

REQUEST FOR PROPOSALS

By



For Purchase of

LANDFILL COMPACTOR

RFP ISSUE DATE: February 12, 2016

RFP DUE DATE: 3:00 p.m., Pacific Time, March 15, 2016

RFP DELIVERY INSTRUCTIONS: FIVE (5) COPIES ENCLOSED IN AN ENVELOPE

ADDRESSED AS FOLLOWS:

**Mr. Curtis Shaw
Fleet Operations Supervisor
City of Walla Walla
55 E. Moore Street, Bldg. 65B
Walla Walla, WA 99362-0616**

Estimated Timeline

Issue RFP: February 12, 2016
Proposals Review & Interviews: March 15 – April 30, 2016
Contract Negotiation: April 30 – May 10, 2016
City Council Action: May 24, 2016
Expected Delivery Date: November 2016

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INSTRUCTIONS TO PROPOSERS

1-1 SCOPE OF WORK

Request for Proposal (RFP) for the purchase of one (1) new 2016 or 2017 model year Municipal Landfill Compactor.

This RFP contains instructions governing the requirements for a proposal, and includes the proposal format, the material to be included with the proposal, and how the entire proposal is to be submitted to the Public Works/Solid Waste Division for consideration. This RFP also addresses the requirements that proposers must meet to be eligible for consideration, as well as addressing proposers' responsibilities.

Background

The City of Walla Walla owns and operates Sudbury Regional Landfill, a municipal solid waste (MSW) landfill located in Walla Walla County in southeastern Washington state. The operation serves the population of the City of Walla Walla and the surrounding region and accepts approximately 55,000 tons annually, or 150 tons per day, of MSW into a lined cell. Sudbury Regional Landfill receives 11" or fewer of rainfall annually and experiences temperatures ranging from the teens in winter to 105 degrees in the summer. The current disposal method in the active cell is dry-entombment with a projected finished elevation of approximately 850 feet with a slope of 3:1. The pit area is open to all customers who wish to dispose of garbage directly rather than utilize the transfer box area.

The landfill does not currently ban construction and demolition (C&D) waste, green waste, animal mortalities, medical waste, or asbestos from disposal in the active cell. As such the character profile of the MSW waste disposed of in the landfill is variable. Customers are encouraged though not required to segregate green waste and inert waste (concrete, asphalt) into separate disposal areas at the facility. Medical waste, animals, and asbestos are placed in a designated area of the active cell. No liquid or hazardous wastes are accepted at the facility.

Hours of operation are Monday - Saturday, 8:00 a.m. to 6:30 p.m. March through October and 8:00 a.m. to 4:30 p.m. November through February. The landfill is open to the public as well as private collection fleets year round except on major holidays when it is closed to the public.

The landfill utilizes a compactor and D-8 dozer for waste burial; pit operations are complimented by the use of a paddle scraper to provide daily cover (topsoil) and a water truck for dust control. The landfill compactor is utilized an average of 8 hours each day the landfill is open for an annual use of approximately 2,000 hours per year. The compactor unit is not stored out of the elements when not in operation and is subject to all weather conditions. The current operation utilizes the compactor for pushing, spreading, and compacting waste into place.

Current compactor is an 80,000 pound class articulating and hydrostatically driven steel wheel unit with a 14' X 6.5' blade. The City anticipates the vendor proposal will take into consideration the size and compaction capabilities of the current landfill unit and detail how the proposed compactor will meet and exceed the capabilities, results and annual average life-cycle cost of the City's current equipment.

Additional areas for consideration of vendor-supplied details will include the following areas:

1. **Fuel Consumption.** Vendor shall detail the actual gallons-per-hour of operation of the proposed equipment. Fuel savings will not be compared based on a formula that calculates *"less operating hours required will result in a fuel savings of..."* Gallons-per-operating hour is the only acceptable measure.
2. **Service Requirements and Frequency.** Detail the anticipated preventative maintenance (PM) service costs for the proposed machine based solely on an average use of 6.5 hours per day, 167 hours per month and 2,000 per year. Provide optional information on available PM service plans offered by vendor. Please detail the accessibility of service components for daily in-field

maintenance such as window washing, component greasing, etc. Please indicate if daily machine inspection and servicing interactive apps are available.

