



Request for Proposals RFP-MCC-2620

Destination Direction Tourism Sign

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

September 24th, 2026

**Closing: October 15th, 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 for the supply, fabrication and installation of one (1) post-mounted aluminum highway sign on Glooscap Trail Route 2 from Fort Lawrence Rd. towards Amherst between Exit 1 and Exit 2 on-ramp. Work must be completed no later than September 30, 2026. The pricing must include all labour, materials, equipment, traffic control, permits, locates, site preparation, installation, and clean up. You must provide detailed shop drawings of the installation engineered to support location conditions aligned with sample, work schedule timeline, WCB and proof of liability insurance, plus warranty details for all products and workmanship.

The work shall generally follow the finished appearance shown in Schedule A in the location noted in Schedule B. Graphics will be provided to the successful proponent. A non-mandatory site visit will take place on September 09th, 2026 at 10 a.m.

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 Proposals may be withdrawn at any time prior to opening.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-2620 DESTINATION DIRECTION TOURISM SIGN**

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 successful proponent shall provide all labour, materials, equipment and supervision required to complete the work, including:

- confirming sign location, panel sizes and site conditions with the Municipality before fabrication;
- providing shop drawings and product information for approval;

- fabricating the blue-and-white destination panels and complete galvanized two-post sign stands;
- obtaining utility locates and required permits, and providing traffic and pedestrian control;
- installing the signs plumb, level and securely; and
- removing debris and correcting deficiencies identified at final inspection.

2.1 Sign Appearance

The finished signs shall use separate blue panels with white borders and lettering, stacked between two galvanized posts as shown in Appendix B. Each panel will identify a community or destination, the distance, and related attractions. The Municipality will provide the graphic file, panel dimensions and arrangement before production. The image is a visual reference only and must not be scaled.

2.2 Contractor Requirements

- Provide a current WCB Nova Scotia clearance letter or proof of good standing with the proposal and maintain coverage throughout the work.
- Provide proof of commercial general liability insurance.
- Provide references of similar work
- Comply with all applicable federal, provincial and municipal laws, building and sign requirements, permits, codes and safety regulations.
- Maintain safe-work procedures for excavation, screw-pile installation, welding, lifting, roadside work and work near utilities.
- Provide manufacturer warranty details for all proposed products and a minimum two-year warranty on fabrication and installation workmanship.

3.0 PROPOSALS

3.1 Proposal Closing

Proposals must be received at the Upper Nappan Service Centre no later than **October 15TH, 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
“RFP-MCC-2620 DESTINATION DIRECTION TOURISM SIGN”

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-2620 DESTINATION DIRECTION TOURISM SIGN”**

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-2620 DESTINATION DIRECTION TOURISM SIGN”**

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	Score	Weighting	Weighted Score
Qualifications and References	___/10	20%	
Methodology & Approach	___/10	25%	
Work Plan & Schedule	___/10	15%	
Cost	___/10	40%	
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.

