 Safety Inspection/Registration/License/Tire Levy

Vehicle is to be safety inspected prior to delivery and dated the month of delivery. The vehicle shall also be registered and licensed (permanent) to the Municipality of Cumberland. The safety inspection, tire levy, full tank of fuel, license (H.S.T. not applicable) and registration shall be included in the proposed total price.

3.8 Proposal Form

See attached.

3.9 Specifications

See attached.

3.8 PROPOSAL FORM

1	Proposed vehicle		
	Subtotal		
	14% HST		
	Total		

Specify warranty provided.

Description	Warranty coverage		Description	Warranty coverage	
	Years	Km		Years	Km
Comprehensive			Transmission		
Engine			Power train		
Major emissions			Corrosion		
Battery			Additional (specify)		

Optional additional or extended warranties:

Description	Additional Cost	Coverage		
		Years	Km	Hours

Fuel consumption: ___ / ___ / ___ litres/100 km (city / hwy / combined).

Proponent agrees to deliver the equipment within ___ days 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.*

3.9 SPECIFICATIONS			RFP-MCC-2616
Compact SUV or Light Duty Truck			
Proposed Vehicle	Year	Make	Model
	Body/Cab	Meets Specification Yes/No	Actual proposed
1	Colour, paint class premium - White		
2	8-way adjustable powered driver's seat		
3	4 door		
4	Tilt steering wheel		
5	Air conditioner with integral heater and defroster		
6	Power windows		
7	Power door locks		
8	Keyless Entry		
9	Dome light, cab door activated and push on-off at light lens,		
10	Gauge cluster base level; English with metric speedometer		
11	Rubber floor mats or all-weather floor liner		
	Engine/Drivetrain		
1	Hybrid Gas/Electric		
2	Anti-freeze, extended life coolant, to - 40°C, freeze protection		
3	Transmission, automatic		
4	All wheel drive		
	Brakes/Wheels/Tires		
1	ABS, full vehicle wheel control system		
2	Brakes, front, disc		
3	Brakes, rear, disc or drum		
4	17 Inch All-season		
	Front/Rear axle, suspension		
1	Axle, rear, limited slip or automatic locking		

	Electrical	Meets Specification Yes/No	Actual proposed
1	AM/FM/WB/clock/Bluetooth/USB input/3.5mm auxiliary input		
2	Cruise Control		
	Miscellaneous		
1	Spare tire and rim - full size		
2	Current MVI		
3	Winter tires on rims		