
CBRM

Cape Breton Regional Municipality

A Community of Communities



REQUEST FOR TENDER

CBRM_T63-2021

SUPPLY UP TO TWO (2) USED ONE TON TRUCKS

Closing: THURSDAY, JANUARY 20, 2022 at 3:00 PM local time

~~Cape Breton Regional Municipality~~

~~Procurement Section~~

~~Suite 102, 1st Floor~~

~~320 Esplanade~~

~~Sydney, NS B1P 7B9~~



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES

320 ESPLANADE, SUITE 102

SYDNEY, NS B1P 7B9

PHONE: 902-563-5015 EMAIL: purchase@cbm.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@cbm.ns.ca) & MUST INCLUDE ALL ITEMS LISTED UNDER THIS CHECK LIST
- RECEIVED ADDENDA NO. _____ TO NO. _____ INCLUSIVE WERE CAREFULLY EXAMINED

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.: _____

**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 UP TO (2) USED ONE TON TRUCKS

Closing: Submit to the undersigned up to **3:00 P.M., THURSDAY, JANUARY 20, 2022**, the bid must be returned in a sealed envelope in **DUPLICATE (2) COPIES** and must clearly designate **CBRM_T63-2021** to the Procurement Section, Financial Services Suite 102, 320 Esplanade, Sydney, N. S. B1P 7B9.

NOTE: FAXED / ELECTRONIC 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.

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.

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



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subsequently upon notification of award, an additional ten (10) percent contract security certified cheque, in lieu of contract stated bonding.

Accompanying Documents: All bids must include the following documents: **(Please note that only what is listed on the Mandatory Check List is required for this particular solicitation)**

- "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

Donna M. Murphy, Procurement Officer - Financial Services

(P) 902-563-5015 (E-Mail) 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

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

Agreement	Coverage	MASH
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. 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 T63-2021

SUPPLY UP TO TWO (2) USED ONE TON TRUCKS

SPECIFICATIONS

- 2 OR 4 DOOR ONE TON, FLAT BED OR DUMP BOX 4X4
- FLAT BED, MINIMUM 10 FT, LIST SIZE _____
- 2015 OR NEWER
- MAXIMUM ALLOWABLE KILOMETERS 45000 KM
- FOUR WHEEL DRIVE
- V8 GAS ENGINE
- AUTOMATIC TRANSMISSION
- TRAILER TOWING PACKAGE
- MINIMUM 19500 LBS GVW
- AIR CONDITIONING
- BENCH SEAT
- LIST EXTERIOR COLOR _____
- MUST BE DELIVERED TO 15 MASSEY DRIVE, SYDNEY
- LIST ALL WARRANTIES

NOTE THAT AWARD WILL BE BASED ON BEST OVERALL VALUE, INCLUDING BUT NOT LIMITED TO YEAR, MILEAGE, CONDITION AND DELIVERY TIMELINE. MUST BE DELIVERED WITHIN TWO WEEKS OF TENDER BEING AWARDED.



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TENDER PRICING

TENDER #	DATE	CLOSING DATE	BUYER
CBRM_T63-2021	JANUARY 11, 2022	JANUARY 20, 2022	Donna M. Murphy
<u>SUPPLY UP TO TWO USED ONE TON TRUCKS</u>			
AS PER ATTACHED SPECIFICATIONS			
<u>One Ton Truck – TRUCK 1</u>			
<i>Make</i> _____			\$ _____
<i>Model</i> _____			
<i>Year</i> _____			
<i>Kilometers</i> _____			
<u>One Ton Truck – TRUCK 2</u>			
<i>Make</i> _____			\$ _____
<i>Model</i> _____			
<i>Year</i> _____			
<i>Kilometers</i> _____			
SUBTOTAL:			\$.
HST:			\$.
TOTAL:			\$.

Company: _____

Authorized Signature: _____

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

Delivery Date: _____

DELIVERY MUST BE WITHIN 2 WEEKS OF TENDER BEING AWARDED.

Warranty: _____



Cape Breton Regional Municipality

COVID-19 Protocol for Contractors and Suppliers

Date: April 20, 2020

Any contractor or supplier hired by Cape Breton Regional Municipality (CBRM) must adhere to the following protocols while working within and CBRM owned facility, or any CBRM owned property:

- Contractors and Suppliers must have their own COVID-19 Pandemic Plans prior to starting any work for CBRM. It must be available upon request.
- Contractors or suppliers must seek approval prior to visiting and CBRM owned facility or property. Approval will be granted by the Manager/Director responsible for the specific site.
- Contractors and suppliers shall only carry out work in approved areas during approved times. Any changes to work scope, schedule or location of work must be pre-approved by CBRM.
- Anyone who has travelled outside of Canada or Atlantic Canada cannot carry out work at a CBRM facility or property until they have completed 14 days of self-isolation, measured from the date of their return to the Province. Any exemptions will have to be granted by Public Health.
- When carrying out work within a CBRM facility, the Supplier or Contractor may only utilize up to 5 individuals to carry out the work. Outdoor construction sites are exempt from this requirement.
- Supplier and Contractors **must** practice physical distancing of 2 meters(6 feet).
- Number of in person meetings should be limited. If required, they should be 5 people or fewer, while maintaining physical distancing protocol. Use of teleconference and videoconference for meetings is encouraged.
- The Supplier or Contractor must supply all employees with necessary materials to carry out regular disinfections of tools, equipment, and work areas. Where work is being carried out in a facility or area or worksite that does not have a washroom, the contractor or Supplier must provide the necessary equipment to allow for regular handwashing.
- Suppliers and Contractors shall follow all guidance/requirements as issued by the Nova Scotia Medical Officer of Health and Public Health.
- All Contractors and Suppliers must, to the best of their ability, closely self-monitor their health, and if their status changes then they must follow Public Health protocols. (e.g. contact 811)

- Should any contractor or supplier exhibit any symptoms of COVID-19 during the period they are providing services to CBRM, or within the 2 weeks following, they must advise CBRM immediately.



Company Name:

Date:

Work Location:

Name(s) of Employee(s):

2020 novel coronavirus (COVID-19) self-assessment

1. Are feeling unwell with any of the following symptoms:

- Fever, new cough or difficulty breathing (or a combination of these symptoms)?
- Muscle aches, fatigue, headache, sore throat, runny nose or diarrhea?

2. And have experienced any of the following:

- Have you travelled outside of Canada or Nova Scotia in the last 14 days?
- Have you been in close contact (within 2 meters) with someone with a confirmed case of COVID-19?
- Have you been in close contact (within 2 metres) with someone who has returned from another country in the past 14 days and who has a fever higher than 38°C, a new cough or a cough that's getting worse?

If you answered Yes to any of the following, contact 811. CBRM will have to restrict you from entering our buildings to provide service at this time.

If you answered no to all questions above, CBRM requests you to practice the following on our sites:

- Wash your hand with soap and water or hand sanitizer upon entry to our facilities
- Practice social distancing (2m or 6 feet)
- Practice good hygiene practices (coughing into sleeves, etc)