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# ***CBRM***

***Cape Breton Regional Municipality***

*A Community of Communities*



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## **REQUEST FOR TENDER**

**CBRM\_T11-2022**

**SUPPLY AND DELIVER TWO (2) NEW HALF TON 4X4 EXT CAB TRUCKS**

**Closing: THURSDAY, MAY 19, 2022 at 3:00 PM local time**

Cape Breton Regional Municipality

Procurement Section

[purchase@cbrm.ns.ca](mailto:purchase@cbrm.ns.ca)



## Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES

320 ESPLANADE, SUITE 102

SYDNEY, NS B1P 7B9

PHONE: 902-563-5015 EMAIL: [purchase@cbrm.ns.ca](mailto:purchase@cbrm.ns.ca)

### **MANDATORY REQUIREMENT CHECK LIST**

#### **PRIOR TO SUBMISSION PLEASE CHECK THAT YOU HAVE SUBMITTED A COPY OF THE FOLLOWING DOCUMENTS**

- SCHEDULE "A" – MUNICIPAL BY-LAW COMPLIANCE CERTIFICATE
- SCHEDULE "B" – TRADE AGREEMENTS ACKNOWLEDGEMENT
- DUE TO COVID-19 PRECAUTIONS, SUBMISSIONS FOR THIS TENDER WILL ONLY BE ACCEPTED BY EMAIL TO [PURCHASE@CBRM.NS.CA](mailto:purchase@cbrm.ns.ca) & MUST INCLUDE ALL ITEMS LISTED UNDER THIS CHECK LIST
- RECEIVED ADDENDA NO. \_\_\_\_\_ TO NO. \_\_\_\_\_ INCLUSIVE WERE CAREFULLY EXAMINED

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DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

CONTACT NAME(please print): \_\_\_\_\_

TITLE (please print): \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

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**THE FOLLOWING INFORMATION MUST BE COMPLETED TO ENSURE ACCEPTANCE. FAILURE TO COMPLY WITH ABOVE  
WILL RESULT IN DISQUALIFICATION OF YOUR BID.**



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### INSTRUCTIONS TO BIDDERS REQUEST FOR TENDER SUPPLY AND DELIVER TWO (2) NEW HALF TON 4X4 EXT CAB TRUCKS

**Closing:** Submit to the undersigned up to **3:00 P.M., THURSDAY, MAY 19, 2022.** the bid must be emailed to [purchase@cbrm.ns.ca](mailto:purchase@cbrm.ns.ca) and must clearly designate **CBRM\_T11-2022.**

**NOTE: FAXED / PAPER submissions are NOT acceptable and will not be considered**

**Questions & Clarifications:** Any clarification required by a proponent must be requested in writing to the responsible Buyer indicated in the Solicitation. Such requests must be provided in due time before the closing date in order to allow proper consideration and a reply. The response to a request for clarifications submitted by any Proponent will be posted on the Nova Scotia Government Website as an Addendum.

**Withdrawal or Modification of Bid:** Proponents may withdraw, replace or modify their bid up until the specified closing time, provided that this is done in writing. Any modification or replacement of a bid must be done in the same format as defined in the Solicitation. **NOTE: FAXED / ELECTRONIC modifications are acceptable**

**Addenda:** All addenda must be acknowledged in bid submission; proponents must monitor the Nova Scotia Government Tenders Website for any addenda that may be issued. CBRM staff no longer maintains plan takers lists, and no longer have knowledge of who has downloaded opportunities. <http://www.novascotia.ca/tenders/tenders/ns-tenders.aspx>

**Rectification Period:** Procurement opens and reviews the Bids to determine if all mandatory submission requirements have been met in accordance with the Solicitation Document. If the bid fails to meet the mandatory submission requirements, Procurement will notify the Bidders that there is a second opportunity to meet the mandatory submission requirements within the rectification period of two business days. Once the rectification period deadline passes, Bids still failing to meet the mandatory submission requirements are disqualified and will not be evaluated further. All bids satisfying the mandatory submission requirements are then passed along to the evaluation team for further evaluation. Exceptions to this are technical addenda, if a technical addendum is not acknowledged, the Bidder will be disqualified and there is no rectification allowance for incorrect submittal of a two-envelope submission (two PDFs due to Covid-19), or for failure to include a required bid deposit.

**Tenders requiring bid deposit:** If a tender requires a non-refundable bid deposit only those companies who have complied with this request will be considered for acceptance.

