



ADMINISTRATIVE OFFICE
1021 Redmond Road
Williston, VT 05495

EMAIL info@cswd.net
TEL (802) 872-8100

www.cswd.net

TO: All Interested Parties
From: Nola Ricci
RE: RFP No. 20200826– POS System
Date: August 25, 2020

Attached, please find this Request for Proposal (RFP) No. 20200826, issued by the Chittenden Solid Waste District (the District, CSWD), for the purchase of a Point-of-Sale (POS) System. Proposals shall include the delivery, set-up, initial start-up and comprehensive training for the facility operators, administration, and any other employee with access to the POS. All respondents must offer the option of a software demo for evaluation.

Proposed Procurement Schedule

August 26, 2020	RFP Released
August 31, 2:00 PM	RFP Questions Submitted
September 14, 4:00 PM	RFP Submission Deadline
September 18, 2020	Proposal Selection
September 27, 2020	CSWD Board of Commissioners Approval
November 30, 2020	POS Implementation complete

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 “Proposal No. 20200826 Enclosed: POS System Procurement”. 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 RFP and looks forward to receiving your submittals.

TABLE OF CONTENTS

SECTION	PAGE
1.0 INTRODUCTION	3
2.0 BACKGROUND AND GENERAL INFORMATION	3
3.0 PROPOSAL INSTRUCTIONS	4
4.0 EVALUATION AND SELECTION PROCESS	6
5.0 SCOPE OF WORK	6
6.0 EQUIPMENT SPECIFICATIONS	7
7.0 GENERAL SPECIFICATIONS	8
8.0 TERMS AND AGREEMENTS	8
9.0 QUESTIONS	10

1.0 INTRODUCTION

The Chittenden Solid Waste District (the District, CSWD) hereby solicits proposals from qualified Respondents to provide purchase, delivery, set-up, initial start-up and comprehensive training for the facility operators and administration regarding Point of Sale system operation. Proposals are sought from manufacturers, partnerships or firms that have experience in Point of Sale installation and technical expertise for a transfer station or solid waste district. The Respondent's Proposal must be organized according to the outline set forth in Section 3.0 PROPOSAL INSTRUCTIONS of this RFP.

2.0 BACKGROUND AND GENERAL INFORMATION

CSWD was created in March 1987 by the Vermont State Legislature as part of Act 78, Vermont's first solid waste law. Under this law, solid waste districts formed throughout the State to find regional solutions to solid waste disposal issues by providing for the efficient, economical, and environmentally sound management of solid waste generated by residents and businesses within its member towns and cities. CSWD is the largest solid waste district in the State of Vermont, serving 18 communities with a combined population of approximately 165,000. It is essentially a municipality, a public, tax-exempt entity with a distinct legal existence from the State (not a department or agency of state government) and with accompanying statutory authorities granted. The District is responsible for managing activities such as source reduction, recycling, composting, waste processing facilities, and caring for three closed landfills. The District's mission is to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective and economical manner.

The District owns or owns and operates several facilities: the Organics Diversion Facility (aka Green Mountain Compost), a Materials Recovery Facility (MRF), a household hazardous waste processing facility known as the Environmental Depot, and seven Drop-Off Centers at various locations in Chittenden County.

3.0 PROPOSAL Instructions

Respondents are welcome to submit more than one proposal if desired. Three (3) copies of the written proposal must be delivered to the District no later than 4:00 PM on September 14, 2020. Proposals received after this time will not be considered and will be returned unopened to the Respondents. Proposal containers must be sealed and clearly and conspicuously marked on the outside with the Respondent's name and identified as follows: **PROPOSAL No. 20200826 Enclosed: Point of Sale System Procurement**. Emailing a proposal is an acceptable form of submission; please include the proposal reference in the subject line. No blame shall be attached to any District employee for opening any proposal not so marked. proposals should be addressed to:

Nola Ricci, Director of Finance
Chittenden Solid Waste District
1021 Redmond Road
Williston, VT 05495
nricci@cswd.net

There will be no public opening or reading of responses received.

The proposals shall be considered valid for a period of at least sixty (60) days and must contain a statement to that effect. The proposal must contain the name, address, and telephone number of an individual or individuals with authority to commit to all provisions of this RFP during the period in which the District is evaluating the Proposals. The Respondent shall bear all costs related to this RFP.

Any proposed deviations from the Scope of Work, Equipment Specifications, or General Specifications shall be clearly noted.

The proposal shall include costs, design, specifications, details and documentation for a straddle type windrow turner, that meets the Equipment Specifications.

It is the District's requirement to have the awarded Respondent oversee comprehensive training for the facility operators regarding windrow turner operation and maintenance.

