

**To: All interested parties**  
**From: Josh Tyler, Director of Operations**  
**RE: RFB No. 20200813 Internal Combustion Lift Truck Purchase**  
**Date: August 12, 2020**

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The Chittenden Solid Waste District (District) is hereby requesting the submission of bids for the purchase of **two** Internal Combustion Lift Trucks, RFB No. 20200813 Internal Combustion Lift Truck Purchase. All respondents must offer the option of an equipment demonstration for evaluation of their proposed Model onsite at CSWD’s Materials Recovery Facility (MRF), 357 Avenue C, Williston, Vermont 05495

**Proposed Project Schedule**

<b>August 13</b>	<b>RFB Released</b>
<b>August 21, 4:00 PM</b>	<b>RFB Submission Deadline</b>
<b>August 24</b>	<b>Bid Selection</b>
<b>August 26</b>	<b>CSWD Board of Commissioners Approval</b>

**LATE SUBMITTALS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**

Bid packages must be sealed and marked clearly with the Respondent’s name and with the phrase “**RFB No. 20200813 Internal Combustion Lift Truck Purchase**”. 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.

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**REQUEST FOR BID NO. 20200813  
FOR  
Internal Combustion Lift Truck Purchase**

**1.0 BID INSTRUCTIONS**

Bidders are welcome to submit more than one bid if desired. Two (2) copies of the written Bid must be delivered to the District no later than 4:30 PM on August 21, 2020. Bids received after this time will not be considered and will be returned unopened to the Respondents. Bid containers must be sealed and clearly and conspicuously marked on the outside with the Respondent's name and identified as follows: **RFB No. 20200813 Internal Combustion Lift Truck Purchase**. Emailing a bid is an acceptable form of submission; please include the bid reference in the subject line. No blame shall be attached to any District employee for opening any Bid not so marked. Bids should be addressed to:

Josh Tyler, Director of Operations  
Chittenden Solid Waste District  
1021 Redmond Road  
Williston, VT 05495  
jtyler@cswd.net

**There will be no public opening or reading of responses received. Bids can be physically left on site in the entrance way of the District Administrative Office as the office is closed to the public due to COVID19**

The Bids shall be considered valid for a period of at least sixty (60) 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, design, specifications, details and documentation for two Internal Combustion Lift Trucks, that meet the Equipment 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. Statement of Delivery
- V. Proposed Cost Estimate
- VI. Appendices

Bids must be complete and marked clearly with the name of Respondent. The District considers straightforward and simple Bids to be most effective. Elaborate and extraneous materials are strongly discouraged. In keeping with the District's mission, please double side the Bid wherever practicable.

### **1.1 Cover Letter**

The cover letter must contain:

- Respondent's name, Company name and location, and contact information;
- An acknowledgment of receipt of this RFB, all RFB addenda (if any), and a statement that it is understood that all conditions contained in this RFB can be incorporated into any resulting contract;
- A statement that the Bid will remain in effect for sixty (60) days after receipt by the District;
- A statement affirming that all information contained in Respondent's Bid is factual and is accurate (deliberately misrepresenting facts will be grounds for dismissal from consideration on this RFB); and
- 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 an authorized dealer of the equipment being bid.

### **1.3 Statement of Service**

The CSWD Materials Recovery Facility is a high-volume processing and production facility. 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.

### **1.4 Statement of Delivery**

This section of the Bid should contain a statement indicating the expected time frame of delivery upon award of purchase for the Bid equipment and should note any anticipation of delays and the cause of such delays.

