

To: All interested parties
From: Kayli Barber
RE: RFB No. 20250625 Forklift Supply– Environmental Depot
Date: June 24, 2025

The Chittenden Solid Waste District (District/CSWD) is soliciting bids for the supply of a forklift at the Environmental Depot located at 1011 Airport Pkwy, South Burlington, VT 05403.

Proposed Project Schedule

June 25th 2025	RFB Released
July 11th, 2025, 11:00 AM	RFB Submission Deadline
July 23th or Aug 20th, 2025	Anticipated CSWD Purchase Approval*

LATE SUBMITTALS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

Bids are to be received at the District's office at 19 Gregory Drive, Suite 204, South Burlington, VT 05403 or by email to kbarber@cswd.net no later than **11:00 AM on July 11th, 2025**.

LATE SUBMITTALS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

Proposal packages must be sealed and marked clearly with the Respondent's name and with the phrase **"RFB No. 20250625 Forklift Supply– Environmental Depot."** Respondents are to adhere to all submittal requirements; failure to do so could result in disqualification. The District sincerely appreciates each party's efforts in responding to this RFB and looks forward to receiving your submittals.

REQUEST FOR BID NO. 20250625
Forklift Supply– Environmental Depot

1.0 BID INSTRUCTIONS

One (1) copy of the written Bid or a full emailed bid must be delivered to the District no later than 11:00 AM on July 11th, 2025. We cannot evaluate proposals received after this time. Proposal containers must be sealed and clearly and conspicuously marked on the outside with the Respondent's name and identified as follows: **RFB No. 20250625 Forklift Supply– Environmental Depot**. No blame shall be attached to any District employee for opening any bid not so marked. Address bids to:

Kayli Barber, Construction Project Manager
Chittenden Solid Waste District
19 Gregory Drive, Suite 204
Burlington, VT 05403

-or-

kbarber@cswd.net for full emailed bid

There will be no public opening or reading of responses received. Competition is intended. It is the District's intent that this RFB shall permit competition. It shall be the Respondent's responsibility to advise the CSWD Executive Director in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFB to a single source. Such notification must be received by the CSWD Executive Director not later than ten (10) days prior to the date set for proposals to close.

*The Bids shall be considered valid for a period of at least ninety (90) days and must contain a statement to that effect. The Bid must contain the name, address, and telephone number of an individual or individuals with authority to commit to all provisions of this RFB during the period in which the District is evaluating the Bids. The Respondent shall bear all costs related to this RFB.

Any proposed deviations from the Equipment Specifications must be clearly noted.

The bid shall include costs, specifications, details, and documentation complete with accessories and available options, that meet the Specifications.

All bids received will be held confidential until a vendor is selected.

Bids must include the following sections in the following order:

- I. Cover Letter
- II. Statement of Authorization
- III. Statement of Service
- IV. Delivery and Installation Timeline

V. Proposed Cost Estimate
VI. Other Pertinent Information
VII. Appendices

1.1 Cover Letter

The cover letter must contain:

- Your company's name, location, and contact information
- An acknowledgement of receipt of this RFB and all addenda. This also confirms your understanding that all RFB conditions may be incorporated into any resulting contract.
- A statement that the Bid will remain in effect for ninety (90) days following the District's receipt of your bid.
- An affirmation that all information in your bid is factual and accurate. Note that any deliberate misrepresentation of facts may lead to your dismissal from consideration from this RFB.
- The signature of an individual who is authorized to bind the Respondent contractually.

1.2 Statement of Authorization

This section of the Bid should contain a statement verifying the Respondent is either the owner of the proposed equipment or an authorized dealer of the equipment being bid.

1.3 Statement of Service

Equipment reliability and quality of equipment service are very important. This section of the Bid should contain a statement verifying the Respondent can provide certified service technicians, maintains a significant domestic parts inventory, and can provide onsite service for both routine maintenance and non-routine breakdown service for the Bid equipment. In the event the owner of the bid equipment is not a sales dealer please indicate the service provider used to maintain the bid equipment.

1.4 Delivery Timeline

See statement of work for requirements for delivery. This section of the Bid should clearly state the expected delivery timeframe for equipment once a contract is awarded. Please include any anticipated delays and their causes. Also, note any manufacturing requirements that must be met before delivery. Finally, provide an installation plan in coordination with the site contractor.

