

**ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT
REQUEST FOR BIDS
Lower Truck Scale Self-Checkout Kiosk,
ACSWMD Transfer Station in Middlebury, VT**

ISSUED BY: Addison County Solid Waste Management District

DATE ISSUED: August 4, 2020

PROPOSAL DUE: Friday, September 4, 2020, by 4:00 PM

PROJECT COMPLETION: November 15, 2020 (weather permitting)

CONTACT: Patti Johnson, Business Manager
ACSWMD
1223 Route 7 South
Middlebury, VT 05753
Tel: (802) 388-2333
Fax: (802) 388-0271
E-mail: patti@acswwmd.org

The Addison County Solid Waste Management District ("District") is seeking Bids to provide, install and support a Self-Checkout Kiosk to allow for Haulers, Contractors, Staff & Transport companies to self-weigh out and self-pay at the lower truck scale of the District's Solid Waste Transfer Station located at 1223 Rt. 7 South, Middlebury, VT. Interested parties are requested to submit Bids for this service.

DISTRICT BACKGROUND

The District is a tax-exempt, 501(C)(1) union municipal district made up of 21 towns of Addison County, with an estimated population of 37,143. The District owns and operates a solid waste transfer station situated on 9.8 acres, at 1223 Rt. 7 South, in Middlebury, Vermont. The District office is co-located at the Transfer Station. Office hours are normally 8:00 AM – 4:00 PM, M-F. However, due to COVID-19 precautions, office management staff primarily work from home, with two days per week in the office on staggered schedules until further notice.

The objective of this Request for Bids (“RFB”) is to review Bids from qualified Contractors who are interested in providing this service and who will effectively execute all aspects of the contract in a timely and accurate manner; and to select a Contractor with the experience, staff and expertise to plan, organize and successfully complete the scale self-checkout kiosk installation project.

SCOPE OF SERVICE

Provide, install, and support a Self-Checkout Kiosk at the lower truck scale of the District Transfer Station with the following requirements:

1. Ability to withstand Vermont weather, as it will be located outdoors;
2. Compatibility with WasteWORKS software and Fairbanks Scales;
3. Intercom system to communicate with scalehouse located at upper scales;

4. Ability to print a receipt for each transaction;
5. Kiosk level that can accommodate large commercial trucks as well as pick-up trucks;
6. Ability to utilize a custom pin # for each vehicle;
7. Option for customer to weigh in at upper scalehouse with operator, then self-checkout at lower scale; or to self-check in and out at lower scale;
8. Ability to accommodate customers with credit card on file to pay at kiosk and those customers who can charge on account to check out at kiosk.

The District strongly recommends a site visit by interested Contractors to look over the layout of the Transfer Station and its truck scales. Site work such as excavation or electrical that may be required to successfully install the kiosk will be provided by the District in coordination with the Contractor and is not part of this RFB.

BID SUBMISSION REQUIREMENTS

1. Bids must be received by **4:00 PM, on Friday, September 4, 2020**. E-mailed or faxed Bids are acceptable.
Mail, fax or e-mail all Bids to:

Addison County Solid Waste Management District
ATTN: Patti Johnson, Business Manager
1223 Route 7 South
Middlebury, Vermont 05753

OR: Fax to:
(802) 388-0271

OR: E-Mail to:
patti@acswwmd.org

All hard copies of Bids are to be double-sided and, where possible, on recycled paper. Electronic Bids are encouraged. **All Bids must be submitted on the Bid Form attached to this RFB.** Software marketing materials, and demos in support of the RFB may be submitted electronically, or website links may be listed in the RFB for demonstration purposes. Late bids will be rejected.

2. The essential elements to be included in the Bids are:
 - Cover letter or company brochure with name, address, telephone and cellphone numbers, fax number and e-mail address of contact person;
 - Product overview and company qualifications, staff expertise and credentials;
 - Total purchase price, including installation and software;
 - Training costs with package details;
 - Service/maintenance contract (including emergency support and upgrades), and warranty;
 - Proposed options, if any, and prices listed separately;
 - Information re: the degree to which this application can be customized to meet our needs;
 - Timeframe for project completion; and
 - A list of references from current or former clients with similar work scopes.

BID EVALUATION

Bids will be opened and reviewed by District staff on September 8, 2020. Staff will review the bids with the District Executive Board on September 9, 2020 and the Board on September 17, 2020, with the intent to contact the successful bidder by September 18, 2020, or as soon as the Board makes its award. The goal for contract preparation will be September 23, 2020, with project commencement by October 1, 2020.

The District will evaluate the Bids based on the following criteria:

	Possible Points
Proposed product meets or exceeds the minimum specifications.	35
Positive references from other clients.	15
Support/maintenance contract terms and conditions.	15
Price	15
Experience and reputability of vendor and product.	10
Ability to complete the project by November 15, 2020.	10
Total	100

Questions regarding this RFB may be directed to Patti Johnson, Business Manager (ext. 231) at (802) 388-2333. Gary Johnson, Transfer Station Supervisor (ext. 229), is available to answer questions regarding construction details. All interested parties are encouraged to utilize e-mail in their communications. The Board will award the contract to the selected Bidder. All Bidders will be notified in writing regarding results of the selection process.

REVISIONS TO RFB

If it becomes necessary to revise any portion of this RFB, the addenda will be sent to all parties who were provided the original request and any parties who were provided copies of the request. The District also reserves the right to negotiate with the Bidders to modify or amend certain portions of their respective Bids.

DISTRICT REQUESTS FOR CLARIFICATION

It is the responsibility of the Bidder to provide accurate and complete information to the District. The District may, at its sole discretion, request clarifications and/or supplemental information from the Bidder during the Bid evaluation. The District may waive technical irregularities of a Bid if they do not alter the quality or quantity of the services offered.

CONTRACTOR SELECTION

There is no obligation on the part of the District to award a contract to the Bidder submitting the lowest price. Selection for the requested services will be awarded to the most responsive and responsible Bidder offering the best price and deemed to be in the best interests of the District.

REJECTION OF BIDS

The District reserves the rights to modify or issue changes to the original RFB, and to reject any or all proposals in the best interest of the District.

LIMITATION OF LIABILITY

Bidders shall bear the full cost of bid preparation and negotiating the final purchase agreement if selected by the District. There may be no claims whatsoever for reimbursement from the District for costs and expenses associated with this process.

**ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT
RFB Response Form
Lower Truck Scale Self-Checkout Kiosk**

POSITIVELY NO BIDS CONSIDERED UNLESS SUBMITTED ON THIS FORM!

Company Name: _____

Contact Name, Position: _____

Mailing Address: _____

E-Mail Address: _____

Tel. No.: _____

Fax No.: _____

Cellphone No.: _____

Cost Summary

(Attach Detailed Cost Breakdown of Each Category Listed)

Capital Outlay & Implementation Cost

Equipment	\$ _____
Software & Licenses	\$ _____
Professional Services	\$ _____
Training Services (onsite, web-based)	\$ _____
Other Costs	\$ _____

Total Capital, Implement Cost \$ _____

Recurring Annual Cost

Software Maintenance & Support	\$ _____
Other (Explain)	\$ _____

Total Recurring Cost \$ _____

Other

(Include details of any other items that may not fit the categories above, or optional modules that may not be specifically requested in this RFB):

_____	\$ _____
_____	\$ _____
_____	\$ _____

Bid Submitted by: _____
[Print name and title]

[Signature]

Date: _____