#### **TENDER CONTENTS:**

***(Section Applies to: Construction Contracts, Services & Sale of Municipal Property ONLY!)***

**Bid Security:** Each tender must be accompanied by a certified cheque payable to the Cape Breton Regional Municipality or a Bid Bond on CCDC Form 220 for ten (10) percent of the tendered sum. *Any withdrawal of the successful tender shall constitute forfeiture of the bid deposit.*

**Performance Security:** A Performance Bond in the amount of fifty (50) percent contract price and Labour and Material Payment Bond in the amount of fifty (50) percent of the contract price will be required upon notification of award and before the signing date of the contract or issue of the Purchase Order.



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**Alternate Securities Acceptable:** As an alternate to the Security Deposit and the Consent of Surety requirements stated herein, Contractors may submit a ten (10) percent bid security certified cheque, and subsequently upon notification of award, an additional ten (10) percent contract security certified cheque, in lieu of contract stated bonding.

**Accompanying Documents:** *(Please note that only what is listed on the Mandatory Check List is required for this particular solicitation)*

All bids must include the following documents:

- **"Check List"** Completed in full /Signed /Dated(Including acknowledgement of addenda)
- The signed **Schedule "A"** Municipal By-Law Compliance form attached to the tender documents.
- The signed **Schedule "B"** Trade Agreement Acknowledgement form attached to the tender documents.
- A letter of Good Standing/Clearance from the Workers' Compensation Board of Nova Scotia
- Proof of current and valid Workplace Safety Certificate of Recognition (COR) from an authorized institution (East Coast Mobile Medical, HSE Integrated Limited, Nova Scotia Construction Safety Association (NSCSA), Nova Scotia Trucking Safety Association, Occupational Health and Educational; Services 2002 Inc, Safety Services Nova Scotia or equivalent)
- Completed/signed **Appendix "A"** Consultant, Contractor, Supplier Health & Safety Questionnaire.
- General liability insurance.

**Prior to Contract Award – In accordance with section nine (9) of the CBRM Procurement Policy, the successful tenderer may be required to provide an approved Commercial Property Zoning Confirmation, issued by CBRM's Development Officer, prior to award of contract.**

Following completion of the tendered work, letters of clearance from both organizations, dated no earlier than the final day worked on the project, must be submitted with the final invoice for the project. This will form a condition of the tender in addition to any other conditions within the contract documents and specifications.

**POLICY:**

- Canadian Free Trade Agreement (CFTA) and The Cape Breton Regional Municipality Procurement Policy are the governing documents used for all tenders. Copies of these documents are available from the Financial Services Department, Procurement Section, Suite 102, 320 Esplanade Sydney, N.S. or by phoning (902) 563-5015.
- Successful bidder will be required to follow CBRM protocol as designated by Purchasing Department for delivery and invoicing.
- Payment: Any supplier having an account due to the Cape Breton Regional Municipality, which is in arrears, will have such arrears deducted from payments being made to the supplier.

The Cape Breton Regional Municipality reserves the right to reject any or all tenders or to accept any tender or part thereof considered to be in its best interest.

*Donna M. Murphy, CPPB, PSPP*

Donna M. Murphy, Procurement Officer - Financial Services

(P) 902-563-5015 (E-Mail) [purchase@cbrm.ns.ca](mailto:purchase@cbrm.ns.ca)



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## SCHEDULE "A"

### MUNICIPAL BY-LAW COMPLIANCE CERTIFICATE

This document forms part of and is incorporated into the Tender. Bidders convicted of violations of any Cape Breton Regional Municipal By-Laws or found in contravention of the Dangerous and Unsightly Provision of the *Municipal Government Act*, S.N.S. 1998, c. 18 shall be precluded from bidding on the tender. Successful bidders who subsequently are found guilty of violation of any Cape Breton Regional Municipal By-Laws or are found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 shall have the tenders revoked and shall be precluded from bidding on subsequent tenders for a period of thirty-six months.

