

# REQUEST FOR PROPOSALS

By



For Purchase of

## **TROMMEL SCREEN**

**RFP ISSUE DATE:** August 18, 2016

**RFP DUE DATE:** 5:00 p.m., Pacific Time, September 8, 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: August 18, 2016  
Proposals Due: September 8, 2016  
Proposals Review & Interviews: September 9 – 23, 2016  
City Council Action: September 28, 2016  
Delivery Estimation: December 30, 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 small to medium-size Trommel Screen.

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 and Compost Facility located in Walla Walla County in southeastern Washington state. Sudbury Compost Facility (Facility) receives and processes yard debris, wood residuals, agricultural by-products, orchard and vineyard waste, and livestock manure. The feedstocks consist primarily of yard debris received from local contract haulers of municipal solid waste (curb side collection) and from commercial landscapers, the general public and public works organizations (Parks and Recreation, etc.). At the City's discretion, commercial and agricultural by-products may also be composted based on the Facility's current operating capacity. These materials include land clearing debris, orchard prunings, grape pomace, seed screenings and livestock manure.

Compost operations are year-round and take place in temperatures ranging from 15 degrees in the winter to 110 degrees in the summer. The site receives less than 11 inches of precipitation annually. The site is subject to wind – typically southwesterly – all year. Winds combined with low precipitation and loess soils create dust related challenges for the site.

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 Facility is open to the public as well as private collection fleets year round except on major holidays.

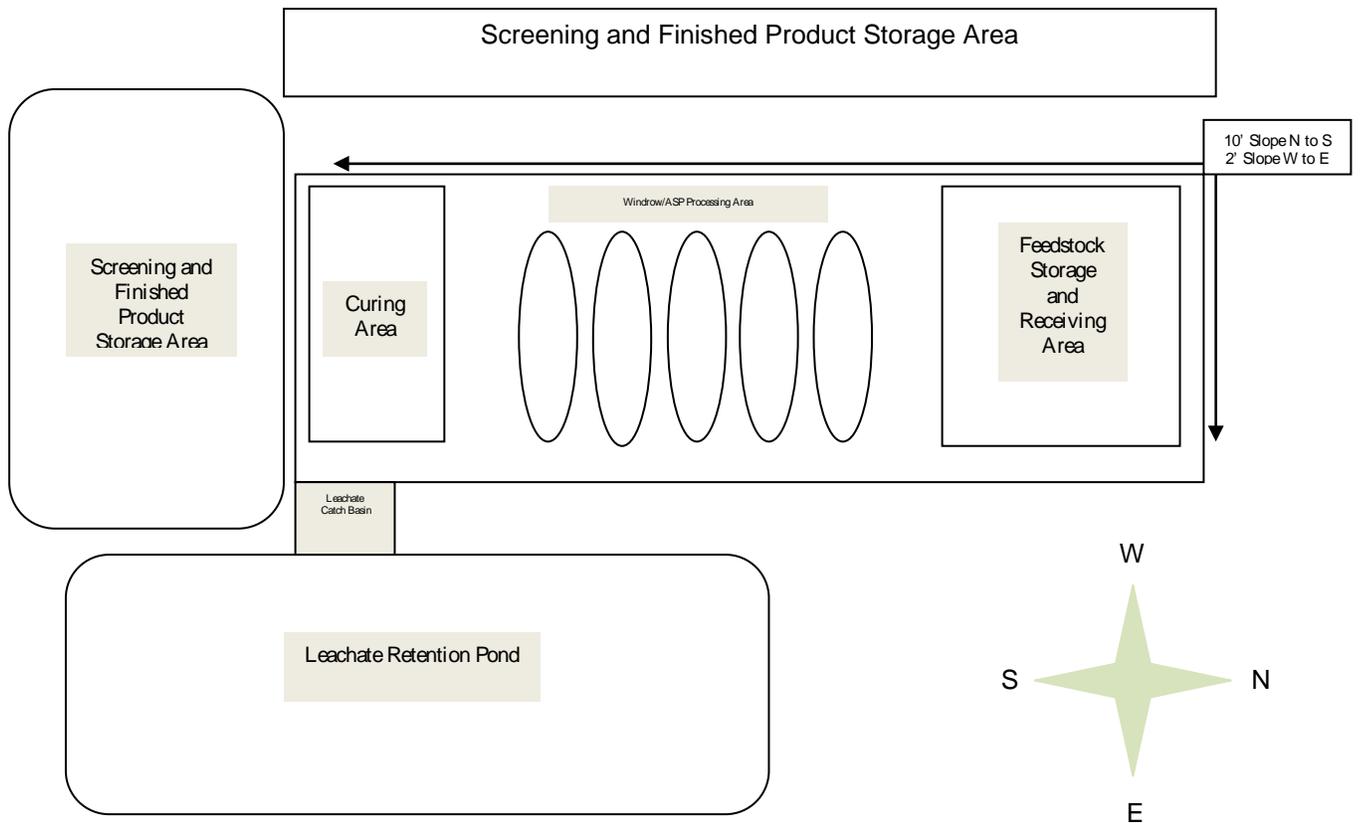
The Facility's mission is to preserve and enhance the environment by providing cost effective composting of yard debris from residential, municipal, and commercial customers. The Facility serves to provide a recycling service that is beneficial to people of the City of Walla Walla and Walla Walla County by providing an alternative to landfilling; the City of Walla Walla also saves valuable airspace in landfill cells by diverting green waste to the compost facility. Quality compost / mulch products are produced and sold for use throughout the region.