3. **Size Range.** Based on the Walla Walla's landfill daily average tip weights processed per day, detail the size and/or weight and the selection criteria of the proposed machine. Machine size/weight must be sufficient to achieve compaction density of at least 1,400 pounds per square foot with a balanced front-to rear weight ratio; no additional plating or ballasting will be allowed to achieve additional operating weight. Provide documentation for compaction efficiency and testing for review.
4. **Warranty Period.** Detail the standard factory warranty period(s) for the proposed machine.
5. **Extended Warranty Availability.** The City may wish to secure, for example, a 5 year /10,000 hour warranty for the proposed machine. Please indicate as an option what additional warranties are available for the proposed equipment and the associated additional cost.
6. **Engine Horsepower and Type.** Detail the proposed engine manufacturer, horsepower rating and emission tier compliance.
7. **Drive Type.** Please specify the powertrain drive-type (i.e. hydrostatic, mechanical, etc.). Vendor shall identify manufacturer of major components such as hydraulic drive pumps and motors.
8. **Operator Station.** Detail the operator station as equipped for drive and blade control, seat type and adjustability, cabin noise level in decibels measured, air quality measures, climate controls, and general ergonomics to address operator control and comfort.
9. **Safety.** Please indicate how the proposed machine addresses and/or enhances safety for both operators and customers within the working area.
10. **Performance Angles.** Please state the operation angles of the proposed equipment stating both the safe maximum and optimum slope-angle operating conditions.
11. **Compaction Surface.** Please detail the compaction surface configuration of the proposed equipment (i.e. 4-wheel, 2-drum, plating, number of teeth, coverage per pass, etc.)
12. **Compactor Teeth Warranty.** Indicate the standard manufacturer's warranty length and type for the compaction teeth. Information shall include number and size of compaction teeth used on proposed compactor.
13. **Parts and Service Availability and Response Time.** Please indicate the location and inventory of equipment service and repair parts available within a 24 hour period for the proposed machine. Vendor shall indicate the percentage of stock available overnight for emergency repairs. Vendor shall also be willing to certify proximity and access to parts and service within a 24 to 48 hour window for both unit-down warranty and non-warranty repairs.
14. **GPS Compaction Mapping.** Vendor shall list as an option to the proposed equipment pricing a fully functioning GPS compaction mapping system to include hardware, software, set-up and training. Annual fees or charges will be clearly noted in the proposal documentation.
15. **Training.** Please indicate on-site training that is available for City mechanics as well as operators; a minimum of 8 hours is required and total hours may be a combination of mechanic and operator focus.
16. **References.** Vendor proposals shall include a list of references (no less than three) that has operated the same make and model of equipment proposed for a period of at least two years.

Proposers assume responsibility for comprehending the entire RFP. If clarification is desired, it is the responsibility of the proposer to submit questions, in writing, to the City Official listed in Section 1-4. It is the proposer's responsibility to ensure that all procedures and requirements of the RFP are accurately followed and appropriately addressed. The proposer should carefully read the entire RFP before submitting a proposal.

1-2 PROPOSAL SUBMISSION

Proposal must be **SEALED and CLEARLY IDENTIFIED** with “**Landfill Compactor Proposal**”, Proposer’s name and address, and submitted no later than 3:00 p.m., Pacific Time, on March 15, 2016, to City of Walla Walla, Attention Curtis Shaw, 55 E. Moore Street, Fleet Services Building 65B, Walla Walla, Washington, 99362-0616. A facsimile response or an electronic response to this Request for Proposals does not meet the requirement of a sealed proposal and will not be accepted.

Proposals received after the exact time specified for receipt will not be considered.

1-3 REQUEST FOR PROPOSAL SCHEDULE

February 12, 2016	Request for Proposals issued
March 15, 2016	Proposals Due @ 3:00 p.m., Pacific Time
May 25, 2016	Contract Award Target Date

1-4 INQUIRIES

All inquiries concerning this request shall be submitted in writing and received by the City’s Solid Waste Division **no later than 5:00 p.m., Pacific Time, on February 22** to:

Mr. Damon M.K. Taam
Solid Waste Superintendent
55 E. Moore Street
Walla Walla, WA 99362-0216
Telephone: (509) 527-4591
E-mail: dtaam@wallawallawa.gov

Proposers should consider the Solid Waste Division as the first and prime point of contact on all matters related to the procedures associated with this RFP. If additional information is needed from any source, the Solid Waste Division will work with the Proposer and with the various offices of the City to gather that information.

1-5 INTERPRETATION, CORRECTIONS, OR CHANGES IN RFP by Addendum

Any interpretation, correction, or change in the RFP will be made by addendum by the City. Any changes, additions, or deletions to the request for proposal by the City will be made by written addendum only and will be posted on the City’s website under “Bids and RFP’s”. Prior to submitting, it is recommended that all proposers check the City’s website after 4:00 p.m. local time on March 1, 2016, to confirm receipt of all addenda. Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and no Proposer may rely upon any such interpretation, correction, or change.

