



**TOWN OF LUNENBURG  
RFP #TOL2022014**

**REQUEST FOR PROPOSALS**

**Snow Plow for Caterpillar 420F2 IT Center Pivot Backhoe Loader (2017)**

Proposals will be received no later than:  
2:00 p.m. LOCAL TIME  
June 14, 2022

Addressed to:  
Business 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 be referred to as the “Town” throughout this document.

### **1.1 Purpose**

The Town is seeking proposals with regard to the supply and delivery of a snow plow for a Caterpillar 420F2 IT Center Pivot Backhoe Loader as further specified within this Request for Proposal (RFP).

This RFP sets out 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 RFP shall be considered part of this proposal document. The proposal is to be submitted, clearly marked with “**Snow Plow for Backhoe RFP**” and proposal document number **TOL2022014**, to Business Coordinator at 119 Cumberland Street, Lunenburg, NS, B0J 2C0 before the closing time on the closing date (Closing Time). Proponents must submit two (2) color and bound hard copies of their proposal and/or one (1) PDF copy via email to [purchasing@townoflunenburg.ca](mailto:purchasing@townoflunenburg.ca) or on a USB drive. 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 RFP. 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 RFP**

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 June 9, 2022. Inquiries regarding the specifications of the RFP and the RFP process should be directed to:

Name: Katie MacMillan  
Title: Business Coordinator  
Email Address: [purchasing@townoflunenburg.ca](mailto: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.

Please check the Town website [townoflunenburg.ca/purchasing.html](http://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:

Title: Business Coordinator  
Email Address: [purchasing@townoflunenburg.ca](mailto:purchasing@townoflunenburg.ca)

**Two (2) physical hard copies and/or one (1) PDF copy** of your proposal must be received by email prior to **2:00 p.m.** local time, **June 14, 2022**. 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 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 may be awarded to one Proponent only or more as the Town determines.

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**Evaluation Criteria – Subject to Section 1.9 of this RFP**, each response to this RFP will be evaluated by the Town to determine the degree to which it responds to the requirements as set out herein. Because this is an RFP 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.

### **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 may not make modifications to their proposals after this. 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. All proposals shall become the Town's property. 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, 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 Time, 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 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

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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 proposal submitted to the Town may be required to be disclosed publicly if any request is to be made under FOIPOP. All proposals received in response to this RFP will be considered public.

### **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 Human Rights Act**

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

## **2.0 SPECIFICATIONS AND REQUIREMENTS**

### **2.1 Background and Overview**

The Town is looking for a new snow plow for their 2017 Caterpillar 420F2 IT Center Pivot Backhoe Loader.

## **2.2 Scope of Work**

The successful proponent will supply, deliver and install one (1) snow plow to the Town's Public Works Department, 177 Cumberland Street, Lunenburg, NS, B0J 2C0.

Required Plow Specifications:

- Quick-attach frame kit.
- Adjustable wings/skids with the following dimensions (or similar):
  - 108 inches clearing width when closed (bucket)
  - 180 inches clearing width when open (straight blade)

**3.0 PROPOSAL FORM**

NAME OF PROPONENT: \_\_\_\_\_

**Proposed Plow Information:**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Proposed Delivery Date: \_\_\_\_\_

Do not include HST in the Amount of Proposal. All of the below pricing is to be in Canadian Dollars.

**Amount of Proposal**..... \$ \_\_\_\_\_

HST..... \$ \_\_\_\_\_

Total..... \$ \_\_\_\_\_

**Please attach the following additional information:**

- Full equipment specifications
- All relevant warranty information
- Two customer references and current contact information
- Shipping time/estimated delivery date
- Describe information that will be provided to the Town’s Public Works Staff upon delivery of the equipment (training, manuals, etc).

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.