The Facility produces 4,000 to 8,000 cubic yards of green waste compost per year and typically sells approximately 2,000 cubic yards of finished product to the public per year, with occasional large-volume sales for construction projects in the surrounding area. The facility uses both windrow and aerated static pile processing methods.

Currently, grinding and screening activities are done either by contract with a third party or with rental equipment used by staff which limits the flexibility of processing schedules. Owning a screen will provide flexibility of the screening activities as well as the addition of a variety of sized product to meet customer demand. Equipment used and owned by the Facility at this time includes:

- John Deer 544J front end loader with a 3 yard bucket; used for processing material, screening, and grinding, loading finished products into large trucks and trailers.
- Case 121FXT mini loader with a 1 yard bucket; used to load finished compost into pickups and trailers.

The Facility occupies a total area of 5 acres, of which approximately 2.5 acres consists of an asphalt pad used for feedstock receiving, mixing, grinding, composting and curing. The remaining 2.5 acres of the site consist of a leachate collection pond and compacted dirt area used for storage of finished product and screening. The site is depicted on the facility site plan below.



**Important Factors to consider when proposing a trommel screen for the Facility:**

1. **Machine configuration** is vital to the quality and efficiency of our operation. Typically, screening will be a single employee operation with minimal support/help moving materials to and from the screening process.
  - a. The fines and overs conveyor belts should be remote controlled and not discharge close together. This will provide flexibility in orienting the machine so overs and garbage aren't blowing back into the fines piles.
  - b. A feed hopper sized to hold a minimum of 3 yards of material and accommodate the bucket demensions of 110" x 55" x 48" of the John Deere 544J front end loader. Feed hopper needs to be accessible from both sides of the machine to load material.
  - c. Hydraulic leveling jacks would also be beneficial due to the sloped and uneven ground in the storage and screening areas of the facility.
  - d. Rolling brushes mounted on the machine to keep screen clean.
  - e. A reversible radiator fan option to combat overheating in the late spring and summer months is desired.
  - f. Maneuverability via remote wireless tracks due to the narrow screening area and lack of equipment at the site to move screens with a fifth-wheel or pintle hook hitch. Wheeled screens with remote controlled radial conveyors will be considered.
  - g. Three screen sizes of 3/8, 1/2, and 3/4 inch are desired in order to meet customer demand for a variety of finished product. Screen change-outs should be a one-person process.
2. **Production speed and quality.** Weather conditions, moisture content of material, screen size, speed of feedbelt, speed of screen drum, speed of overs conveyor, etc. all factor into the production

speed and quality. The following guide for screen production range should be considered for the proposed machine; moisture content is assumed at 30% or less:

- a. 3/8 inch screen = 40 cubic yards per hour or better
  - b. 1/2 inch screen = 55 cubic yards per hour or better
  - c. 3/4 inch screen = 65 cubic yards per hour or better
3. **Warranty Period.** Detail the standard factory warranty period(s) for the proposed machine.
  4. **Extended Warranty Availability.** Please indicate as an option what additional warranties are available for the proposed equipment and the associated additional cost.
  5. **Safety.** Please indicate how the proposed machine addresses and/or enhances safety for both operators and customers within the working area.
  6. **Parts and Service Availability and Response Time.** Please indicate the location and inventory of equipment service and repair parts available for the proposed machine. Vendor shall indicate the percentage of stock available overnight for emergency repairs.
  7. **Training.** Please indicate any on-site training that is available for operators.
  8. **References.** Vendor proposals shall include a list of references (no less than three) that has operated the same or comparable 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 "**Trommel Screen Proposal**", Proposer's name and address, and submitted no later than 5:00 p.m., Pacific Time, on September 8, 2016, to City of Walla Walla, Attention Curt 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

August 18, 2016	Request for Proposals issued
September 8, 2016	Proposals Due by 5:00 p.m., Pacific Time
September 28, 2016	Contract Award Target Date
December 30, 2016	Anticipated delivery

## 1-4 INQUIRIES

All inquiries concerning this request shall be submitted by email and received by the City's Solid Waste Division **no later than 5:00 p.m., Pacific Time, on September 1** to:

Mr. David Jensen  
Solid Waste Supervisor  
E-mail: djensen@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 September 6, 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 Compost Facility. The City defines the components of 'value' to include: machine base configuration, parts availability, up-time reliability, 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, 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 brochures or 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 trommel screen taking into consideration the information provided in the "Background" and "Important Factors" areas of Section 1-1 of this RFP.
3. List additional services and options, if any, your firm would provide in addition to those included from item #2 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) facilities 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:

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 COMPOST TROMMEL SCREEN

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