



**TOWN OF LUNENBURG
RFP #TOL2026009**

**REQUESTS FOR PROPOSALS
New Trackless**

Proposals will be received no later than:
**2:00:00 pm LOCAL TIME
May 25, 2026**

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

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4.0 SCHEDULES Error! Bookmark not defined.

4.1 Schedule A – Detailed Vehicle Specifications (Minimum) **Error! Bookmark not defined.**

4.2 Schedule B – Technical Data Sheet..... **Error! Bookmark not defined.**

Please return the Technical Data Sheet indicating the vehicle compliance with identified specifications..... **Error! Bookmark not defined.**

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 "New Trackless MT Series 7 Sidewalk Machine" 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.

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 to Curtis Bell, Procurement Coordinator 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 **May 14, 2026, 4:30:00pm** Inquiries regarding the specifications of the RFP should be directed to:

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

One (1) PDF copy of your proposal must be received by email prior to **2:00:00 p.m.** local time, **May 25, 2026**. 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) Technical Specifications	20	10
D) Financial Proposal	30	15
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.

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The Town reserves the right to reject all or any proposals, to make changes to the 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 and Protection of Privacy Act (FOIPOP) and associated Provincial legislation. Any

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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.

1.15 Human Rights Act

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

1.16 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.

2.0 SPECIFICATIONS AND REQUIREMENTS

2.1 Background and Overview

The Town of Lunenburg requests firm price proposals for the supply of a new Trackless MT Series 7 Sidewalk Machine. The Town currently has one Trackless, and is looking to add a second machine to its fleet. The Town is also looking for optional pricing on attachments, as described further below. The Town can select to purchase all, none, or some of the attachments below.

2.2 Vehicle Specifications

Trackless MT Series 7, or equivalent or better, to ensure that attachments that the Town currently owns are compatible to the new machine. When possible explain all warranties, material information and any other relevant information to allow the Town to choose the best option.

2.3 Delivery

The delivery is the responsibility of the bidder and ownership will not be accepted by the Town of Lunenburg until the Trackless reaches the Public Works Shop at 177 Cumberland

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Street, Lunenburg, Nova Scotia the cost of which will be borne by the successful proponent.

A qualified delivery representative shall deliver the apparatus and a minimum of 1 (one) day to train Public Works personal in proper operation, care and maintenance of the Trackless and the equipment or have personal on site at the time of delivery to provide these services.

The manufacturer, at the time of delivery, shall supply all complete operation and maintenance manuals covering the complete apparatus and equipment delivered.

3.0 PROPOSAL FORM

NAME OF PROPONENT: _____

Do not include HST in the Amount of Proposal.

Amount of New Trackless..... \$ _____ (in Canadian funds)

HST..... \$ _____

Total..... \$ _____

Make:_____ Model:_____ Year:_____

Please indicate the anticipated delivery date: _____

Optional Pricing - Attachments:

Rear Mount Sidewalk Spreader.....\$ _____ +HST

Angle Snowplow (straight blade).....\$ _____ +HST

Rear-Mounted Water Tank.....\$ _____ +HST

Please indicate the anticipated delivery date of the optional attachments:

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.
- Machine Specifications

Mailing Address _____

Phone Number _____

Email Address _____

Signature _____

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Print Name & Title _____

Date _____

Witness _____

Date _____

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