



ADMINISTRATIVE OFFICE
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To: All interested parties
From: Tim Shea, Project Manager
RE: RFB No. 20211230 Scale House and Garage Renovations
Date: December 30, 2021

The Chittenden Solid Waste District (District/CSWD) is hereby requesting the submission of bids for renovations of a scale house and garage at our Organics Diversion Facility (ODF) in Williston, VT per RFB No. 20211230 Scale House and Garage Renovations. The property is located at 860 Redmond Road, Williston, Vermont.

Proposed Schedule

December 30th	RFB Released
January 3rd – 11th	Walkthrough Appointment Window
January 14th	Question Submission Deadline
January 20th 2:00 PM	RFB Submission Deadline
January 25th	Bid Selection
January 27th	CSWD Approval
February 2022	Earliest Start of Scope Date

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. 20211230 Scale House and Garage Renovations**”. Respondents are to adhere to all submittal requirements; failure to do so could result in disqualification.

The District 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. 20211230 SCALE HOUSE AND GARAGE RENOVATIONS

1.0 **BID INSTRUCTIONS**

One hardcopy or emailed Bid per instructions must be delivered to the District no later than 2:00 PM on January 20th, 2022. Bids received after this time will not be considered. Bid containers must be sealed and clearly and conspicuously marked on the outside with the Respondent's name and identified as follows: **RFB No. 20211230 Scale House and Garage Renovations. 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:

Tim Shea, Project Manager
tshea@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 at the District Administrative Office, 1021 Redmond Road, Williston, VT 05495. Bids may also be emailed to tshea@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 the 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 Specifications must be clearly noted. All bids received will be held confidential until a vendor is selected.

Bids must be complete and marked clearly with the name of the 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.

Bids should 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.
- Provide a minimum of three commercial references for a scope similar to this RFB.

The Cost Estimate must be comprehensive, including a breakout for:

- New addition
- Flooring
- Bathroom renovations
- Lighting
- Garage renovation and roll-up door relocation
- Other scopes as specified

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

1.4 Proposed Timeline

This section of the Bid shall include a proposed timeline to complete the work, the District understands that the timeline may be subject to change. It is the District's intention to have the work for the garage demolition completed no later than March 15th.

1.5 Proposed Cost

The District's preferred contract payment structure is an hourly fee for service, the estimated number of hours to perform the project, and material cost estimate with a **not-to-exceed maximum limit**. The proposed cost shall meet all requirements of the 3.0: Scope of Services Specifications.

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:

- | | |
|----------------------------------|-----|
| • Installation Schedule | 20% |
| • References/Quality of Response | 20% |
| • Bid Cost | 60% |

3.0 Scope of Services Specifications

3.1 Requirements

This renovation is to accommodate a new scale house and office for our ODF staff and shorten the existing garage to make space for an access road and truck scale. This space is part of the reconfiguration of our Green Mountain Compost operation where we collect food scraps for making soil products. The Contractor shall have full and complete responsibility for job site safety and shall

perform all work in full conformance with all Federal, State, VOSHA, OSHA, and local safety regulations. We have included a draft drawing of the scale house as a reference in this bid package. Notwithstanding the details presented in these specifications, it is the responsibility of the bidder to verify the completeness of material and suitability of products and services to meet the intent of the specifications. Any added materials or service required, even if not mentioned herein, shall be provided by the bidder without claims for additional payment.

3.2 General Specifications

Scale House Renovation

- Build ADA compliance ramp across the back of building to scale operator space with railing and opening to scale.
- Build out new fully insulated scale operator space including demoing the existing exterior wall adding 7' of finished space on the pad, new windows on the front, new support header, ADA compliant exterior door.
- Cut a new ADA compliant door opening into the house in an existing closet.
- Add new 3 x 3 window into a southeast corner office.
- Demo closets in two back offices - leave existing short wall with thermostat/electrical
- Demo and move existing wall approximately 3' for hallway bathroom with ADA compliant shower and sink.
- Demo chimney shelf and base to flush, encapsulate in drywall.
- Install new industrial flooring in all unfinished floors
- Install similar hardwood flooring in all offices (only where needed due to closet removal, etc.)
- New light fixtures throughout (provide allowance per fixture)
- Add washer and dryer connection downstairs

Garage Renovation

- Remove the 24' of the east end of the garage and finish wall to a similar finish as existing siding, insulation, and interior finish.
- Remove concrete floor and foundation in this removed area
- Relocate the rollup door to the east side of the building
- Disconnect water/sewer source

3.3 Extent of Work

- Provide all labor, material, tools, equipment, safety measures, and supervision necessary to complete the installation as specified herein and in accordance with the most current specifications and details.
- The District will provide a container for waste to be disposed of based on product type.
- The contractor shall be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job site conditions that will affect their work.
- The contractor shall be fully insured and shall meet Chittenden Solid Waste District's requirements included within these Bid documents.

- The contractor is responsible for attaining applicable local and state permits for all described work (if applicable).
- The District is looking for this work to be completed no later than the end of April 2022.

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

Bids shall include (as indicated in Section 1):

- Specifications being proposed to fulfill the requirements.
- Tentative work performance schedule
- One original Bid package with pricing breakout
- Three commercial references for similar scope of work being proposed.

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 the 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 split the Bid and issue an order for only one site.
- 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 completed installation and final acceptance of work performed. All workmanship shall be inspected by

the District and will not be approved until required 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.

4.5 INSURANCE COVERAGE

The Respondent, prior to contract execution, will be required to submit a valid, currently dated Certificate of Insurance satisfactory to the District as evidence that the Contractor is adequately insured throughout the period of the contract by a recognized and responsible insurer authorized to do business in Vermont. Minimum limits include:

- Comprehensive General Liability, \$2,000,000 Combined Single Limit; and
- Automobile Liability, \$1,000,000 Combined Single Limit; and
- Workers' Compensation Coverage as required by Vermont State law.

The Certificate of Insurance should name the District as an additional named insured. Any exclusions or exceptions to the types of claims and amounts which may be collected against a legitimate claim must be clearly delineated. The insurer will be required to provide the District with notification of any cancellation or change in the insurance coverage during the period of the contract between the Contractor and the District. Such notification must be made not less than thirty (30) days prior to the date said cancellation or change becomes effective.

Failure to maintain the insurance required may be cause for immediate termination of the contract by the District.

4.6 PUBLIC RECORDS

Any and all records submitted to the CSWD, whether electronic, paper or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of CSWD. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the CSWD considered as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections that are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

5.0 RFB QUESTIONS AND WALKTHROUGH

Any questions concerning the Specifications must be received in written form and will be accepted until January 14th. All written questions should be addressed to:

Tim Shea, Project Manager
(802) 872 -8100 ext. 215
tshea@cswd.net

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.

A walkthrough appointment can be scheduled at 860 Redmond Road by contacting Tim Shea tshea@cswd.net. A walkthrough must be scheduled between January 3rd – 11th.