

# Henderson County Solid Waste



## **Informal Bid for Purchase and Installation of (1) Foam Densifier**

**Due Date:** Friday, January 21, 2022

**Time:** 3:00 PM EST

**Email:** [hcpurchasing@hendersoncountync.gov](mailto:hcpurchasing@hendersoncountync.gov)

## BID PROPOSAL FORM

Pursuant to the General Statutes of North Carolina, as amended, **informal bids**, subject to the conditions and specifications herein, are invited for furnishing the following apparatus, supplies, materials, equipment. All bids will be received by the Henderson County Finance Department, at 113 North Main St., Hendersonville, NC 28792, or via email at [hcpurchasing@hendersoncountync.gov](mailto:hcpurchasing@hendersoncountync.gov) by Friday, January 21, 2022 at 3:00PM, at which time the bids will be opened and read.

The undersigned, as bidder, hereby declares that this proposal is made without connection with any other person, company, or parties making a similar bid or proposal, and that the proposal is in all respects fair and in good faith, without collusion or fraud.

The bidder has carefully examined the annexed form of specifications and instructions to bidders and hereby declares that he will furnish the equipment called for in the manner prescribed in the specifications and instructions to bidders for the following price:

Specification No.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	Purchase and Installation of (1) Foam Densifier		

<b>GRAND TOTAL FOR ALL GOODS. INCLUSIVE OF SHIPPING TO HENDERSON COUNTY, NORTH CAROLINA AND INSTALLTION</b>	
<b>ESTIMATED DELIVERY DATE OF EQUIPMENT/VEHICLES.</b>	

**PLEASE NOTE BID PRICES AND SPECIFICATIONS SHALL BE FULLY ENFORCEABLE FOR 90 DAYS AFTER THE BID DUE DATE UNLESS NOTED BELOW:**

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**Printed Name of Firm Representative:** \_\_\_\_\_  
**Signature of Firm Representative:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Name of Firm Submitting Proposal:** \_\_\_\_\_  
**Firm Address:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

### **BIDDER'S CHECKLIST**

- Be aware of the bid opening and date and time as indicated on the first page of this proposal.
- All signatures must be by a company officer or agent who is authorized to enter into contracts and sign bid documents.
- Have you read and understood the "Terms and Conditions" and the "Instructions to Bidders" for submitting a bid?
- Have you read and do you completely understand all the specifications of this bid proposal?
- Have you submitted the requested number of copies of your proposal and included all the requested literature and specifications?
- If an addendum to the specifications was issued, has it been signed and returned with this bid proposal?
- Have you enclosed statements explaining any exceptions made to the specifications?

# **INSTRUCTIONS TO BIDDERS**

## **Section 1: Purpose**

The purpose of this document is to provide general and specific information for the use by suppliers in submitting a bid to supply Henderson County with apparatus, supplies, material, and equipment listed. All bids and contracts are governed by Henderson County policy, Section 143-129 of the North Carolina General Statutes, and/or if applicable 2 CFR Part 200 Federal Uniform Administrative Requirements, Cost Principles, and Audit.

## **Section 2: Bid Schedule**

Listed below are the dates and times by which stated actions must be taken or completed. The County may determine, in its sole discretion, that it is necessary to change any of these dates and times. All listed times are Eastern standard times.

<b>Action</b>	<b>Time</b>	<b>Date</b>
Bid issued	5:00PM	01/14/2022
Deadline for Questions & Exceptions	5:00PM	01/19/2022
County Responses	5:00PM	01/20/2022
Bids Due	3:00PM	01/21/2022
Anticipated Award	5:00PM	01/26/2022

## **Section 3: Bidder Questions**

The County is not liable for interpretations/misinterpretations or other errors, or omissions made by the Bidder in responding to this bid. The bidder shall examine this bid to determine if the County's requirements and terms and conditions are clearly stated. If, after examination of the various requirements and terms and conditions of this bid, the Bidder believes there are any requirements or terms and conditions which remain unclear or which restrict competition, the bidder may request, in writing, that the County clarify the requirement(s) and terms(s) and condition(s) specified by the Bidder. The Bidder must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the requirements or conditions questioned by the Bidder.

Requests for clarification, technical questions, and approval of alternate products to this bid must be received by the County no later than the date shown above in Section 2, entitled "Bid Schedule", under Deadline for Questions. The Bidders' failure to request clarification and submit questions by the date in the bid schedule above shall be considered to constitute the Bidders' acceptance of all County requirements and terms and conditions. The County shall issue addenda reflecting questions and answers to this bid, if any, and shall be posted to the County's website at <https://www.hendersoncountync.gov/rfps>.

## **Section 4: Bid Contact**

Any and all questions, concerns, request for additional information, and alternate product considerations shall be directed to the Henderson County Finance Department to the attention of the Purchasing Agent:

Doug Guffey  
[hcpurchasing@hendersoncountync.gov](mailto:hcpurchasing@hendersoncountync.gov)

## Section 5: How to Prepare Bid Proposals

Bidders are encouraged to carefully review all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.

