REQUEST FOR PROPOSALS
RFP-MCC-2005

TRUCK SERVICE BODY

MUNICIPALITY OF THE COUNTY OF CUMBERLAND
UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD, RR # 6
UPPER NAPPAN, NS B4H 3Y4

February 18, 2020

CLOSING: March 5, 2020
2:00 PM

1. GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites Proposals for a supply and installation of a Truck Service Body**.** The Municipality will deliver the truck for installation of the service body to the service body supplier/installer's facility in the Maritime provinces. The completed service truck is to be delivered to Public Works in Upper Nappan, Nova Scotia.

The Proponent must either be a Manufacturer, a factory branch, or a dealer engaged in the business of selling, dealing and servicing the service body 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 truck purchase, 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 Proposals may be withdrawn at any time prior to opening.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 email, 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 60 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.

This Proposal is not intended to exclude standard equipment or materials except where specified.

This Proposal is not intended to favor any particular equipment, manufacturer or contractor. Any names or figures the same or similar to any specific equipment, manufacturer or contractor is purely coincidental. The phrase "or equivalent" shall apply where a particular specification, equipment, manufacturer or contractor is mentioned.

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:

Kellie Seaman
Phone: 902-664-9243
kseaman@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 March 5, 2020 at 2:00 P.M. - ATLANTIC TIME.

5. PROPOSAL OPENING

Proposals will be opened publicly, on the Proposal Closing date at the Upper Nappan Service Centre, 1395 Blair Lake Road, Upper Nappan, NS, immediately following closing.

6. PROPOSAL SUBMISSION

The Proposal shall be submitted in a sealed envelope, clearly labelled with the proposal number, title, and date/time of closing. Proposals shall be delivered to the address on the cover of this RFP, no later than the Proposal Closing.

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.

Service body is to include all items listed as standard equipment on manufacturer's specifications.

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.

	Category	**Points**
1	Warranty	10
2	Technical specifications	20
3	Additional features	5
4	Purchase price	45

Price Score = LTP/TP x PW

Where: LTP = Lowest Proposal Price of all Proponents
TP = Proponent's Price
PW = Price Weighting (45 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.

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.

9. PROPOSAL FORM

See attached.

10. SPECIFICATIONS

See attached.

	Item	Pricing
1	Service body supply	
2	Service body installation	
3	Transfer or crane, outriggers and related equipment	
4	Commissioning of crane and outriggers and related equipment	
	Subtotal	
	15% HST	
	Total	

Specify warranty provided: _____

_____

Optional additional or extended warranties:

Description	Additional Cost	Coverage

Proponent agrees to supply the equipment within ___ weeks written notification of award and to install the equipment within ___ weeks of receipt of the truck chassis.

Addenda No. ___ to ___ inclusive were carefully examined.

SIGNATURES DATED THIS _____ DAY OF MARCH 2020.

[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.*

Specifications

18-Feb-20

Service body (with portable crane mount) to be installed on new truck (7,500 kg GVW 4WD Cab & Chasis, supplied by others).

Proposed make, model and year	Year	Make	Model

	Service Body	Meets Specification Yes/No	Actual proposed
1	Acceptable product: Titan 38 / 60 CA STD or approved equal		
2	Load space to be open with floor width of 1.25 m (49.5") and spray in liner		
3	Overall body 2.39 m (94") wide, 2.77 m (109") long		
4	Stop/turn/tail ights recessed in body end panels		
5	One-piece 10 ga side pack		
6	2.8 mm (12 ga) tread plate on tops and cargo area		
7	Seamless wheelhouse panels		
8	Integral crane reinforcement (12,000 lbs) curbside rear compartment to suit Auto Crane Model 4004EH portable crane. Crane boom support.		
9	Slam action tailgate - 325 mm (11") high		
10	Lighting guards to prevent interior cargo from damaging exterior lighting		
11	Compartment heights - 1168 mm (46") front and rear, horizontal 546 mm (21.5")		
12	Compartment widths - front: 920 mm (36.25"), horizontal 1117 mm (44"), rear - 760 mm (29.94")		
13	Compartment depth 555 mm (21.88")		
14	Clear door openings - front: 879 mm (34.6"), horizontal: 1117 mm (44"), rear 760 mm (29.9")		
15	Road side - front: mechanic 5 drawer unit with one shelf with divider, and two j-hooks; horizontal: one shelf with divider; rear: three shelves.		
16	Curb side - front: two shelves with dividers, and four j-hooks; horizontal: one shelf with divider; rear: open for hoist controls and reinforcement		
17	Shelves: fully adjustable and removable		
18	Double-paneled Galvanneal doors with rounded door corners throughout		
19	Flush door panels with bulb seal gasket and functional full-length drip rail		
20	Min. two concealed stainless steel hinges per door w/ integral reinforcements. (Horz. doors must be capable to be used as work bench)		
21	Gas door strut holders on all vertical doors.		

	Service Body (continued)			
22	Vinyl coated aircraft quality cables for support of horizontal doors in open position			
23	Three-point door latching system			
24	Master compartment locking system			
25	Compartment drains			
26	LED compartment lighting			
27	Rubber fender flares			
28	Heavy duty tie-down rings recessed in load space-six (6)			
29	Step up bumper			
30	Pipe/ladder carrier road side			
31	Exterior work light (50 watt trapezoid)			
32	Grab handles (large)			
33	High gloss white gel coat finish (0.15”-0.18” thick) interior and exterior, fully undercoated and painted to match Blue			
34	Transfer outriggers (manual out and hydraulic vertical) and crane, complete with controls and related equipment, from existing vehicle to new body.			
35	Installed weight (specify)			
	Chassis, supplied by others			
1	GVWR 7,500 kg, class 4 or 5 chassis			
2				
3	34” (864 mm) frame rail width			