1.5 Proposed Cost Estimate

The Cost Estimate must be comprehensive, including the following:

- Bid price of equipment proposed
 - Bid price shall include all costs and fees; upon award of purchase the Bid price will be the amount paid.
- Include all municipal discounts in conjunction with any and all dealer or factory incentives or discounts

- CSWD is a tax-exempt municipality

1.6 Other Pertinent Information

In addition to proposed cost estimate, provide the following:

- Manufacturer's specifications
- Capacity
- Wheelbase
- Load Center
- Standard Features provided
- Options and cost for options
- Trade-In Value for Equipment Offered in Bid (CSWD reserves the right not to accept trade-in)
- Warranty and Support (service and maintenance; training; spare parts availability)

1.7 Appendices

Respondents may include any information not solicited that the Respondent believes to be relevant and important to the understanding of the Bid. Unnecessary attachments are strongly discouraged.

2.0 EVALUATION AND SELECTION PROCESS

2.1 Evaluation Criteria

The following factors will be considered by the District regarding award of this RFB. Although some factors are more important than others, all factors are considered necessary:

- Delivery and Installation Schedule 25%
- Quality of Equipment Service and Support 25%
- Bid Cost 50%

3.0 FORKLIFT SPECIFICATIONS

3.1 General Requirements

This request seeks proposals for a single, new internal combustion (IC) forklift to replace two existing units. A used model with low use is acceptable and respondents are encouraged to submit bids for both used and new models for consideration by the District.

3.2 Trade in units

The following units are available for trade-in. Respondent to provide a trade-in value for these units. Pictures of units are included as an attachment to the RFP.

3.2.1 2000 Toyota 5FGC15

3.2.2 2008 Toyota 7FGCU20

3.3 Desired Core Specifications

- 3.3.1 Capacity: Minimum 4,000 lbs (2,000 kg) nominal lifting capacity.
- 3.3.2 Power Source: Internal Combustion (IC) engine, suitable for LPG operation.
- 3.3.3 Tire Type: Cushion tires, suitable for indoor, smooth surface applications.
- 3.3.4 Mast Type & Lift Height: Triple-stage (3-stage) mast with a minimum lift height of 169 inches.
- 3.3.5 Fork Length: Standard 42-inch (1070 mm) forks.

3.4 Operational & Safety Features

- 3.4.1 Attachments: Integrated side-shift carriage.
- 3.4.2 Safety Lighting: Full lighting package including headlights, taillights, and amber strobe light.
- 3.4.3 Warning Systems: Audible backup alarm and horn.
- 3.4.4 Operator Presence System: System to disable travel and/or hydraulic functions when the operator is not seated.
- 3.4.5 Ergonomics: Adjustable, full-suspension operator seat with seatbelt, and intuitive controls.

3.5 Maintenance, Durability, and Compliance

- 3.5.1 Hour Meter: Digital hour meter.
- 3.5.2 Maintenance Access: Design facilitating easy access for routine maintenance.
- 3.5.3 Durability: Robust construction suitable for industrial use.
- 3.5.4 Compliance: Must comply with all applicable safety and emissions regulations.

3.6 Additional Desired Features for New Unit

1. Performance

- a. Ignition & Electrical: Distributor-less ignition (DLI), alternator with built-in regulator.
- b. Transmission: Automatic transmission with oil cooler, full-floating powertrain, electric shift control.
- c. Display: LCD multi-function display providing data log, fuel, operation information, various hour meters, temperature, fuel gauge, and warning indicators.

2. Support

- a. Stability Systems: Includes advanced stability systems and operator presence sensing systems.

- b. Safety Features: Bolt-on overhead guard, key lowering interlock, high-durability electric horn, neutral start safety switch, asbestos-free components, LED headlights.
- c. Speed Control: Single touch maximum speed limitation, low speed setting, and general speed control.
- d. Power Management: Key off/headlight off system.
- e. Maintenance Components: Low-maintenance battery, large-capacity engine-cooling fan, robust air cleaner with high positioned external air intake, fully sealed air intake system, self-adjusting brakes.
- f. Security: Anti-restart ignition key switch.
- g. Controls: Load-sensing hydrostatic power steering, independent brake & inching pads, cowl-mounted hydraulic control levers, foot-activated parking brake.
- h. Seating & Adjustability: one-way automatic fork leveling.
- i. Checks: Air cleaner discharge valve, dash-mounted brake fluid level check.
- j. Maintenance Intervals: Extended engine oil/filter maintenance intervals (e.g., 1000 hours).
- k. Filter Access: Externally mounted hydraulic oil return filter.

