

COLCHESTER-EAST HANTS PUBLIC LIBRARY
REQUEST FOR TENDER
Four-door Hybrid Passenger Van

Tender #11042025, Issue Date: November 4, 2025

Sealed tenders are to be submitted on the bid form provided, in a plain envelope marked "Library Vehicle" along with the tender number, to the administrative offices of:

Colchester-East Hants Public Library
Attention: Samiya Ayaz, Finance Administrator
754 Prince Street
Truro, NS B2N 1G9

no later than 4PM ADT on November 18, 2025.
Late proposals will not be accepted.

1.1 Invitation

The Library invites tenders for the purchase of one (1) New, Four-Door, Hybrid Passenger Van. Note we are not accepting bids on Plug-in Hybrid Electric Vehicles or all-electric vehicles. We are accepting bids on Tariff Free vehicles only at this time.

Bids will be valid for acceptance for 30 days from the closing date.

We may consider a demo model if available.

Vehicles must meet current emission standards.

Preference may be given to Canadian Made products at this time or products that demonstrate at least 50% of manufacturing in Canada. We are also concerned with warranty and parts, ensuring long term common parts are available locally where possible.



Each bidder acknowledges that the Library shall have the right to reject any, or all, tenders for any reason, or to accept any tender which the Library in its discretion deems to provide best value. The lowest, or any, tender will not necessarily be accepted, and the Library shall have the right to:

- (i) accept any tender, including a tender which contains irregularities.
- (ii) accept a tender which is not the lowest tender.
- (iii) reject a tender that is the lowest tender even if it is the only tender received;
- and
- (iv) cancel this tender at any time and for any reason and thereafter issue a new tender or request for proposals, sole source the project or purchase, or do nothing.

The Library reserves the right to consider, during the evaluation of tenders:

- (i) information provided in the tender document itself.
- (ii) information provided in response to enquiries of references set out in the tender.
- (iii) information received in response to enquiries made by the Library of third parties apart from those disclosed in the tender in relation to the reputation, reliability, experience, and capabilities of the bidder.
- (iv) the manner in which the bidder provides services to others.
- (v) the experience and qualification of the bidder's senior management.
- (vi) the compliance of the bidder with the Library's requirements and specifications;
- and
- (viii) innovative approaches proposed by the bidder in the tender.

Arithmetic Corrections:

- (i) The Library reserves the right to make all necessary corrections to arithmetical errors that may be discovered during analysis of the bid. All mathematical calculations within a bid will be checked. In cases of discrepancies between unit prices and the extension calculation, unit prices shall prevail.

The Library also reserves the right to:

- (i) Make public the names of any or all bidders.
- (ii) Request written clarification in relation to bids.
- (iii) Disqualify any bidder whose bid is found to contain inaccuracies or misrepresentations.
- (iv) Waive formalities that do not constitute mandatory submission requirements.

Tender Requirements

1.1 Specifications

Attached as Schedule “A” to this Tender is a list of specifications. All bidders must complete Schedule “A” in its entirety.

1.2 Documentation and Information

Bidders must furnish all descriptive literature, manufacturer’s compliance certificates and all other necessary data on the vehicle.

1.3 Warranty and Options

All available warranty and options shall be itemized with pricing and descriptive literature.

1.4 Cost

Prices quoted must be in Cdn. dollars. All fees and taxes must be included in the bid. **All taxes levied on tires and disposal thereof must be included in the net unit price.** It is the bidder’s responsibility to determine from the appropriate authorities what taxes, rates and charges are applicable to this tender. Bidders who do not provide for the foregoing will have no subsequent claim after the tender award. HST will be listed as a separate line item.

1.5 Additional Information

Tenders will include specifications, pictures of unit, list of included options and accessories, and list of available options with itemized pricing. Proponents should also include any additional information deemed relevant. Dealer parts and service capabilities, model ratings, service history, etc. to be used as part of the evaluation.

Delivery

A Library staff member will pick up the vehicle if available locally (within Colchester County). For purchases outside of Colchester County we will require the vehicles to be delivered to 754 Prince St, Truro NS B2N 1G9 and delivery charges must be included in your bid.

The delivery date stated must be as accurate as possible.

Registration

Safety inspections must be completed before delivery, and proof of safety inspections must be provided.

