



**TOWN OF LUNENBURG
RFP #TOL20240024**

**REQUESTS FOR PROPOSALS
3/4 TON WORK TRUCK**

Proposals will be received no later than:
**2:00 pm LOCAL TIME
Friday September 6, 2024**

Addressed to:
Curtis Bell
Procurement Coordinator
Town of Lunenburg
119 Cumberland Street
Lunenburg NS B0J 2C0

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1.0 GENERAL TERMS AND CONDITIONS

Section 1 of this proposal document sets out a summary of requirements and outlines the General Terms and Conditions. The Town of Lunenburg shall hereby be referred to as the "Town", "TOL" and "Town of Lunenburg" throughout this document.

1.1 Purpose

The Town of Lunenburg is seeking proposals with regard to the manufacturing, supply and delivery of a "3/4 TON WORK TRUCK" as specified within this Request for Proposal ("RFP") document.

This RFP states the instructions for submitting proposals, and procedures and criteria by which the successful proponent may be evaluated, subject to the Town's overriding discretion to determine what is in its best overall interests.

1.2 Proposal Submissions

Any change notices, appendices and addenda issued for this Request for Proposals shall be considered part of this proposal document. The proposal is to be submitted, clearly marked with "**TOL 3/4 Ton Work Truck Proposal**" and proposal document number, to Curtis Bell, Procurement Officer at 119 Cumberland Street, Lunenburg, NS B0J2C0 by delivery of a hard copy, only, **before** the closing time on the closing date (the "Closing Time"). Proponents must submit one (1) PDF copy via email to purchasing@townoflunenburg.ca. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the Proponent. Proposals will not be accepted after the Closing Time. The Town shall have the right in its absolute and unfettered discretion to determine whether a proposal has been received prior to the Closing Time. Proposal prices must remain open and available for acceptance by the Town for 90 days after the Closing Time. All proposals shall become the property of the Town of Lunenburg. It is the responsibility of each Proponent to submit all required documents as outlined in this Request for Proposals. Failure to quote on all options set out may disqualify your proposal.

1.3 Irrevocable Offer

The proponent hereby acknowledges that offers contained within your response to this RFP shall remain open for acceptance by the Town of Lunenburg for a period of not less than ninety (90) days from the Closing Time specified in Section 1.6. Proponents may not make modifications to their Proposals after the Closing Time.

1.4 Proposal Costs

The proponent shall be solely and fully responsible for all costs associated with the development, preparation, transmittal, submission of proposal, and any work performed prior to official appointment by the Town of Lunenburg.

1.5 Municipal Contact for Request for Proposals

It shall be the proponent's responsibility to clarify any points in question with the Town of Lunenburg prior to submitting the proposal. Deadline for all inquiries is **Tuesday Sept 3rd, 2024 at 12pm**. Inquiries regarding the specifications of the RFP should be directed to:

Name Curtis Bell
Title Procurement Officer
Email Address purchasing@townoflunenburg.ca

If a proponent discovers any inconsistency, discrepancy, ambiguity, error, or omission in this Request for Proposal, they must notify the Town of Lunenburg immediately in writing.

Any revision to this Request for Proposal will be issued as an addendum to all known potential proponents. Only an addendum issued by the Town of Lunenburg will amend this Request for Proposal.

Please check the Town website townoflunenburg.ca/purchasing.html to determine if any addendums have been issued prior to the submission deadline.

1.6 Opening

Proposals will only be received by:

Name Curtis Bell
Title Procurement Officer
Email Address purchasing@townoflunenburg.ca

One (1) PDF copy of your proposal must be received by email prior to **2:00 p.m.** local time, **Friday September 6, 2024**. Proposals will be signed by an official authorized to bind the Proponents, will provide the name(s), title(s), address, and telephone number of the individual(s) to be contacted during the evaluation process. Proposals received later than the specified Closing Time may be returned unopened to the Proponent.

There will not be a public opening for this RFP. As this is a proposal document for which a number of criteria will be evaluated, only the names of the Proponents who have submitted a proposal will be identified after the opening, upon request.

1.7 Selection Process

Selection – Subject to Section 1.9 of this RFP, the Town of Lunenburg will not necessarily accept the lowest price or any proposal. Any implication that the lowest price or any proposal will be accepted is hereby expressly negated. The successful proponent(s) will be selected based upon evaluation criteria developed by the Town which in its sole discretion will determine the manner in which each response to this RFP meets the evaluation criteria. The proposal will be awarded to one proponent only.

Evaluation Criteria – Subject to Section 1.9 of this RFP, each response to this RFP will be evaluated by the Town of Lunenburg to determine the degree to which it responds to the requirements set out herein. Because this is a Request for Proposals, other factors in addition to price will be considered when submissions are evaluated.

Please indicate any requirements not met in your proposal with a brief description and reasons therefor.

The Town will read, review and evaluate each proposal. The below evaluation criteria table should be used as a reference only. The Town may in its sole and absolute discretion use or alter the below criteria or use some other evaluation criteria in its entirety. Selected Proponents may be asked to make a presentation of their proposal of the Town's selection team.

Weighted Criteria	Weight	Minimum Score
A) Warranty and Servicing	25	12.5
B) Delivery	25	12.5
C) Financial Proposal	50	25
TOTAL	100	

The selection team may make a recommendation to Town Council for the award of this RFP or components thereof.

