



Request for Proposals RFP-MCC-2618

Pugwash Transfer Station Brush Pile Removal

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

September 9th, 2026

**Closing: September 23rd, 2026
2:00 PM AST**

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1.0 INTRODUCTION

1.1 General Requirements

The Municipality of the County of Cumberland is seeking proposals from contractors to remove the brush pile at the Pugwash Transfer Station.

It is estimated that 3,000 tonnes of brush are currently stockpiled at the site. The site continues to receive brush from residents on an ongoing basis. Proponents are encouraged to visit the site before submitting a proposal for this work to view and determine the volume of brush on site for themselves.

The Municipality has not selected a removal method. Proponents are expected to propose a practical method for completing the work and to identify the associated processing, hauling and disposal requirements.

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 Proposals may be withdrawn at any time prior to opening.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

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

The Municipality is seeking proposals from qualified contractors to remove the brush pile currently stored at the Pugwash Transfer Station located at 395 Irishtown Road, Gulf Shore.

The Pugwash Transfer Station receives construction and demolition debris and brush from residents of Cumberland County.

The Municipality has not identified a preferred method for removal of the brush pile. Proponents shall propose the method they consider appropriate to complete the work. The scope of the Proposal shall include the complete removal of the existing brush pile



from the site. The Proponent shall identify the proposed processing, handling, hauling and/or disposal approach.

The existing brush pile is estimated to contain approximately 3,000 tonnes of material. This quantity is provided for information purposes only and is not a guaranteed quantity. Proponents are strongly encouraged to visit the site and assess the brush pile and site conditions before submitting a Proposal.

Proponents shall base their lump-sum Proposal on their own assessment of the quantity and site conditions. No adjustment to the lump-sum price will be considered solely due to a difference between the actual quantity of material and the estimated quantity provided by the Municipality.

Proponents shall provide:

- A description of the proposed removal method and any onsite processing of materials.
- The equipment and resources proposed for the work.
- The proposed schedule and anticipated duration of the work.
- The proposed destination and/or method for material disposal or sale.
- Any assumptions, exclusions, or conditions that materially affect the Proposal.
- The total proposed price for completion of the work.

The Municipality has not identified a preferred removal method for the brush. Pricing provided for this work must include all costs to process, load, haul, dispose of the material (including tipping fees), and grade the areas of the site disturbed by the work. Pricing for this work shall be lump sum.

Materials will be accepted at the Little Forks Landfill. Tipping fees will be charged by the landfill operator (GFL) if the materials are not processed (chipped) prior to the delivery of materials. The Proponent may retain materials where the Proponent intends to reuse or market the material. The Proposal shall clearly identify any material the Proponent intends to retain, reuse, or market. Materials intended for disposal must be taken to the Little Forks landfill. The Proponent will be responsible for obtaining any permitting and approvals required for its proposed method of completing the work.

The Pugwash Transfer Station operates Tuesday and Saturday from 8:30 am to 4:30 pm. The Proponent shall plan and perform the work in a manner that minimizes disruption to



the normal operation of the Pugwash Transfer Station. The Proponent shall identify any anticipated impacts to site operations in its Proposal.

All work must be completed by March 31, 2027.

Proposals submitted will not exceed 10 pages in length, excluding appendices.

3.0 PROPOSALS

3.1 Proposal Closing

Proposals must be received at the Upper Nappan Service Centre no later than **September 23, 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.

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-2618 Pugwash Transfer Station Brush Pile Removal”**

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-2618 Pugwash Transfer Station Brush Pile Removal”**



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

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.



Criteria	Weighting	Score
Price	60%	
Experience and Qualifications	10%	
Schedule	10%	
Methodology	20%	
TOTAL		

3.6 Proposal Form

See Attached



SIGNATURES

[Seal]

DATED THIS ____ DAY OF _____, 2026.

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.*