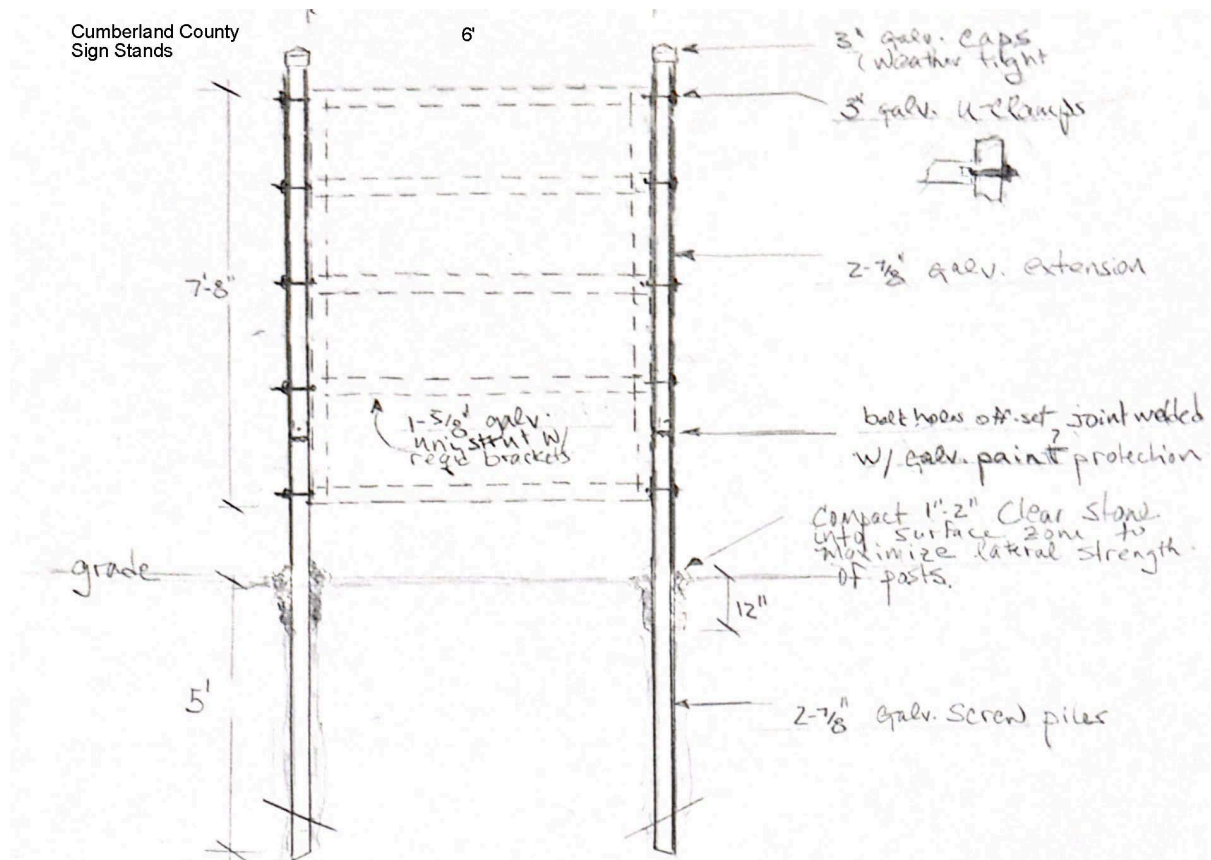
E-mail

****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.*



Schedule A – Sign-Stand Reference & Appearance

The engineer drawing below will not accommodate the sign dimensions as required, however does show an example of the type of structure we want to replicate to match the appearance of existing signs in this area. A new drawing to dimension must be provided.



There are several sizes of signs, so location, number, spacing & arrangement of Unistrut sections will need to be determined per each for adequate support of the sign. Fastening bolts/nuts will also need to be determined based on the sign material.

Compaction of gravel around the screw piles at ground surface is necessary to provide stiffness for wind loads. As a rule of thumb the pile should be capable of resisting movement for a horizontal force of at least 450 lbs at 5' above ground.

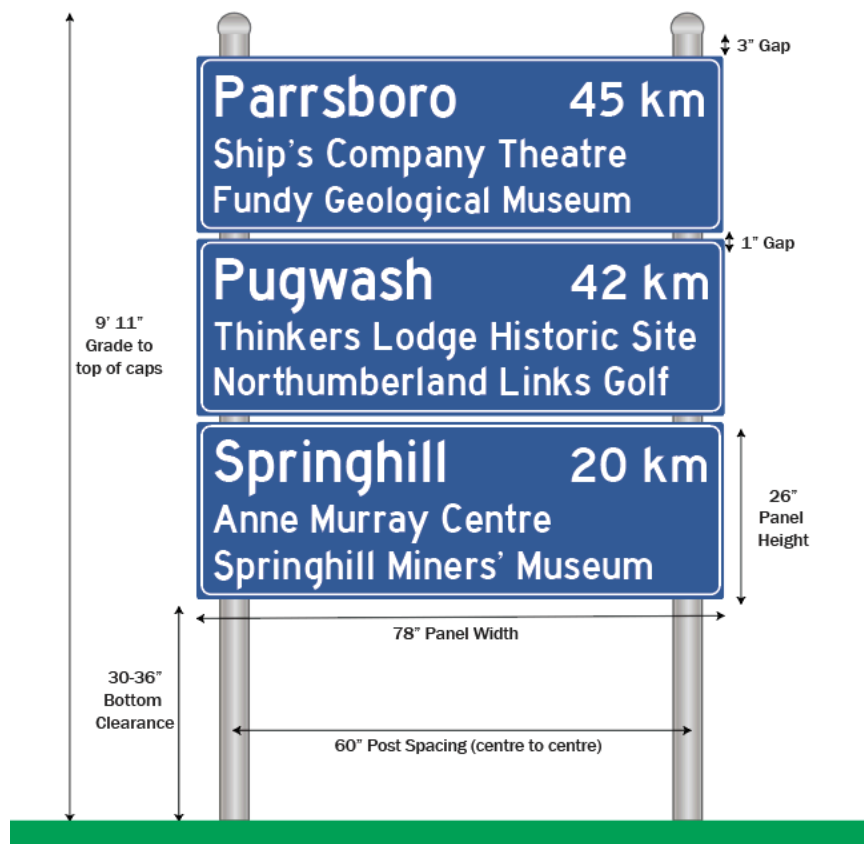
Screw pile extension & screw pile is welded all around joint. Predrilled bolt holes are to be filled with weld & all weld & effected zones are to be painted with good quality galvanized paint.

Weather caps at top of extensions can be galvanized steel or PVC that can be attached with adhesive sealant & painted for UV protection.

Dexter Final
Jan 15-2025

Finished sign details:

- Three (3) x 6 mm Dibond aluminium or 3mm aluminum sheeting panels: 3M High Intensity, ATSM Type IV Reflective Sheeting
- Each panel: 78 inches wide x 26 inches high
- One-inch vertical gaps
- Overall sign face: 78 inches wide x 80 inches high, approximately 43.3 square feet
- Post spacing: 60 inches centre-to-centre
- Bottom clearance: 30-36 inches above finished grade
- Top of sign face: 9 feet 8 inches above grade
- Weather caps approximately 3 inches above the sign
- Total height including caps: approximately 9 feet 11 inches above grade
- Post-mounted signs 1800 mm (71 inches) wide or greater must be reinforced from behind with bracing affixed to the back of the sign face



Schedule B

Map of location. Exact placement to be determined by the Municipality to the successful proponent, post award, during a mandatory site visit.

Fort Lawrence, Route 2 Glooscap Trail at approximately 45.848856, -64.252722 21450-21536 NS-2, denoted by the red map pin below on PID 25050022.