1-6 ACKNOWLEDGMENT OF ADDENDUMS TO RFP

Receipt of an addendum to this RFP must be acknowledged by a Proposer on the Proposal Response Certification (Attachment A).

1-7 OFFER ACCEPTANCE PERIOD

Submitted proposal shall constitute an irrevocable offer for ninety (90) calendar days from the proposal opening date, even if the City makes one or more counter offers.

1-8 REJECTION OF PROPOSALS

The City in its sole discretion, expressly reserves the right to reject any or all proposals or portions thereof, to reissue a Request for Proposal, and to waive informalities, minor irregularities, discrepancies, and any other matter or shortcoming.

1-9 PROPOSAL PRICE

The prices submitted in the proposal shall include everything necessary for the prosecution and completion of the program including, but not limited to, furnishing all materials and all management, supervision, labor and service. All quoted prices shall be F.O.B. Walla Walla.

The City will evaluate the total price for the proposed machine to receive the best investment value to meet the needs of the operation of Sudbury Landfill. The City defines the components of 'value' to include: machine base configuration, service, parts, up-time reliability, technical support, and available options.

Evaluation of options proposed beyond the base configuration of the machine will not obligate the City to exercise the option(s). Proposed machine and pricing should be submitted as 'best and final' as the City may award based solely on evaluation of proposals submitted.

1-10 TERMS OF DELIVERY

All prices quoted for machine shall be F.O.B. to Sudbury Landfill, 414 Landfill Rd., Walla Walla, WA. Proposer shall identify projected delivery date in proposal and specify firm delivery date in final sales contract. The City will impose a penalty of \$250 per day for delivery past date agreed upon in sales contract.

1-11 AWARD OF AGREEMENT

The City shall make the award to the responsible Proposer whose proposal will be most advantageous to the City with respect to price, conformance to the specifications, quality, and other factors as evaluated by the City. **The City is not required or constrained to award the Agreement to the Proposer proposing the lowest price.**

The City may award an Agreement on the basis of initial offers received, without discussion; therefore, each initial offer should contain the proposer's best terms from a cost and technical standpoint.

1-12 PROPOSAL CONFIDENTIALITY

Each Proposer agrees that the contents of each proposal submitted in response to this RFP is confidential, proprietary, and constitutes trade secret information as to all technical and financial data, and waives any right of access to such proposals, except as provided for by law. Except as determined by the City's Finance Division, in its sole discretion, no information will be given regarding any proposals or evaluation progress until after an award is made, except as provided by law.

SECTION 2 - INSTRUCTIONS FOR PREPARING PROPOSALS

2-1 GENERAL

To aid in the evaluation process, it is required that all responses comply with the items and sequence as presented in paragraph 2-2, RFP Response Outline. Paragraph 2-2 outlines the minimum requirements and packaging for the preparation and presentation of a response. Failure to comply may result in rejection of the response. The proposal should be specific and complete in every detail, prepared in a simple and straightforward manner.

2-2 RFP RESPONSE OUTLINE

This RFP is designed to allow proposers to submit proposals in basically the same format in which the RFP is issued.

Submit five (5) copies of the proposal.

Cover Letter

The proposal Cover letter of no more than two (2) pages shall be attached to the front of the proposal and shall include the following information/statements:

1. That your company agrees to all the terms and conditions of the RFP.
2. That your company agrees to execute sale contract within 30 days, if awarded.
3. That your company agrees to deliver machine by agreed upon date or be subject to delivery delay penalty fee.
4. Describe the company, organization, officers or partners, number of employees, and operating policies that would affect this Agreement.
5. State the number of years your organization has been continuously engaged in business.
6. Include the contact person for the solicitation process and the person's phone, fax, and email information.

Submission Requirements

To provide objective criteria that can be used in determining various firms' abilities, the City requests that you address the following items in the order presented, taking no more than 15 pages to do so. Exhibits, such as evidence of relevant work accomplished by your firm, may be attached and will not be counted towards the fifteen page limit. **Any proposal exceeding 15 pages will be rejected as non-conforming.** An additional two (2) page cover letter is permitted.