\_\_\_\_\_ (hereinafter referred to as "The Bidder") does hereby certify that the Bidder has not been found guilty of violation of any Cape Breton Regional Municipal By-Laws and has not been found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 and furthermore hereby agrees to comply with all Cape Breton Regional Municipal By-Laws and the Dangerous and Unsightly provision of the *Municipal Government Act*, S.N.S. 1998, c. 18. The Bidder understands and agrees that any finding of guilt or contravention of any Cape Breton Regional Municipal By-Laws and provisions will result in the Tender being revoked and the Bidder being precluded from bidding on any subsequent Tender for a period of thirty-six months.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Bidder

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#### CBRM INTERNAL USE ONLY

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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## SCHEDULE "B"

### TRADE AGREEMENTS ACKNOWLEDGEMENT

All Public Sector Entities in Nova Scotia have trade agreement obligations under the Public Procurement Act. Trade agreements play a vital role in our economy. They create market access for our goods and services by reducing barriers to, among other things, labour mobility, investments, energy, agriculture, and government procurement. Agreements can be comprehensive, covering a number of different issues, or more concentrated, covering individual issues. Each agreement has unique language, exemptions, rules, and requirements.

Municipalities, Academic Institutions, School Boards, Health Authorities (MASH) and Crown Corporations that have their own procurement groups and policies must ensure they are consistent with the principles of the Province of Nova Scotia Procurement Policy, and the obligations of the Public Procurement Act.

Trade Agreements that impact government procurement in Nova Scotia include the Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic Trade Agreement with the European Union (CETA). The CFTA and CETA includes all provinces, Northwest Territories, Yukon, and the Federal Government as well as their respective MASH sectors and Crown Corporations.

The key to being compliant with multiple trade agreements is to ensure you are meeting the obligations of the one with the lowest thresholds, which in this case is the CFTA. Table A outlines the thresholds for these two agreements.

**TABLE A – Domestic Agreement**

<b>Agreement</b>	<b>Coverage</b>	<b>MASH</b>
Canadian Free Trade Agreement	Equal access to Canadian suppliers. Includes all CDN Provinces, NWT, YUK, their respective MASH and Crowns, and the Federal Government	Goods: \$105,700+ Services: \$105,700+ Construction: 264,200+
Comprehensive Economic Trade Agreement with the European Union	Equal access to EU suppliers – includes: Federal Government, Provinces, Territories, MASH, Provincial/Federal Crowns & Public Utilities (many exceptions)	Goods: \$365,700+ Services: \$365,700+ Construction: \$9.1M+

\_\_\_\_\_ (hereinafter referred to as "The Bidder") does hereby acknowledges the understanding that this tender falls under the Domestic Trade Agreements, Atlantic Procurement Agreement (APA) and Agreement on Internal Trade. As part of these agreements and under the Nova Scotia Public Procurement Act, CBRM is included as part of the MASH Sector. This document forms part of and is incorporated into the Tender.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Bidder



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### CBRM T11-2022

### SUPPLY AND DELIVER TWO (2) NEW HALF TON 4X4 EXT CAB TRUCKS

#### **SPECIFICATIONS**

- Standard power package
- V8 engine
- Automatic transmission
- Four Wheel Drive
- Tires no larger than 18"
- Trailer hitch
- Air conditioning
- Power driver seat
- Blue tooth availability
- Reverse sensing system with camera
- Keyless entry
- Black in color
- Full tank of fuel
- Include delivery and available warranties

#### **SUMMARY**

The above specifications are a guide only. Each submission must include a full set of specs to be used for consideration of tender evaluation.

All pricing must be FOB Sydney N.S., including all freight and PDI charges

Service and parts must be available locally, and in a timely manner, as to eliminate excessive vehicle down time.

Award will not be based solely on price. It will be evaluated on all criteria, including, but not limited to, vehicle safety equipment, warranties, delivery schedule, and the best value for the CBRM.



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## TENDER PRICING

TENDER #	DATE	CLOSING DATE	PROCUREMENT OFFICER
CBRM_T11-2022	May 10, 2022	May 19, 2022	Donna M. Murphy
<b><u>SUPPLY AND DELIVER TWO (2) NEW HALF TON 4X4 EXT CAB TRUCKS</u></b>			
AS PER ATTACHED SPECIFICATIONS			
<b>TRUCK 1 – Make, Model and Year</b> _____			\$ _____
<b>Kilometers</b> _____			
<b>TRUCK 2 – Make, Model and Year</b> _____			\$ _____
<b>Kilometers</b> _____			
<b>SUBTOTAL:</b>			\$ .
<b>HST:</b>			\$ .
<b>TOTAL:</b>			\$ .

Company: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

FOB – Cape Breton Regional Municipality, 15 Massey Drive, Sydney, Nova Scotia

Delivery Date: \_\_\_\_\_  
PLEASE LIST DELIVERY DATE

Warranty: \_\_\_\_\_