The Library will be responsible for registering the vehicles. The vehicle will come with a temporary plate when staff pick it up/take delivery.

Inquiries

All questions related to this Request for Tender shall be submitted in writing via email, at least four business days before closing date, only to the attention of:

Samiya Ayaz: sayaz@cehpubliclibrary.ca

Responses to inquiries will be issued in the form of an addendum and posted on the provincial tender site. The source of the question will not be identified in the response. Verbal information shall not be binding upon the Library.

Invoices & Payment:

All invoices are to be forwarded to: Samiya Ayaz, Finance Administrator. 754 Prince St, Truro NS B2N 1G9 or email invoices to: sayaz@cehpubliclibrary.ca

1. Invoices must include a description of the goods and service provided. Invoices must also clearly indicate list price, discount offered and net price, if applicable. Use the tender number as the PO number if one is required.
2. If special payment terms or schedules are required, these must be specified in the Bid; otherwise, the Library's payment terms (net 30 days) will apply.
3. The Library may offset any amount due or owing to the Supplier pursuant to the Agreement against any amounts Supplier owes to the Library, whether pursuant to the Agreement or otherwise.

“Schedule A” Hybrid Passenger Van

These minimum specifications are intended to describe a four-door Hybrid Passenger Van

Specification	Meets	State alternate specification/ Comments
Hybrid	State	
Year, Make and Model	State	
Engine: Maximum 2.5L 4 cylinder	State	
All season Tires installed plus one spare on rim	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Seat coverings	State	
Power driver's seat	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vinyl floors	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Power Windows	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Electric door locks	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Air Conditioning	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Power steering	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Power disc brakes-Anti Lock System ABS	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bluetooth capability	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Backup camera	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Keys - 2 complete sets	<input type="checkbox"/> Yes <input type="checkbox"/> No	

All specifications shown are considered to be a minimum. However, there is a tolerance of +/- 5% on specifications and any specification exceeding those called for shall be given consideration.



Pricing

Prices quoted shall be all-inclusive except for HST (listed separately) and in **Canadian Dollars** only.

Four-Door Hybrid Passenger Van

State Make and Model	
PRICE (before HST)	
HST	
Total	

Country of Origin: _____

Service Location: _____

Delivery Date: _____

NOTE: The Library may also factor in the estimated annual driving costs & cost of ownership when making the decision to award. The award is based on the best overall value to the Library.

Check for changes to this request – before submitting your bid, visit the Provincial Government Web Portal: <https://procurement-portal.novascotia.ca/tenders> or contact our office to see if any Addenda detailing changes have been issued on this tender. Changes may be posted up until the tender closing time. It is the bidders' responsibility to acknowledge and execute **all** Addenda.

Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed. Bids received after the date and time specified shall be rejected. Electronic and facsimile bids are not accepted.

Pursuant to Colchester-East Hants Public Library's ("the Library") Purchasing and Tender Policy, the Library evaluates tenders based on **best value**; in addition, the Library will consider (but not be limited to) the following specific factors in evaluating responses to this Request for Tender: Country of Origin, Tender compliance, specification compliance, past experience working with Library, price, vendor references, warranty, delivery date or delivery charges and true cost to own based on set amount of years.

This Request for Tender is subject to the Library's Purchasing and Tender Policy, a copy of which is attached as Appendix 1.

Addenda

Please sign any addenda and include with your tender submission. We have received and noted the following addenda for TENDER #11042025.

Addendum #	Dated	# Of Pages



I have read and understood all the terms, conditions and specifications stated in this tender document and agree to all these terms, conditions and specifications set forth in TENDER #11042025.

Name of Company bidding	
Address of company	
Province and postal code	
Name of Company rep	
Phone number	
Cell number	
Email address	
HST or GST number	

Signature

Date

Appendix 1: Colchester-East Hants Public Library Purchasing and Tender Policy

Purchasing and Tender Policy

Board Approval Date	April 27, 2021	Implemented	June 1, 2021
Revised		Last Review Date	
		Next Review Date	
Replaces			
Related Documents	Information Technology Recycling and Disposal Plan Policy		

1.0 PURPOSE

The purpose of this policy is to ensure that direction is given, and an equitable process is in place, for the acquisition of goods and services by the Colchester-East Hants Public Library (CEHPL).