- a) **PROPOSAL FORM:** Submit all prices and offers on the **BID PROPOSAL FORM(s)** provided herein. All bid proposals must be submitted and signed by the supplier or their authorized representative with all erasures or corrections initialed and dated by the authorized representative of the proposal.
- b) **SIGNATURE:** All bids must be signed by an authorized official of the company on the **Bidders Signature Page**. A bid may be rejected if it shows omissions, alterations of form, additions not called for, conditional bid, or any irregularities.
- c) **TAXES:** Do not include taxes in your bid prices. Taxes must be itemized and added to invoices separately when invoicing the County. The County is required to pay sales tax. The County is exempt from Federal Excise Tax and has a Federal Tax number.

## Section 6: How to Submit Bid Proposals

- a. **SUBMIT BIDS ON THE BID PROPOSAL FORM PROVIDED HEREIN.**
- b. Bids may be submitted via email to [hcpurchasing@hendersoncountync.gov](mailto:hcpurchasing@hendersoncountync.gov).
- c. Bids may be mailed or delivered as follows

### Mailing & Delivery Address:

Henderson County: Purchase and Installation of Foam Densifier

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Finance Department

113 N Main Street

Hendersonville, NC 28792

- d. Please note bids not received by the time and date specified on the Bid Proposal Form will not be opened or considered.
- e. Bidders shall provide any available product literature and manufacturer's specifications at the request of Henderson County.

## Section 7: Bid Opening

- a. All bids will be opened and read at the time and place shown on the enclosed Bid Proposal Form. No official award will be made at the bid opening. **LATE BIDS WILL NOT BE OPENED OR ACCEPTED.**
- b. Bids will be examined by the Purchasing Agent and the using department officials

promptly after the opening and an award made as early as possible. No bids may be withdrawn except for as provided herein.

## Section 8: Award of Bid

a. **Standard of Bid Award Acceptance:**

The County reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of Henderson County. The award shall be made to the lowest, responsive, responsible bidder taking into consideration quality, performance and the time specified in the bid for the performance of the contract.

b. **Bid Prices:**

All items and products proposed in response to this bid are to be new, in un-used condition unless otherwise noted in the minimum specifications. All prices proposed in response to this bid are to include all transport, freight, fuel surcharges and other fees if applicable and be delivered **FOB destination, freight prepaid and allowed** to the location provided on the County Purchase Order if not otherwise instructed within the specifications section. All items are to be packaged, and shipped or delivered safely in a protective carton, fully assembled and serviced, ready for use and operation where applicable or otherwise described within the specifications. All supplies, equipment, and apparatus must meet all Federal, State, and Local safety regulations, requirements, and guidelines, such as OSHA, EPA, US DOT, NC-DOT, NFPA, UL, etc., if so regulated.

c. **Order of Precedence:**

In cases of conflict between sections and provisions within the bid document, the Order of Precedence will be 1) the Special Conditions section specific to the Bid (if present); 2) the Minimum Specifications section specific to the Bid, 3) Henderson County Terms and Conditions; and 4) the Instructions to Bidders section of the Bid document.

## Section 9: Objections to the Specifications

It is not the intent of the bid specifications to exclude or limit competition or favor any supplier. If there is an objection to any of the specifications or requirements listed herein, the bidder must notify Henderson County's Purchasing Agent, in writing, stating and listing the specifications and objections, no later than five (5) working days prior to the bid opening date. If a pre-bid meeting has been scheduled, any objections must be presented in writing at that time. The objections stated must pertain both to form and substance of the bid document. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the bidder to protest the solicitation. All concerns, questions, clarifications, or other correspondence must be directed only to Henderson County's Purchasing Agent. Information obtained from other sources will not be considered in the evaluation and award of this bid.

## Section 10: Errors in Bids

Bidders or their authorized representatives are expected to understand the conditions, requirements, and

specifications before submitting bids. Failure to do so will be at the bidders' own risk. In case of an error in the extension of prices on the bid, the unit price shall govern.

If an error or omission occurs bidder(s) must submit in writing no more than seventy-two hours after the bid opening, a request to withdrawal their bid, excluding Saturdays, Sundays, or Holidays for which Henderson County offices are closed.

## Section 11: Alternate Bids

Alternate bids are allowed. Alternate bids are those that are not identical by manufacturer and/or model or has substantially different specifications than what is outlined within the bid document. When alternate bids are submitted, the bidder must submit documentation for review as a part of the bid to show that the product meets or exceeds the specifications of the item(s) referenced in the specifications. It shall be the bidder's responsibility to show that the alternate bid submission is equivalent to what is being procured. Bidders may submit multiple bids on various manufacturers' brands/models.

## Section 12: Bid Options

The County reserves the right to request pricing on optional equipment or additional items along with the pricing for the main or primary product or items when applicable. At the discretion of the County, some or all of the options requested may or may not be added and purchased based upon necessity and the availability of budgeted funds. The bid award will be made to the lowest, responsive, responsible bidder for the main or primary product or items listed on the Bid Proposal Form. Pricing for any additional options will be requested in a separate section of the bid and will not be included in the determination of the bid award.