1.8 Modification and Withdrawal of Proposals

Proposal prices must remain open and available for acceptance by the Town for 90 days after the Closing Time. Proponents will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted in writing to the Town of Lunenburg. All proposals shall become the property of the Town of Lunenburg. It is the responsibility of each proponent to submit all required documents as outlined in this RFP.

1.9 Acceptance and/or Rejection of Proposals and Reservation of Rights

The Town is not under any obligation to award a contract and reserves the right to terminate this RFP at any time, for any reason, and to withdraw from discussions with all or any of the proponents who have responded. The receipt and opening of a proposal does not constitute acceptance of any proposal.

The Town reserves the right to reject all or any proposals, to make changes to the

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procurement process and to not necessarily accept the lowest proposal. The Town may accept any proposal that may be considered in the best interests of the Town in its sole and absolute discretion. The Town also reserves the right in its sole and absolute discretion to waive any formality, informality, or technicality in any proposal. This includes the right to accept a proposal that is not strictly compliant with the instructions in the RFP document.

The Town reserves the right to negotiate, after the RFP Closing Date, with any proponent to finalize service arrangements in the best interests of the Town.

The Town shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP. The Town reserves the right to interpret any and all aspects of this RFP as may be most favorable to the Town.

Proponents will be deemed to have familiarized themselves with existing conditions and any other conditions which may affect performance of the contract. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation.

Proponents waive any claim against the Town for any compensation of any kind whatsoever as a result of its participation in or providing a response to this RFP process, including without limitation any claim for costs of proposal preparation or participation in negotiations, or for loss of anticipated profits, whether based in contract including fundamental breach, tort, equity, breach of any duty, including, but not limited to breach of the duty of fairness, breach of any obligation not to accept non-compliant proposals or any other cause of action whatsoever.

In submitting a proposal, the proponent has accepted the reservation of rights as set out herein and agrees to be bound by same.

1.10 Governing Law and Jurisdiction

Any contract resulting from this RFP shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia. Any disputes shall be determined in the courts of Nova Scotia.

1.11 Proposal Form

The attached Proposal Form (3.0) must be completed and submitted with all proposals for consideration. Failure to complete and submit the proposal form could lead to the rejection of the proposal.

1.12 Freedom of Information and Protection of Privacy Act

The Town of Lunenburg is subject to the Municipal Government Act provisions relating to the freedom of information and protection of privacy provisions Freedom of Information

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and Protection of Privacy Act (FOIPOP) and associated Provincial legislation. Any proposal submitted to the Town may be required to be disclosed publicly if any request is to be made under FOIPOP.

1.13 Conflict of Interest

The Proponent warrants that no conflict of interest exists with any Town staff, Council or Committee member regarding their RFP submission or with the Town's evaluation process. Should a conflict of interest exist or arise, the Town at its sole discretion may disqualify the proposal submission and/or contract as applicable.

1.14 Nova Scotia Worker's Compensation

The successful Proponent must be registered and remain in good standing with NS WCB or provincial equivalent throughout the term of contract issued pursuant to this RFP.

1.17 Human Rights Act

The successful Proponent shall ensure full observance of the NS Human Rights Act in all dealings related to this project.

1.18 Ownership of Data and Information

All data, other information and all resulting reports and materials prepared by the successful proponent shall be the exclusive property of the Town who reserves ownership rights to all ideas, plans, concepts, etc.

1.19 Freedom of Information and Protection of Privacy Act

The Town of Lunenburg is subject to the Municipal Government Act provisions relating to the freedom of information and protection of privacy provisions Freedom of Information and Protection of Privacy Act (FOIPOP) and associated Provincial legislation. Any proposal submitted to the Town may be required to be disclosed publicly if any request is to be made under FOIPOP.

2.0 SPECIFICATIONS AND REQUIREMENTS

2.1 Background and Overview

The Town of Lunenburg requests firm price proposals for the supply of a 2023 or newer Three-Quarter Ton Work Truck. The Town is looking to replace its existing 2011 F250 3/4 Ton.

2.2 Vehicle Specifications

Details of construction and materials, which are not the same, requested, or otherwise specified in this request for proposal, are left to the discretion of the contractor to supply their complete explanation of the detailed specifications on the truck they are supplying in their proposal. When possible explain all warranties, material information and any other

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relevant information to allow the Town to choose the best option possible. When specified in this RFP, material and components will be equivalent or better than listed. The detailed vehicle specifications are provided in Table 1.

Table 1.

General Requirements	Yes	No
Work Truck (Base Model)		
Four Door		
Regular Cab or Crew Cab		
8ft Long Box		
Four-Wheel Drive		
General Preferences (Not Required)	Yes	No
Exterior Colour: Black		
Vinyl Covered Seating		
Rubber Floors		

2.3 Delivery

Preferably, the new 3/4 Work Truck would be available to the Town before March 31, 2025.



PROPOSAL FORM

NAME OF PROPONENT: _____

Do not include HST in the Amount of Proposal.

Amount of Proposal..... \$ _____ (in Canadian funds)

HST..... \$ _____

Total..... \$ _____

Make: _____ **Model:** _____ **Year:** _____

Please indicate the anticipated delivery date: _____

Please attach the following additional information:

- Start and end time required to complete the work and/or deliver goods.
- Warranty period on goods and/or services.

Mailing Address _____

Phone Number _____

Email Address _____

Signature _____

Print Name & Title _____

Date _____

Witness _____

Date _____

Details of Proposal – please attach your submission details as required in this RFP.