It is the policy of the CEHPL Board to acquire goods and services on a competitive basis, and to ensure uniformity of rules and procedures in the purchasing of those goods and services.

2.0 APPLICATION

This policy applies to all purchasing activity of the Colchester-East Hants Public Library effective April 28, 2021.

Leasing of equipment shall be subject to this policy.

This policy does not apply to:

- 1.) The acquisition of materials to be added to circulating collection(s). Acquisition of materials to be added to circulating collections falls under the authorization of the Executive Director and Chief Librarian.
- 2.) Utilities, goods and/or services that are only available through a single source.

The Board reserves the right to exempt a good or service from the provisions of this Policy. Staff may put forward recommendations as appropriate.

3.0 REQUIREMENTS / STANDARDS

3.1 General

3.1.1 The Executive Director and Chief Librarian shall encourage the consolidation and standardization of items used within the departments/branches.

3.1.2 Where possible, consideration will be made for local vendors. Local vendors are defined as Nova Scotia based. See Section 3.5 for further instruction.

3.1.3 The Executive Director and Chief Librarian shall have the right to establish measures of performance for successful bidders and to refuse to accept bids from supplies/contractors who have failed to meet such measures in previous performance of contracts with CEHPL.

3.2 Purchasing Authority

3.2.1 The Executive Director and Chief Librarian is the *Responsible Authority* for the purchase of goods and services for the Colchester-East Hants Public Library subject to the policy and procedure herein. It is the responsibility of the Executive Director and Chief Librarian to ensure that the purchases of goods and services are carried out in accordance with this policy. The Executive Director and Chief Librarian is also considered to have Purchasing Authority for the purpose of this policy.

3.2.2 All other Library staff who have been designated by the Executive Director and Chief Librarian to have purchasing authority shall adhere to this policy.

3.2.3 The Executive Director and Chief Librarian is authorized to make contracts for the acquisition of goods and services for the purpose of carrying on the business of Colchester-East Hants Public Library (hereafter referred to as 'CEHPL'), where the amount of the expenditure does not exceed \$15,000, in any one case, and where such expenditure is included in the approved budget allocation.

3.2.4 Approval of the Regional Library Board is required to purchase goods and services which exceed a value of \$15,000 in any one case.

3.3 Procedures and Thresholds

3.3.1 Informal Purchasing: Where the values of goods and services to be purchased is less than \$5,000, in any one case, formal price comparisons are not required, although from time to time, some comparisons should be done to ensure that the Library is getting the best value for the dollar.

3.3.2 Bid by Invitation: Where the values of goods and services to be purchased exceeds \$5,000 and less than \$15,000, in any one case, bids will be solicited by invitation in written form.

3.3.3 Public Tender: Where the values of goods and services to be purchased exceeds \$15,000, in any one case, public tenders shall be solicited through public advertisement, in accordance with Section 3.4 of this policy.

3.3.4 Emergency Acquisition: Notwithstanding the above, in the case of a pressing emergency, where the delay resulting from inviting tenders or bids may be injurious to the public interest and/or CEHPL's assets, the Executive Director and Chief Librarian may approve the purchase and report it to the Board at the earliest date thereafter.

3.3.5 All threshold dollar amounts are exclusive of tax.

3.3.6 Contract splitting to remain within certain threshold limits or to avoid a competitive process is strictly prohibited.

3.4 Public Tender Process

3.4.1 Specifications

The Purchasing Authority or designate shall prepare specifications for the goods and services to be acquired by public tender (or Request for Proposals as the case may be).

3.4.2 Tender Documents

Tender documents shall normally include the following:

- a) Instruction to bidders, including closing date and time;
- b) Sufficient detail to ensure the scope of work and requirements are clearly understood by bidders;
- c) Project drawings and/or specifications where required;
- d) Evaluation method, criteria, and weighting is required;
- e) Privilege Clause;
- f) General conditions;
- g) Any other details that may be pertinent to the specific Tender not included above.

As per Section 3.4.2 e) - **Privilege Clause**: A statement shall be included in the advertisement stating that the Library Board reserves the right to reject any or all tenders, not necessarily accept the lowest tender, or to accept any tender which it may consider to be in its best interest.

