



ADMINISTRATIVE OFFICE  
1021 Redmond Road  
Williston, VT 05495

EMAIL [info@cswd.net](mailto:info@cswd.net)  
TEL (802) 872-8100

[www.cswd.net](http://www.cswd.net)

**To: All interested parties**  
**From: Tim Shea, Project Manager**  
**RE: Request for Bid (RFB) No. 20210210 Stacking Conveyor Purchase**  
**Date: February 10, 2021**

---

The Chittenden Solid Waste District (District) is hereby requesting the submission of bids for the purchase of one stacking conveyor, RFB No. 20210210 Stacking Conveyor Purchase. The application is stacking compost and topsoil from a fines discharge conveyor off a screener at CSWD's Organics Diversion Facility (ODF), 1042 Redmond Road, Williston, VT.

**Proposed Project Schedule**

<b>February 10<sup>th</sup></b>	<b>RFB Released</b>
<b>February 16<sup>th</sup> 2:00 PM</b>	<b>RFB Submission Deadline</b>
<b>February 18<sup>th</sup></b>	<b>Bid Selection</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. 20210210 Stacking Conveyor 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.

## TABLE OF CONTENTS

SECTION	PAGE
1.0 BID INSTRUCTIONS	3
2.0 EVALUATION AND SELECTION PROCESS	5
3.0 EQUIPMENT SPECIFICATIONS	5
4.0 TERMS AND AGREEMENTS	6
5.0 QUESTIONS	7

**REQUEST FOR BID NO. 20210210  
For Stacking Conveyor Purchase**

**1.0 BID INSTRUCTIONS**

Bidders are welcome to submit more than one bid if desired. One (1) copy of the written Bid must be delivered to the District no later than 2:00 PM on February 16, 2021. 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. 20210210 Stacking Conveyor Purchase. Emailing a bid is an acceptable and preferred 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  
[jtyler@cswd.net](mailto:jtyler@cswd.net)  
Chittenden Solid Waste District  
1021 Redmond Road  
Williston, VT 05495

**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. Bids may also be emailed to [jtyler@cswd.net](mailto:jtyler@cswd.net).**

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, specifications, and documentation for one stacking conveyor, 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 practical.

### **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 exact (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 or broker of the equipment being bid.

### **1.3 Statement of Service**

The CSWD Organics Diversion 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 whether 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. If a broker, a statement expressing the extent of your services after the purchase of 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 all municipal discounts in conjunction with any and all dealer or factory incentives or Sourcewell discounts or other 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:

- |                         |     |
|-------------------------|-----|
| • Parts Availability    | 20% |
| • Lead-time of Delivery | 20% |
| • Bid Cost              | 60% |

## **3.0 EQUIPMENT SPECIFICATIONS**

### **3.1 Equipment Requirement**

The stacking conveyor may be used with minimal wear or new and all equipment shall be constructed of heavy-duty industry standard materials and components.

- Respondent shall supply all components required for one, complete and fully functional stacking conveyor suitable for operation at the Organics Diversion Facility.
- The bid shall be supplied with any optional and ancillary equipment as necessary to meet the requirements of this specification. If not, exceptions should be clearly noted in Bid response.

Notwithstanding the details presented in these specifications, it is the responsibility of the bidder to verify the completeness of material lists and suitability of equipment to meet the intent of the specifications. Any added equipment or service required, even if not mentioned herein, shall be provided by the bidder without claims for additional payment.

### **3.2 General Specifications to be included on the proposed unit**

- Minimum 30" X 60', maximum 36" X 80' portable radial stacking conveyor
- Frame construction of 30" deep truss/lattice type
- Heavy-duty truck assembly with tires and offset rim sets, supported with structural steel framework and pivotal axle ends.
- Idlers a minimum of 4" diameter 35-degree CEMA B toughing idlers for 4' spacing and 4" diameter CEMA B return idlers on 10' spacing.
- Belt is 30-36" 220 PIW. 2-ply conveyor belt with minimum 1/8" X 1/16" covers with mechanical splice/fasteners
- Belt drive is minimum 15hp.
- Minimum 16" diameter head pulley and 14" diameter wing tail pulley with OSHA approved guarding
- Receiving hopper minimum 5' loading trough with rubber flashing

- Guarding as necessary for safe operation of equipment
- Paint includes one coat of primer and two finish topcoats
- Include delivery to Williston, Vermont 05495

### **3.3 Additional options to be quoted separately:**

- Powered travel motor and reducer for drive or radial wheels
- Belt cleaner on head pulley of conveyor

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

Bids shall include:

- Manufacturer's specifications
- Description of condition to include run hours and photos if equipment proposed is used
- Cost for purchase for:
  - Bid price for stacking conveyor
  - Optional items requested separately:
    - Power travel motor or radial wheels
    - Belt cleaner
- Delivery schedule
- An original full bid package (electronic version preferred)
- Service rates, locations, and capabilities (if applicable)

## **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**

Billing Procedures shall be one lump sum payment with a minimum, 30-day term to be processed upon physical delivery of equipment and final acceptance of equipment. All delivered equipment shall be inspected by the District and will not be approved until required Equipment Specifications are verified. Payment will be processed upon delivery and acceptance of equipment verification.

**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 3:30 P.M. on February 12th. All written questions should be addressed to:

Dan Goossen  
[dgoossen@greenmountaincompost.com](mailto:dgoossen@greenmountaincompost.com)  
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 sent to all prospective Respondents in advance of the submittal deadline.