

**REQUEST FOR PROPOSALS
RFP-MCC-2105**

SUPPLY OF ONE BACKHOE



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

June 29, 2021

**CLOSING: July 13, 2021
11:00 A.M.**

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1. GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites Proposals for supply of a new backhoe with one year unlimited hours warranty from in-service date. This vehicle is to be delivered to Public Works in Parrsboro, Nova Scotia.

The Municipality will only consider Proposals for a new vehicle. 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 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 full stock of parts and factory certified vehicle technicians shall perform all Warranty 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 Proposals may be withdrawn at any time prior to opening.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 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 Parrsboro, 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 July 13, 2021 at 11:00 A.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 by one of the following two methods:

- a) 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 Request For Proposals, no later than the Proposal Closing.

OR

- b) electronically, in a PDF document, to procurement@cumberlandcounty.ns.ca. It is the responsibility of the Proponent to confirm receipt of their Proposal by the Municipality. The Proponent agrees that the electronic signatures of the Proponent on the electronic document shall have the same force and effect as manual/original signatures. Delivery

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of an executed copy of the Proposal by electronic means permitted in the RFP documents constitutes valid and effective delivery.

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.

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

The successful Proponent shall provide one (1) set of Parts Manuals, Operation/ Maintenance Manuals, Shop Repair Manuals and Operator Training Video, upon delivery.

7. EVALUATION OF PROPOSAL

Selection of the successful Proponent will be based on the following evaluation weighting system.

	Category	Points
1	Model Year	5
2	Specification	20
3	Vendor past performance/references	5
4	After sales service	5
5	Warranty	10
6	Purchase price	50
7	Delivery	5

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 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 as proposed. Delivery of the vehicle does not constitute acceptance of the vehicle. If the vehicle does not meet 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.

9. SAFETY INSPECTION / REGISTRATION / LICENSE / TIRE LEVY

Vehicle is to be safety inspected prior to delivery and dated the month of delivery. Vehicle shall also be registered and licensed (permanent) to the Municipality of Cumberland. The safety

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inspection, tire levy, full tank of fuel, license (H.S.T. not applicable) and registration shall be included in the total proposed price.

10. **PROPOSAL FORM**

See attached.

11. **SPECIFICATIONS**

See attached.

12. **KITS**

Provide one complete filter kit.

Provide one oil sample kit, complete with sample bottles, tubing and evacuation hand pump for scheduled oil sampling.

13. **MANUALS AND TRAINING**

Provide one electronic pdf copy on a usb flash drive of each of the following manuals:

- Parts
- Operation/Maintenance
- Shop Repair

Provide Operator Training Video in electronic format on a usb flash drive.

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	Item	Pricing
1	Backhoe	
2	Manuals and Training Video (electronic format)	
3	Kits (filter and oil sample)	
4	Hydraulic thumb	
5	3 m snow push	
6	Automatic greasing system	
Subtotal		
15% HST		
Total		

Specify warranty provided.

Description	Years	Hours	Description	Years	Hours
Comprehensive			Transmission		
Engine			Power train		
Major emissions			Corrosion		
Battery			Additional (specify)		

Optional additional or extended warranties:

Description	Details	Additional Cost	Years	Hours
2 year extended				
5 year extended				

Proponent agrees to deliver the equipment within ___ weeks of written notification of award.

Addenda No. ___ to ___ inclusive were carefully examined.

SIGNATURES

DATED THIS ____ DAY OF JULY 2021.

[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.*

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SPECIFICATIONS – RUBBER TIRE BACKHOE/LOADER:

GENERAL:	COMPLY		SPECIFY
Make (specify)	N/A	N/A	
Model (specify)	N/A	N/A	
Year	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

ENGINE:	COMPLY		SPECIFY
Diesel	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Net Power min. 91 hp at 2200 RPM	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Net torque rise at 1400 rpm min. 322 ft-lb	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
-40°C engine coolant	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Air cleaner with dust evacuator and in-cab restrictor indicator	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Cold start aid	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Auto idle	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
EPA emissions certified	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
120 volt block heater, installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Oil sample ports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Onboard diagnostic ports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

POWERTRAIN:	COMPLY		SPECIFY
4-wheel drive	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4-speed transmission	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Engage on the fly at any speed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Differential lock	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Throttle will be hand and foot controlled; interlocking	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Hydraulic boosted braking system	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Oil disc braking system	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Dual pedals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Driveshaft guards	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sealed axles	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

BACKHOE - SPECIFICATIONS

ELECTRICAL SYSTEM:	COMPLY		SPECIFY
12-volt system	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Maintenance free battery with 750 cranking cold amps	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
120-amp alternator	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Battery Disconnect	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Boosting ports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Front – 2 LED driving and 2 LED flood lights	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Rear – 2 LED flood and 2 LED spotlights	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
360° LED roof mounted strobe light, plug in	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Back up alarm	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

BACKHOE/LOADER:	COMPLY		SPECIFY
Rear hoe digging depth minimum 5.1 m with extendable stick included	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Front loader height 3.3 m minimum to load trucks	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Standard length stabilizers with reversible pads and two anti-drift valves	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Quick manual coupler release for rear buckets	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Rear boom to be plumbed for hydraulic thumb	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Travel pin to lock boom with in-cab controls	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Front loader bucket to be minimum 1.15 m ³ with bolt on cutting edges, anti-spill rollback and loader safety arms	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Front loader plumbed for attachments (ie. angle blade, sweeper)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
0.6 m digging bucket, min. five teeth, std. duty	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
0.9 m ditching bucket with bolt on cutting edge	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Front bucket level indicator	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Front bucket auto return	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Front Quick Attach/Detach System, hydraulic pin lock	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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CABIN/OPERATORS STATION:	COMPLY		SPECIFY
ROPS/FOPS certified canopy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Telescopic and tilt steering wheel	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Air conditioning/heater with fan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Window defrost vent front and rear	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Intermittent windshield wipers and washer front and rear	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Air suspension cloth seat	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Instrument panel with full gauge package	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Low noise cabin	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
External mounted lockable toolbox	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Left and right, side mirrors	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Interior rear facing mirror	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Horn control	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
AM/FM Receiver with usb; mounted hidden speakers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Bluetooth Compatible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Seatbelt with retractor	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Tinted safety glass	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
In-cab lighting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Front fenders	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Arm rests	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

TIRES:	COMPLY		SPECIFY
Front, Michelin Crossgrip	N/A	N/A	
Rear, Michelin Crossgrip	N/A	N/A	

HYDRAULICS:	COMPLY		SPECIFY
Hydraulic Ride Control	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Pilot Controls (joystick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
SAE / excavator switch pattern selector	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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COUNTERWEIGHTS:	COMPLY		SPECIFY
Any and all counterweights to be installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

OPTIONAL EQUIPMENT/ATTACHMENTS:	COMPLY		SPECIFY
Hydraulic thumb	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3 m snow push; hydraulic power angled; full trip edge with bolt on cutting edges and back drag; hydraulic quick coupler	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Automatic greasing system	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Extended warranties (include literature)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	