



ADMINISTRATIVE OFFICE
1021 Redmond Road
Williston, VT 05495

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

www.cswd.net

TO: All Interested Parties
From: Dan Goossen
RE: RFP No. 20200121– ODF Windrow Turner Procurement
Date: January 21, 2020

Attached, please find this Request for Proposal (RFP) No. 20200121, issued by the Chittenden Solid Waste District (the District, CSWD), for the purchase of a windrow turner. Proposals shall include the delivery, set-up, initial start-up and comprehensive training for the facility operators regarding windrow turner 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

January 21st	RFP Released
February 10 th , 2:00 PM	RFP Questions Submitted
February 14 th , 4:00 PM	RFP Submission Deadline
February 20 th	Proposal Selection
February 27 th or March 27 th	CSWD Board of Commissioners Approval
June 30 th , 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. 20200121 Enclosed: ODF Windrow Turner 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. 20200121
FOR
ODF Windrow Turner Procurement**

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 regarding windrow turner operation and maintenance. Proposals are sought from manufacturers, partnerships or firms that have experience in windrow turner 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 seven 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 February 14th, 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. 20200121 Enclosed: Windrow Turner 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 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 windrow turner 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 windrow turner model(s) being presented
- Three references regarding equipment service regarding the proposed windrow turner model(s) being presented

3.5 Proposed Cost Estimate

The Cost Estimate must be comprehensive, including the following:

- Price of equipment proposed
 - To include any credit, trade in, or scrap value for the existing 2008 Supreme 900T Enviro Mixer, 2005 McCloskey 516 Trommel Screener, and/or 1995 Powerscreen 621 Trommel Screener.
- Cost for equipment training
- Optional equipment priced individually
- 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 | 10% |
| • Thoroughness of Proposal | 10% |
| • Quality of Equipment Service | 30% |
| • Proposal Cost | 50% |

5.0 Scope of Work

- Respondent shall provide all components required for a NEW, complete and fully functional windrow turner 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

Windrow Turner Specifications: The windrow turner shall be a heavy duty, straddle-type self-propelled windrow turner. The unit shall be new and unused, the latest current model in production, and have all standard equipment normally furnished on such models including the following:

- Windrow Information:
 - Minimum windrow width: 18'
 - Minimum Windrow Height: 8.2'
 - Throughput Capacity: 5,000 Cubic Yards/Hour or greater
 - Windrow Placement: Toe-to-Toe for maximum space utilization
- Engine:
 - The engine is to be located in an enclosed compartment on the side of the turner
 - Minimum US EPA Tier 4F compliant
 - Horsepower: minimum 350, maximum 450
 - The engine should meet all current State of Vermont and Federal regulations
 - Fuel Consumption should be a maximum of 14 GPH
- Rotor:
 - Fully hydraulically driven
 - Max Rotor speed: 250 RPM
 - Minimum diameter: 45"
 - Rotor design for uniform and thorough composting of material using tool placement for maximum effect, effectively mixing, blending and turning the organic material in windrow "inside-out" during each pass.
- Operator's Station:
 - Cabin shall be air filtered, air conditioned and heated
 - Adjustable operator's seat
 - Ability to lock cabin when not in use
 - Radio with Bluetooth connectivity

- First Aid Kit
- Joystick controls
- Controls to allow both manual and automatic operation of the windrow turner
- 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
 - Rotating amber beacon during operation
- Undercarriage:
 - Pricing shall be given for both four-wheel drive and track drive options
 - Must include hydraulically controlled plows to clear material from in front of wheels or track and push into the path of the rotor
 - Track drive options shall include pricing for rubber track pads for minimum impact for use on concrete and asphalt services
- Drive Control:
 - The turner shall be equipped with an electronic drive control
- Telematics System:
 - The turner shall be equipped with a telematics system to allow remote error diagnostics
- 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.
- The Manufacturer shall conduct a training program, including both classroom and “hands-on” training for the District’s personnel covering operation and preventative maintenance of the equipment. The training shall include two (2) days initially and two (2) days after six (6) months operation for each piece of equipment supplied.

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 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 February 10th. 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

Written questions may be transmitted by mail or by e-mail (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.