## Section 13: Bid Tabulations

Pursuant to North Carolina General Statute 143-131(a), bidders may request a bid tabulation from the Purchasing Agent, after the bid has been awarded.

## Section 14: Specifications

### I. **Overview:**

It is the intent of these specifications to set up minimum requirements for the installation and purchase of (1) foam densifier as specified. These specifications must be considered as minimum requirements. If it is necessary to bid alternate equipment or to take exceptions to the specifications as set forth, this must be so stated in your bid. Any reference to a model or brand is only to denote quality and does not mean that equal equipment will not be considered.

### II. **Product Specifications**

No	Description	Compliance/Exception
1	Densifies Polystyrene (EPS) via thermal process	
2	Minimum processing ability of 200 lbs./hour of loose EPS Foam	

3	Power requirements: 220 Volt / 3 Phase / 60 Amp	
4	Minimum Hopper Opening: 25" x 20 "	
5	Equipment Dimensions Inclusive of Safety Guard: Maximum of 47" (W) x 43" (L) x 65" (H)	
6	Minimum Foam volume reduction ratio of about 90:1	
7	Maximum Weight: 1400 lbs.	

**III. Installation and Training:**

- a. Bidder shall install equipment at County selected site
- b. Install all materials and equipment in accordance with manufacturer’s instructions and warranty requirements.
- c. County will be responsible for providing power to the site.
- d. Bidder must provide on-site training on all equipment, controls and foam products that can be processed for Henderson County Solid Waste staff. Training will include a scheduled walk-through seminar for the owner’s personnel. This should explain operation diagrams as well as emergency and alarm provisions.
- e. Bidder shall perform work only during regular operating business hours (Monday-Friday 7:00AM to 4:00 PM) unless approved by the Solid Waste Director.

**IV. Warranty**

- a. Please indicate manufacturers standard warranty on equipment purchased (Minimum of 1 year)
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- b. The installation services included as part of the work furnished by the bidder shall be free from any defects in workmanship for a period of one year from the date of final payment

**V. Acceptance of Work**

- a. Equipment is to be fully functional and operating as intended when the bidder has completed the project. Contractor shall demonstrate sustained, satisfactory performance of all equipment and systems in a test run of appropriate duration. Henderson County personnel will be notified in advance so that they can be present during test run
- b. Henderson County is to receive all test reports, warranties, maintenance manuals, product data, and closeout documents.

**VI. Delivery**

Installation and delivery of the equipment will be located at the Henderson County Solid Waste, 191 Transfer Station Drive, Hendersonville, NC 28791.



## Section 15: Minority and Disadvantaged Business

Pursuant to General Statutes of North Carolina Sections 143-128 and 143-131 and, the County encourages and provides equal opportunity for Certified Minority and Women- Owned Business Enterprise (MWBE) businesses to participate in all aspects of the County's contracting and procurement programs.

For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under Doing Business with Henderson County at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>.

## Section 16: Trade Secrets

This Bid document and all Bidders' responses and proposals received are considered public information, except for trade secrets as defined by North Carolina General Statute 66-152(3). Trade secrets shall be specifically identified in writing by the Bidder and shall be handled according to State statute or other applicable laws. Any section of the bidder's response package that is deemed to be a trade secret by the bidder shall be submitted in an envelope clearly marked "**TRADE SECRET INFORMATION- DO NOT DISCLOSE.**"

## Section 17: Funding Source of Bid

This purchase is funded solely by the Food Service Packaging Institute Foam Recovery Grant. This bid does **NOT** contain federal funds and therefore is **NOT** subject to Federal Uniform Administrative Requirements, Cost Principles, and Audit.

## Section 18: Expiration of Funding Source

Due to the funding source of this project the equipment specified herein shall be **received and invoiced** before **March 16, 2022**.

## SECTION 19: Terms and Conditions

Any proposal submitted to Henderson County shall be deemed to include all the Terms and Conditions shown in the document found online at

[https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson\\_county/page/42611/purchase\\_order\\_terms\\_and\\_conditions\\_rev\\_03-26-2019.pdf](https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson_county/page/42611/purchase_order_terms_and_conditions_rev_03-26-2019.pdf)

These Terms and Conditions, which refer to a "purchase order", shall be deemed to be included in any contract entered into as a result of this Request for Proposals ("RFP"), even if the RFP seeks the provision of services or a mixture of services and goods instead of solely goods.

Any attempt by a proposed contracting party (the "Bidder") under the RFP to exclude any of these Terms and Conditions shall cause any Proposal made in response to this RFP to be deemed to be non-responsive (unless Henderson County has notified the Bidder that the funding source for the goods or work sought under this RFP is not federal funds, in which case those provisions under number 15 of the Terms and Conditions (and all subparts thereunder) may be excluded from a Proposal.