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

Proposals must include the following sections in the following order:

- I. Cover Letter
- II. Introduction
- III. Project Understanding
- IV. Statement of Qualifications
- V. Project Management and Coordination
- VI. Appendices

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

3.1 Cover Letter

The cover letter must contain:

- Identification of the Respondent;
- Identification of Respondent's key staff members proposed to be involved in the project;
- An acknowledgment of receipt of this RFP, all RFP addenda (if any), and a statement that it is understood that all conditions contained in this RFP can be incorporated into any resulting contract;
- A statement that the Proposal will remain in effect for sixty (60) days after receipt by the District;

- A statement affirming that all information contained in Respondent's Proposal is factual and is accurate (deliberately misrepresenting facts will be grounds for dismissal from consideration on this RFP); and
- The signature of an individual who is authorized to bind the Respondent contractually.

3.2 Introduction

This section of the proposal should contain a brief summary of the history of the point of sale system, highlighting its accomplishments and successes which should demonstrate knowledge of the solid waste industry. Demonstration of quality work performed for other solid waste entities and organics recycling facilities on a national level, will be viewed favorably during the review process. Also included in this section shall be a detailed description of:

- Information on certified customer service provider
 - Hours and days of availability

3.3 Project Understanding

This section of the Proposal shall provide a succinct statement of the Respondent's understanding of the District's needs.

3.4 Statement of Qualifications

The statement of qualifications shall include a clear delineation of Respondent's qualifications in performing the services identified in or anticipated from the description of activities identified in Sections 5.0 Scope of Services, 6.0 Equipment Specifications, and 7.0 General Specifications. At minimum, Respondents must provide the following:

- No less than 5 reference contacts for similar customers regarding the proposed Point of Sale system being presented

3.5 Proposed Cost Estimate

The Cost Estimate must be comprehensive, including the following:

- Price of equipment proposed
- Cost, if any, for equipment training
- Cost of additional or ongoing training
- Optional equipment priced individually
- Any and all municipal discounts in conjunction with any and all dealer or factory incentives or discounts

NOTE: CSWD is a tax-exempt municipality

3.6 Appendices

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

4.0 EVALUATION AND SELECTION PROCESS

4.1 EVALUATION CRITERIA

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

- | | |
|---------------------------------------|-----|
| • Delivery Schedule | 20% |
| • Thoroughness of Proposal | 10% |
| • Ability to meet CSWD industry needs | 40% |
| • Proposal Cost | 30% |

5.0 Scope of Work

- Respondent shall provide all components required for a complete and customizable Point of Sale system for all CSWD locations.
- Each proposal shall be supplied with any optional and ancillary equipment as necessary to meet the requirements of this specification.
- Include tasks, timelines, proposed major milestones, staff roles and responsibilities, deliverables, and payment schedules.
- Notwithstanding the details presented in these specifications, it is the responsibility of the Respondent 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 Respondent without claims for additional payment. It is to be understood that a fully functional operating unit satisfactory to the user is required.

6.0 Equipment Specifications

Point of Sale system:

The objective is to implement a Point of Sale system that enables CSWD to improve service to the public, eliminate redundant data entry, and streamline business processes.

- Complete integration of processing functions without duplicate data entry
- Interface with CSWD numerous applications, including Quickbooks Desktop and MatTrax
- Multi-location capabilities and management
- Administrative user management
- Financial accountability functions for individual users
- User-friendly software applications
- Ticketing system for Inbound and Outbound product
- Sales reporting by location, product, and weight
- Scale compatibility or internal scale system
- Item customization, management, and reporting
- Customer management and reporting
- Compliance reporting
- E-waste management and reporting

- Bar code generator for resale products
- Vendor management and reporting
- Credit card processing
- Secure log of all user activity
- Customer Service Plan

7.0 General Specifications

All equipment and programs shall be compliant with Federal, State and Local regulations.

8.0 TERMS AND AGREEMENTS

Contract shall not exceed 5 years, 60-day money back return satisfaction guarantee

8.1 DISTRICT RIGHTS

This RFP 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 RFP at any time;
- To reject any and all proposals or Respondents;
- To modify the RFP or to issue subsequent RFPs at the District's sole discretion;
- To postpone award of the contract;
- To accept the proposal that the District finds to be the most advantageous and/or beneficial to the District;
- To negotiate the proposal to further refine, clarify, amend, or expand any and all aspects of the proposal;
- To accept proposals that do not offer the lowest cost;
- To confirm all references and contact further references obtained from other sources as deemed necessary;
- To waive any informalities or technicalities in any Proposal; and
- To apply any additional rights as may be allowed under applicable purchasing laws and rules.

8.2 CONFLICT OF INTEREST

A Respondent submitting a proposal thereby certifies that: No officer, agent, or employee of the District has a pecuniary interest in the proposal or has participated in contract negotiations on the part of the Respondent; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same call for proposal; 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.

8.3 BILLING PROCEDURES

Final billing procedures shall be negotiated prior to the execution of the contract. Invoices minimally will contain the Vendor'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.

8.4 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.

9.0 RFP QUESTIONS

Any questions concerning the Specifications must be received in written form and will be accepted until 2:00 P.M. on August 31st. All written questions should be addressed to:

Nola Ricci, Director of Finance
Chittenden Solid Waste District
1021 Redmond Road
Williston, VT 05495
nricci@cswd.net

Written questions may be transmitted by mail or by e-mail (nricci@cswd.net); however, 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.