1. Provide a brief history of the firm including size; areas of expertise; and other relevant information.
2. State your understanding of the City's proposed use and need of a landfill compactor taking into consideration the information provided in the Background section of this RFP and the following evaluation categories and examples:
 - a. Engine: emissions tier compliance, horsepower, filters
 - b. Transmission: torque, directional changes, forward and reverse speeds
 - c. Cooling System: fans, pre-screens
 - d. Electrical: voltage, battery type, alternator amperage, disconnect accessibility
 - e. Brakes: OSHA compliant, audible/visible alarm
 - f. Steering: inside turning radius, throttle control
 - g. Hydraulic System: service indicators,
 - h. Operator Station: environmental, ergonomics, control, visibility
 - i. Blade: size, configuration, controls, visibility
 - j. Compaction Surface: cleats per square foot, size, material type, replacement options, wire wrap mitigation
 - k. Parts Availability and Service Response Time: proximity, availability, down-time guarantees
 - l. Warranties: length, scope, extensions, frame, engine, powertrain, wheels/drums

- m. Training and Manuals: mechanical and operator, number of hours on site, updates and notifications process
 - n. Safety: specifications and features, operator and customer oriented
3. List additional services and options, if any, your firm would provide in addition to those listed above.
 4. List your detailed cost structure for the equipment, options, and services proposed.
 5. Provide a timeline for delivery of equipment to Sudbury Regional Landfill, 414 Landfill Rd. Walla Walla, WA.
 6. Please list three (3) landfills in North America for whom your firm has provided similar equipment as that outline in this request; Provide names, addresses, phone numbers, and e-mail address. Include a short one-paragraph summary of the type of equipment and service your firm has provided to these sites and the date equipment was placed into service.

SECTION 3 - PROCUREMENT PROCESS

3-1 PROPOSER LIST AND QUALIFICATION EVALUATION

After the established date for receipt of proposals, a listing of submitting Proposers will be available for public inspection.

Qualifications and proposals submitted by interested Proposers will be reviewed and evaluated based on the evaluation factors set forth in the RFP.

3-2 PROPOSER INVESTIGATION

The City will make such investigations as it considers necessary to obtain full information on the Proposers selected for discussions, and each Proposer shall cooperate fully in such investigations.

SECTION 4 - EVALUATION PROCESS

The City reserves the right to reject any or all proposals, or portions thereof. The selection of a successful Proposer, if any, will be made based upon which proposal the City determines would best meet its requirements and needs. The City may also consider site visits to landfills listed as reference by the proposer.

4-1 SELECTION AND EVALUATION PROCESS AND CRITERIA

Proposals received that conform to the proposal instructions will be evaluated by the proposal review team, which will select a number of those proposals, conduct reference checks, and may invite the firms with the prevailing proposals to be interviewed. Following the evaluation process the proposal review team will select the firm judged to be best suited to accomplish the project scope and recommend that the City negotiate a contract with that firm. The City reserves the right to select one proposal, to make no selection from the respondents, or to solicit additional proposals.

Proposals will be evaluated on the following criteria based on a numbered scale of 1 to 10:

1. Completeness of proposal.
2. Proposer's experience with other projects similar in scope.

3. Firm's demonstrated ability to successfully provide related assistance to a municipality or other similar entity.
4. Proposer's professional credentials and affiliations indicating their capabilities to provide services of this nature, size, and scope.
5. Value of City's investment for machine configuration offered by Proposer.
6. Quality of the submitted proposals in terms of content, relevance, organization and presentation.
7. Response to and conformance of the proposals to the submission requirements.
8. Response of the references.
9. Proposer's evidence of firm's longevity and financial stability.
10. Qualification of project management, on-time-delivery implementation plan, physical resources available to complete delivery, and availability of technical support.

SECTION 5 - GENERAL CONTRACTUAL TERMS AND CONDITIONS

5-1 CITY COUNCIL APPROVAL

This Agreement may be subject to approval by the City Council, and, if such approval is not granted this Agreement, shall be void and neither party shall have any further obligations or liabilities hereunder.

5-2 NO REIMBURSEMENT OF COSTS OR EXPENSES BY RESPONDENTS

The City will not reimburse or otherwise compensate any person or firm for the costs and expenses incurred by such person or firm in responding to this request.

CITY OF WALLA WALLA REQUEST FOR PROPOSALS
FOR LANDFILL COMPACTOR

ATTACHMENT A

PROPOSAL RESPONSE CERTIFICATION

DATE

The undersigned, as Proposer, declares that they have read the Request for Proposals, and that the following proposal is submitted on the basis that the undersigned, the company, and its employees or agents, shall meet, or agree to, all specifications contained therein.

It is further acknowledged that addenda numbers _____ to _____ have been received and were examined as part of the RFP document.

Name of Proposer

Tax ID Number

Signature of Proposer

Title

Name of Firm

Street Address

City, State, Zip

Telephone / Fax Number

E-mail Address

State of Incorporation