



## Request For Quotes

for the

### Procurement of Porous Surfaces Cleaning Equipment

Date of Issuance:	October 13 <sup>th</sup> , 2020
Issued by:	City of Burlington, Department of Public Works, Water Resources
Due Date for Proposals:	October 30 <sup>th</sup> , 2020 by 4 p.m.
Questions due:	October 19 <sup>th</sup> , 2020 at 4:00 p.m.
Issuing Point of Contact:	James Sherrard, Stormwater Program Coordinator 235 Penny Lane Burlington, VT 05401 jsherrard@burlingtonvt.gov 802 503-7027

#### I. PROJECT BACKGROUND

The City of Burlington Department of Public Works (City) is seeking quotes for a porous surface cleaning system designed for routine vacuum maintenance and deep restorative cleaning of porous pavement/paver systems.

The purpose of this technology is to enable required maintenance of the various pervious surfaces for which the City is responsible for. While historically the City has sought outside contractors to perform this work most of these contractors were located out of state. Procuring routine maintenance in this manner with limited local options is costly and prohibitive of the frequent maintenance needed to keep infiltrating surfaces in good order. The goal of procuring this equipment is to enable City Staff to operate and maintain this equipment in house thereby ensuring our pervious surfaces maintain functionality throughout their respective design lifespans.

#### II. SCOPE OF REQUEST

The equipment sought must have the following capabilities and specifications:

##### A. Routine Vacuum Maintenance:

- i. Self-propelled, Ride-on/Zero Turn capability;

- ii. Pavement contact pickup head designed for porous pavement having a pickup width of at-least 42”;
- iii. Multi-level dust suppression system containing cyclonic screens with 50-micron and 25-micron filter sizes;
- iv. On-Board debris collection capacity of at-least 75 gallons;
- v. Integrated hand-held wandering hose to facilitate maintenance including bio-retention, shallow drain inlets, fallen leaves and litter; and
- vi. Independent high-powered blower function.

**B. Deep Restorative Cleaning:**

- i. Full water/vacuum interconnection for use with combination jet/vac unit (i.e. Vactor 2100 series or its equivalent);
- ii. 48” interchangeable head for deep restorative cleaning;
- iii. Full width high pressure/volume water coverage, capable of delivering cleaning power to pavement surface of at least 35 gallons/minute at 3,500 PSI;
- iv. Multiple high-pressure rotating turbo cleaning nozzles with individual in-line filtration.
- v. 8” suction connection; and
- vi. 40ft or more of 8” suction hose with abrasion protection system.

**III. SUBMISSIONS & RESPONSE FORMAT**

- A. Submission Time & Recipient:** All proposals in response to this Request for Proposals must be received via email to the point of contact below and titled “Porous Surfaces Cleaning Equipment” to the below point of contact and by the date and time provided.

**Due Date/Time: October 30th, 2020 by 4 p.m.**

Late proposals will not be accepted under any circumstances. It is the responsibility of the firm submitting proposals to ensure that the point of contact has received a completed proposal by the required deadline.

**Point of Contact:**

James Sherrard  
Stormwater Program Coordinator  
235 Penny Lane  
Burlington, VT 05401  
[jsherrard@burlingtonvt.gov](mailto:jsherrard@burlingtonvt.gov)  
802 503-7027

- B. Required Items:** Consultants are encouraged to be concise with their submissions and are asked to include the following items:
- i. A cover page including the Request for Proposals title and applicant firm’s name and office location.
  - ii. A summary of the Bidders understanding and approach of the Scope of Work.
  - iii. An informational packet including all items requested in the Proposal Selection Section.

- C. **Questions:** Questions concerning this Request for Proposals (RFP) must be made via email to the point of contact above. Responses to all submitted questions will be posted at: <https://www.burlingtonvt.gov/RFP>. Any revisions, addendums, and answers to questions received at least a week before the proposal due dates will be sent to Consultants who directly received this RFP. It is advised that Consultants sign up for GovDelivery notification so they will be notified of any changes to the RFP page.

#### **IV. PROPOSAL SELECTION**

Proposals will be reviewed and evaluated by City staff based on the following information:

- Detailed costs of proposed equipment;
- Technical specifications documenting that the above required capabilities and specifications listed in the Scope of Request section are met;
- Visuals (pictures, videos, etc.) depicting the proposed equipment;
- A list of parts which experience the most wear and tear accompanied with replacement costs if sourced through the Bidders company;
- Estimated annual maintenance costs;
- Customer service provided as part of the sale (i.e. training, warranties, specialized maintenance, technical support for City maintenance staff); and
- A list of three references (preferable municipalities) where the equipment is currently in use.

#### **V. LIMITATIONS OF LIABILITY**

The City assumes no responsibility or liability for costs incurred by parties responding to this Request for Proposals, or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

#### **VI. COSTS ASSOCIATED WITH PROPOSAL**

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity. The City will not reimburse any person or entity for any costs incurred.

#### **VII. REJECTION OF PROPOSALS**

The City reserves the right to reject any or all quotes/proposals, to negotiate with one or more parties, or to award the contract to the proposal the City deems will meet its best interests, even if that quote/proposal is not the lowest bid. The City reserves the right to re-advertise for additional quotes/proposals and to extend the deadline for submission of the quotes/proposals. This Request for Quotes in no way obligates the City to select a vendor or quote, or to award a contract.

#### **VIII. OWNERSHIP OF DOCUMENTS**

Any materials submitted to the City in response to this Request for Proposals shall become the property of the City unless another arrangement is made by written agreement between the City and the responding party. The responding party may retain copies of the original documents.

#### **IX. PUBLIC RECORDS**

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely

within the purview of City. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the City consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

**X. ATTACHMENTS**

- Attachment A: Vendor Signature Page

**EXHIBIT A:**

**VENDOR SIGNATURE PAGE**

The foregoing quote/proposal is hereby submitted by Vendor signed below in accordance with all terms and conditions as set forth in the Request for Quotes issued by Burlington Department of Public Works for the procurement of Porous Surfaces Cleaning Equipment. Vendor understands and agrees to the Department of Public Works' specifications.

**VENDOR**

Name of Vendor: \_\_\_\_\_

By (Signature): \_\_\_\_\_

By (Name) \_\_\_\_\_

By (Title) \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Address (URL): \_\_\_\_\_