3.4.3 Tender Awarding

A report to the Library Board from the Purchasing Authority is required for all public tenders. It will normally include: the bid amounts, the results of the bid evaluation, and a staff recommendation to the Library Board. The report will be presented at the earliest opportunity to the Board, who will then consider the staff recommendation prior to making a decision on awarding the tender.

3.4.4 The successful bidder shall be notified as soon as practical by phone or e-mail, with a mailed letter following. The unsuccessful bidders are to be notified by e-mail.

3.4.5 In the event that all of the bids received exceed the budgeted appropriation, the Purchasing Authority shall do one of the following:

- a) Cancel the project;
- b) Recommend awarding the tender to the lowest acceptable bidder noting the budget overage in consideration of project importance and priority;
- c) Alter the scope of work and re-issue the public tender;
- d) Undertake negotiations in the scope of the work with the bidder submitting the lowest acceptable tender to reduce or alter the scope.

3.4.6 Supplier Debriefing

At the request of a supplier who submitted a bid, Library personnel will conduct a supplier debriefing session to provide feedback on the evaluation of the public tender. Suppliers

can find out how their proposal scored against published criteria, obtain comments on their bid, and gather information on how future bids may be improved. Supplier bids are not compared to other bids, nor will information on other bids be provided.

3.5 Local Preference Considerations

3.5.1 Based on the principle of best value for the Library, and when deemed to be in their best interest, Library personnel may choose to apply a preference for goods valued below \$15,000 that are manufactured or produced in Nova Scotia, or to restrict the receipt of quotations below \$15,000 to Nova Scotia suppliers. Any such decision made by Library personnel should be based on budget considerations, and shall be approved by the Executive Director and Chief Librarian.

3.5.2 The Purchasing Authority may give preference to purchasing goods and services from local (e.g. Nova Scotia-based) businesses in accordance with the following:

- a) If the goods or services available from a local business are equal in providing the best value to those available from a non-local business, the goods and services from the local business may be purchased;
- b) In evaluating which goods or services offer best value to the Library, the Purchasing Authority may apply a preference of 5% to the price offered by the local business as compared with non-local business, such that the price offered by the local business is adjusted lower by 5% and only for the purposes of evaluating which goods or services offer best value.

3.5.3 All requests for quotations and notices of public tender should state that local preference may apply to the procurement.

3.5.4 In accordance with the *Atlantic Procurement Agreement*, the local preference described above does not apply to the following procurements:

- a) goods that have a value of \$25,000 or greater;
- b) services that have a value of \$50,000 or greater;
- c) construction that has a value of \$100,000 or greater.

3.6 Disposal of Surplus Assets

3.6.1 Where practical, branches/departments shall make Surplus Assets declared by the respective Branch Manager/Department Head available to other branches and/or departments before seeking to dispose them outside of the Library.

3.6.2 As required, Department Heads/Branch Managers shall provide the Executive Director and Chief Librarian with adequate justification prior to asking the Executive Director and Chief Librarian to declare the item as surplus.

3.6.3 The Executive Director and Chief Librarian shall delegate a staff member to arrange for the sale of Surplus Assets that cannot be redistributed internally.

3.6.4 Surplus Assets shall be sold by the most effective means in order to obtain the highest net value for the Library. Sale by public advertisement, auction, or negotiation are authorized methods of disposition of surplus items. Some items may be deemed to be of little or no value and may also be declared surplus and given away to the public or non-profit organizations.

3.6.5 Library personnel and members of the Library Board or their agents shall be permitted to purchase surplus materials that have been publically available for sale for 10 or more business days.

3.7 Professional Services

3.7.1 Professional services generally include auditing, banking, and insurance.

3.7.2 Generally these services will be subject to a Request for Proposals process on a five-year basis. The Executive Director and Chief Librarian is responsible to carry out the RFP process and file a recommendation with the Library Board for awarding the tender.

3.7.3 Generally professional services shall be contracted for no more than a three-year term, with an option to renew for no more than two additional years.

4.0 ACCOUNTABILITY

The Executive Director and Chief Librarian is the *Responsible Authority* for the purchase of goods and services for the Colchester-East Hants Public Library subject to the policy and procedure herein.

It is the responsibility of the Executive Director and Chief Librarian, and all library staff who have been delegated Purchasing Authority, to ensure that the purchases of goods and services are carried out in accordance with this policy.