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TO: All Interested Parties  
From: Dan Goossen  
RE: RFP No. 20220401– ODF Trommel Screener Procurement  
Date: April 1, 2022

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Attached, please find this Request for Proposal (RFP) No. 20220401, issued by the Chittenden Solid Waste District (the District, CSWD), for the purchase of a new trommel screener. Proposals shall include the delivery, set-up, initial start-up and comprehensive training for facility staff regarding trommel screener operation and maintenance. All respondents must offer the option of an equipment demo for evaluation of their proposed model onsite at CSWD’s Organic Diversion Facility located at 1042 Redmond Road, Williston, Vermont 05495.

**Proposed Procurement Schedule**

April 1st	RFP Released
April 20 <sup>th</sup> , 2:00 PM	RFP Questions Submitted
May 2 <sup>nd</sup> , 4:00 PM	RFP Submission Deadline
May 12 <sup>th</sup>	Proposal Selection
May 25 <sup>th</sup> or June 22 <sup>nd</sup>	CSWD Board of Commissioners Approval
June 30 <sup>th</sup> , 2020	Windrow Turner Delivered (early delivery acceptable)

**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. 20220401 Enclosed: ODF Trommel Screener 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.

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**REQUEST FOR PROPOSAL NO. 20220401  
FOR  
ODF Trommel Screener Procurement**

**1.0 INTRODUCTION**

The Chittenden Solid Waste District (the District, CSWD) hereby solicits proposals from qualified Respondents to provide a new trommel screener. Purchase price shall include delivery, set-up, initial start-up and comprehensive training for the facility staff regarding trommel screener operation and maintenance. Proposals are sought from manufacturers, partnerships or firms that have experience in trommel screener design, sales and installation at organics processing facilities. 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.

An 18-member Board of Commissioners is the governing body of CSWD. The Board sets policy on solid waste management in its member communities and hires an Executive Director to provide administrative, professional, and supervisory work in directing the operations of CSWD. Each of the District member municipalities appoints a representative and an alternate member to serve on the Board. The Executive Director exercises administrative authority over the operations of the solid waste district in conformance with the policies and objectives set forth by the Board of Commissioners.

The District owns or owns and operates several facilities: the Organics Diversion Facility (aka Green Mountain Compost), located at 1042 Redmond Road in Williston; a Materials Recovery Facility (MRF) located at 357 Avenue C; a household hazardous waste processing facility known as the Environmental Depot, located at 1011 Airport Parkway, South Burlington; and six Drop-Off Centers at various locations in Chittenden County. In addition to these facilities, the District also maintains and monitors three closed landfills in Williston.

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.

### **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 May 2nd, 2022. 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. 20220401 Enclosed: Trommel Screener 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:

Dan Goossen, Director of Composting  
Chittenden Solid Waste District  
1021 Redmond Road  
Williston, VT 05495  
dgoossen@greenmountaincompost.com

**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 trommel-type screener, that meets the Equipment Specifications.

It is the District's requirement to have the awarded Respondent oversee comprehensive training for the facility operators regarding trommel screener 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 trommel screener manufacturer, highlighting its accomplishments and successes which should demonstrate knowledge of the organics 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:

- The closest certified maintenance service provider
  - Estimated distance to ODF facility
  - Hours and days of availability
- The closest certified equipment parts provider
  - Estimated distance to ODF facility
  - 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:

- Three references regarding the proposed trommel screener model(s) being presented
- Three references regarding equipment service regarding the proposed trommel screener model(s) being presented

### **3.5 Proposed Cost Estimate**

The Cost Estimate must be comprehensive, including the following:

- Price of equipment proposed
- Delivery schedule
- Cost for equipment training
- 2<sup>nd</sup> drum priced individually
- Optional equipment priced individually
- Any financing arrangements that allow for short-term leasing to be applied towards full purchase shall be included
- Include any and all municipal discounts in conjunction with any and all dealer or factory incentives or discounts
- 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 25%
- Functionality 15%

- Quality of Equipment Service 15%
- Proposal Cost 45%

## **5.0 Scope of Work**

- Respondent shall provide all components required for a NEW, complete and fully functional trommel screener suitable for operation at the District’s Organics Diversion Facility.
- All parts and components of this unit shall be engineered and classified as HEAVY DUTY and shall be of the size, material, and strength to sustain the load limits and severe operating conditions encountered in organic composting, while resulting in minimum wear and failure.
- Each Model proposed shall be supplied with any optional and ancillary equipment as necessary to meet the requirements of this specification.
- The District will consider machines with less than 100 hours as new.
- 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 it 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**