### **1.5 Proposed Cost Estimate**

The Cost Estimate must be comprehensive, including the following:

- Price of equipment proposed
  - The Bid price shall include all costs and fees; upon award of purchase the Bid price will be the amount paid.
  - Include as an additional line item any credit, trade in, or scrap value for the existing:
    - 2010 Toyota 8FGU25 VIN 31888
    - 2015 Toyota 8FGU25 VIN 68460
- Optional equipment priced individually

- Include all municipal discounts in conjunction with any and all dealer or factory incentives or discounts
- CSWD is a tax-exempt municipality

### **1.6 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 Schedule            | 10% |
| • Quality of Equipment Service | 30% |
| • Bid Cost                     | 60% |

## **3.0 EQUIPMENT SPECIFICATIONS**

### **3.1 Equipment Requirement**

Each internal combustion lift truck shall be new and unused, the latest current model in production, and have all standard equipment normally furnished on such models. All equipment shall be constructed of heavy-duty industry standard materials and components.

- Respondent shall provide all components required for **TWO NEW**, complete and fully functional internal combustion lift trucks suitable for operation at the District’s Material Recovery Facility.
- Each Model bid shall be supplied with any optional and ancillary equipment as necessary to meet the requirements of this specification.
- Notwithstanding the details presented in these specifications, it is the responsibility of the bidder to verify the completeness of material lists and suitability of devices to meet the intent of the specifications. Any additional equipment or service required, even if not mentioned herein, shall be provided by the bidder without claims for additional payment. It is to be understood that two fully functional operating units satisfactory to the user are required.

### **3.2 Equipment Specifications**

#### **General:**

- New, current production model
- Pneumatic Tires
- LP Gas Powered, - UL type “LP” Rating
- 3-way catalytic muffler system
  - Conforms to Federal EPA regulations and California ARB for off-road large spark ignited engines

- Automatic control rear stabilizer
- Active mast function controller
- Automatic fork leveling
- Adjustable seat with seat belt
- Forks: 54" x 5" x 1.8" – Class III
- Load Backrest: 48"
- Speed
  - Travel: 11 mph
  - Lift speed 100 fpm (minimum)
- Automatic Transmission
  - 1 speed forward
  - 1 speed backward
- Steering: hydrostatic power steering with tilt steering column
- Tilt: 6 degrees forward and 6 degrees backwards
- 42" Hang-on Sideshifter (includes 3<sup>rd</sup> function internal hosing)
- ITA Hook Type, 42" Carriage

**Mast:**

- 3-stage (FSV)
- Maximum height: 187"
- Overall lowered height: 89.5"
- Free lift 41.5" with standard load backrest

**Lifting Capacity:**

- Base Model Capacity - 6,000 lbs. at 24" load center
- Actual Capacity – 5600 lbs. at 24" load center to 187" MFH

**Wheels and Tires:**

- Front tires: 28x9-15-12 PR (solid pneumatic)
- Back tires: 6.50-10-10-PR (solid pneumatic) including rear side ring wheels

**Additional:**

- LED Strobe Light (amber)
- Back Blue Light (Key On/Off)
- Forward Blue Light (Key On/Off)
- Rear view mirrors (left & right side)
- Back-up alarm
- Rear assist grip with horn button
- Battery disconnect
- 33 lbs. LP steel tank

**Warranty:**

- The bidder shall, as part of its Bid, furnish the standard manufacturer’s warranty for all goods to be furnished hereunder
- Extended warranties: prefer 5 year (please provide as a line item cost)

**4.0 TERMS AND AGREEMENTS**

**4.1 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.

**4.2 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.

**4.3 BILLING PROCEDURES**

Final billing procedures shall be negotiated prior to the execution of the contract. Invoices minimally will contain the Respondent’s name, address and phone number; date; and a work order summary including amount approved, amount billed, amount remaining to date. 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.

**4.4 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.

## **5.0 RFB QUESTIONS**

Any questions concerning the Specifications must be received in written form and will be accepted until 2:00 P.M. on August 14. All written questions should be addressed to:

Josh Tyler, Director of Operations  
[jtyler@cswd.net](mailto:jtyler@cswd.net)  
Chittenden Solid Waste District  
1021 Redmond Road  
Williston, VT 05495

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.