3. Optional Equipment (Provide Pricing as available)

- a. Performance Enhancements: Travel speed/acceleration control system, hydraulic accumulator.
- b. Lighting: LED front combination lights, LED rear combination lights, strobe lights.
- c. Protection: Rustproof specification, plate fin radiator, radiator screen, tilt cylinder boots, standard steel cab, drive-in OHG.
- d. Storage & Convenience: Fire extinguisher, step-mounted toolbox with cover, rearview mirrors.
- e. Alarms: Back up alarms, LPG low-fuel warning light & alarm.
- f. Tires: Wide tread tires, non-marking tires.
- g. Fuel System: Fuel system configurations with swing-out tank bracket & one-touch latch system (UL-LP, UL-LPS), swing-down LPG tank bracket.
- h. Electrical: High-capacity 80-amp alternator with built-in regulator.
- i. Safety Interlocks: Seatbelt Interlock.
- j. Air Intake: Pre-cleaner for air intake.

Any deviations, which do not meet these minimum specifications, must be noted in the bid

Bids shall include:

- Bid price for offered forklifts and standard features
- Bid price for options, list separately
- Items requested in Section 1.0 Bid Instructions.

4.0 SELECTION PROCESS

During the evaluation process, CSWD reserves the right to request additional information and/or clarifications and to further negotiate the price proposal. The Evaluation Committee reserves the right to make a recommendation for contract award based on the evaluation criteria and make the recommendation directly from the evaluation of the written Bids. Final selection will be made by the Executive Director, in accordance with District procurement policies. No firm awarded a contract will be guaranteed any minimum amount of work or any work at all.

5.0 DISTRICT RIGHTS

This RFB does not commit the District to contract with any Vendor nor does it commit the District to an exclusive agreement with the Vendor for these services. The District reserves the following rights:

- To withdraw this RFB at any time;
- To reject any and all Bids or Respondents;
- To modify the RFB or to issue subsequent RFBs at the District's sole discretion;
- To postpone award of the contract;
- To accept the Bid that the District finds to be the most advantageous and/or beneficial to the District;
- To negotiate the Bid to further refine, clarify, amend, or expand any and all aspects of the Bid;
- To accept Bids that do not offer the lowest cost;
- To waive any informalities or technicalities in any Bid; and
- To apply any additional rights as may be allowed under applicable purchasing laws and rules.

5.1 CONFLICT OF INTEREST

A Respondent submitting a Bid thereby certifies that: No officer, agent, or employee of the District has a pecuniary interest in the Bid or has participated in contract negotiations on the part of the Respondent; that the Bid is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same call for Bid; and, the Respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm. Further, no person or firm who is listed as a Subcontractor shall be eligible to become a qualified Respondent in the same solicitation.

5.2 BILLING PROCEDURES

Final billing procedures shall be negotiated prior to the execution of the contract. Invoices minimally will contain the Firm's name, address and phone number; date; and a task/work order description including task name, Employee/Subconsultant hours utilized per task, equipment and materials with markups and amount billed. Invoices shall be paid by the District within thirty (30) days of receipt of an acceptable invoice for goods and/or services that have

been received and accepted. All direct expenses (excluding administrative overhead and incidentals referenced above) shall be billed at cost.

Firm may bill for materials delivered on site with invoice of materials delivered and CSWD verifying that materials have been delivered to the site in a secure location and properly stored prior to use. Coordinate materials deliveries with CSWD.

5.3 LIABILITY WAIVER

The Respondent must agree to waive any and all claims against the District for any loss or injury incurred while on the District's property during the period of the contract.

6.0 RFB QUESTIONS

Any technical questions concerning the Specifications must be received in written form and will be accepted until 11:00 AM on July 5th, 2025. All written questions should be addressed to:

Kayli Barber
kbarber@cswd.net
Chittenden Solid Waste District
19 Gregory Drive, Suite 204
South Burlington, VT 05403

Written questions may be transmitted by mail, however, please note e-mail is the preferred method of question submission. The District will not be responsible for information that is not received, and it is Respondent's responsibility to confirm our receipt of the questions. Please note that questions will not be answered over the telephone. Written responses to all substantive questions will be forwarded to all prospective Respondents in advance of the submittal deadline.