- Trommel Screener Specifications: The trommel screener shall be a heavy duty, trommel drum-type compost and soil screener. Submissions shall include the base machine along with two separate, interchangeable trommel drums. The unit shall be new, the latest current model in production, and have all standard equipment normally furnished on such models including the following:
  - Engine:
    - Minimum US EPA Tier 4F compliant
    - Horsepower: minimum 74, maximum 175
    - The engine should meet all current State of Vermont and Federal regulations
  - Screener Drum Information – Drum #1:
    - Perforated punch plate screen
    - ½ inch x ½ inch square openings
    - Minimum Screening Surface Area: 300 ft<sup>2</sup>
    - Throughput Capacity: 100 Cubic Yards/Hour or greater
  - Screener Drum Information – Drum #2:
    - Perforated punch plate screen
    - 2 inch x 2 inch square openings
    - Minimum Screening Surface Area: 300 ft<sup>2</sup>
    - Throughput Capacity: 150 Cubic Yards/Hour or greater
  - Drum Removal:

- Drum preference will be given for designs not requiring the use of a hoist, crane, or suspension from above for removal
- Drum swap outs must be performable by three people
- Portability:
  - Machine should have a tracked chassis
  - Track drive options shall include pricing for rubber track pads for minimum impact for use on concrete and asphalt services
- Safety:
  - Must have a “white noise” type backup alarm installed to replace standard issue backup alarm
  - Must have battery safety disconnect to assure safety during maintenance
  - Must be equipped with OSHA-approved lock out capability for operator protection during maintenance on all energized components
  - Must be equipped with emergency stop switches
- Machine Control:
  - Drum speed shall be continuously adjustable
  - Hopper belt shall be continuously adjustable
  - Shall include a telematic monitoring system for remote panel access and diagnostics
- Additional information to be included with submissions:
  - Brush Cleaning System:
    - Estimated hours of use between replacement
    - Current cost of replacement brushes
  - Fuel System
    - Capacity
    - Rated Fuel Consumption
  - Engine access
    - Provide a 1-2 sentence description describing engine access
  - Hydraulic system
    - Excess capacity should be noted (outline what can be added without decreasing screening performance)
  - Hopper size
  - Discharge Belt(s)
    - Total length
    - Total maximum discharge height
  - Total weight of 2” drum
  - Total weight of ½” drum
- Required Equipment additions to be priced separately:
  - Magnetic rollers for ferrous metal separation
  - Vacuum air separation units designed for integration with the submitted machine
  - Any electric drive potential (hybrid or otherwise)
  - Additional star screen inserts
  - Remote control operation
  - Tipping grizzly

- Warranty:
  - The Respondent shall, as part of its proposal, furnish the standard manufacturer’s warranty for all goods to be furnished hereunder. Additionally, an extended warranty or a **“Total Machine Warranty”** of two (2) years/2000 hours shall be offered. Respondent shall attach a copy of the different warranties. The extended warranty shall include all parts, fluids, labor and incidentals necessary to provide the owner with a fully operational unit. The supplier shall perform warranty inspections every six months to verify that the equipment is being maintained in accordance with the warranty. These inspections will be performed at no extra cost. A written report of these inspections shall be submitted to the District. The warranty shall also include any travel time to the owner’s facility. In the event that the unit needs to go to the Respondent’s repair facility for warranty repair the Respondent shall be responsible for transportation to and from the owner’s facility at no additional cost to the District.
- Training:
  - The Manufacturer shall conduct a training program for the District’s personnel covering operation and preventative maintenance of the equipment.

## **7.0 General Specifications**

All equipment shall be constructed of heavy-duty industry standard materials and components.

## **8.0 TERMS AND AGREEMENTS**

### **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 Purchase Agreement. 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 in a lump sum by the District within thirty (30) days of receipt of an acceptable invoice for goods and/or services that have been received and accepted following receipt of the equipment, inspection and approval by the District.

### **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 April 20<sup>th</sup>. All written questions should be addressed to:

Dan Goossen, Director of Composting  
Chittenden Solid Waste District  
1021 Redmond Road  
Williston, VT 05495  
[dgoossen@greenmountaincompost.com](mailto:dgoossen@greenmountaincompost.com)

Written questions may be transmitted by mail or by e-mail ([dgoossen@greenmountaincompost.com](mailto:dgoossen@greenmountaincompost.com)); 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.