



## **Town of Gilford**

### **2024 FOAM RECYCLING SYSTEM**

The Department of Public Works of the Town of Gilford, New Hampshire wishes to solicit bid proposals for a Foam Recycling System located at the Gilford Solid Waste Center, 100 Recycle Way, Gilford NH. A detailed package with information on project delivery, conditions thereof, and bid forms, is available at [www.gilfordnh.org](http://www.gilfordnh.org) (Departments – Public Works) or said offices during normal business hours. **Proposals must be submitted no later than 12:00 PM Friday March 15<sup>th</sup>, 2024**, to the Public Works Office at 55 Cherry Valley Road, Gilford, NH 03249. Proposals should be in a sealed envelope marked “2024 Foam Recycling System”. Late or faxed proposals will not be accepted.

The Town of Gilford reserves the right to accept or reject any and/or all proposals or any part thereof, to waive any formality in the proposal process and to accept the proposal considered to be in the best interest of the Town. Failure to submit all information called for may be sufficient grounds for disqualification. Questions regarding this request for proposal should be directed to: Meghan Theriault, Director of Public Works at 603-527-4778.

## Technical Specs

### **FOAM RECYCLING SYSTEM EQUIPPED WITH ONE (1) MOBILE METAL WEATHER- RESISTANT CONTAINER, FOUR (4) METAL FOAM COLLECTION RECYCLING BINS, AND ONE (1) FOAM DENSIFYING MACHINE OR EQUIVALENT**

#### **Intent**

It is the intent of this specification to provide for the purchase, delivery, and installation of a foam recycling system equipped with one (1) mobile metal weather-resistant container, four (4) metal foam collection recycling bins with three (3) removable storage sacks each, and (1) foam densifying machine capable of reducing the size of Expanded Polystyrene (EPS) material into a recyclable and marketable product.

The large mobile metal container, two (2) bins and the foam densifier will be located at the Gilford Solid Waste Center, 100 Recycle Way, Gilford NH where a flat pad has been established and 3-phase electrical hookups exist. The other two (2) bins will be located at the Gilford Department of Public Works located at 55 Cherry Valley Road, Gilford NH.

The following specification is based upon Foam Cycle's Styrofoam collection, densifying and recycling system. The Town of Gilford has evaluated other types of polystyrene recycling equipment and has determined that a hot melt densifier is best for meeting the needs in quality, performance, and standardization.

This specification is not to be interpreted as restrictive, but rather as a measure of the quality and performance against which all bids will be compared. You must include specification sheets for each major component. Vendors who do not submit specification sheets shall not be considered.

The contract will be awarded for the product which best serves the interests of the Town of Gilford and the Regional Foam Recycling Program when cost, product, safety, quality, and delivery are considered. The Town reserves the right to reject any or all bids or any part thereof, and to waive any minor technicalities. A contract will be awarded to one (1) bidder submitting the lowest responsive and responsible bid for all items requested in this RFP.

#### **Technical Specifications**

1. The mobile metal weather-resistant container shall be an International Organization for Standardization (ISO) certified metal container equipped with two (2) 8' wide roll up doors, interior lighting, exhaust fan and electrical connection. The exterior must contain a design publicizing the recycling of Styrofoam (polystyrene). The size of the unit shall be a minimum of 8' wide x 20' long and shall accommodate ample working

space around the densifier unit along with a separate 80-100 sf storage area for bulk bags of foam.

2. The mobile metal weather-resistant container shall be equipped with one (1) 200 lb. per hour (minimum) hot melt foam densifier with a shielded hopper opening to reduce flying foam particles, start and stop switch, and temperature gauge.
3. The mobile metal weather-resistant container's overall design shall be included with the bid and show the densifier's placement, access points, lighting, electrical connections, air flow, storage area and signage.
4. The stand-alone all-weather metal collection bins shall be approximately 47.5" W x 39.5" D x 76.5" H with a hinged door, plastic flaps at the opening to keep out the elements and be able to hang a 2.0 CY/1.5 ton standard polybag from four (4) hooks inside.
5. The poly bulk bags shall each be 2.0 CY/1.5 ton closed bottom, open top, reinforced corner seams and corner loops for hanging.
6. The stand-alone all-weather metal collection bin shall be painted in the same color scheme as the larger mobile metal container that houses the densifier. The exterior bin design shall publicize the recycling of Styrofoam (polystyrene) and list examples of what items can and cannot be accepted. Current Foam Recycling Program Flyer attached for reference.
7. All instruction manuals and any other printed information necessary for the operation of any and all components of the proposed Foam Recycling System must be included upon delivery.
8. The unit cost shall include the purchase, delivery and installation of the foam recycling system equipped with one (1) mobile metal weather-resistant container, housing four (4) metal foam collection recycling bins with three (3) removable storage sacks each, and (1) hot-melt foam densifying machine. Training of staff to operate and maintain the proposed recycling system shall also be included in the submitted pricing.

# Bid Form

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

EMAIL: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PROVIDE LUMP SUM PRICING:

**One (1) mobile metal weather-resistant container**

\$ \_\_\_\_\_ Size: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

**Four (4) metal all-weather foam collection recycling bins with storage bags**

\$ \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

**One (1) hot melt foam densifying machine with 200 lb/hr capacity**

\$ \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Net Proposal Pricing for 2024 Foam Recycling system including all components listed above:

\$ \_\_\_\_\_

\_\_\_\_\_

(written) Dollars and cents

Estimated Delivery Date: \_\_\_\_\_

## Specifications Exemption Form

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of the Town of Gilford to interpret information concerning the materials which you intend to furnish.

If your proposal/quotation does not meet all of our specifications, you must state so in the space provided below:

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Proposal on equipment, supplies, service and materials not meeting specifications may be considered by the Town, however all deviations must be listed above.

I DO meet specifications:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I DO NOT meet specifications as listed in this bid:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

EXCEPTIONS ARE NOTED ABOVE YOUR BID MAY BE REJECTED IF YOU DO NOT SIGN AND  
SUBMIT THIS PAGE.

TOWN OF GILFORD, NEW HAMPSHIRE

BUSINESS AND TAXPAYER IDENTIFICATION INFORMATION  
(T I N)

1. THIS BUSINESS IS A: (Please check one)

Individual  Sole Proprietorship

Partnership  Corporation

Non-Profit Entity

Other (please describe): \_\_\_\_\_

2. LICENSED OR OTHERWISE AUTHORIZED TO DO BUSINESS BY THE STATE OF:

\_\_\_\_\_

3. TAXPAYER IDENTIFICATION NO. (TIN): \_\_\_\_\_ - \_\_\_\_\_

OR

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

LEGALLY ISSUED IN THE NAME OF: \_\_\_\_\_

DOING BUSINESS AS (DBA): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TOWN/TOWN, STATE, ZIP: \_\_\_\_\_

NOTES:

YOUR BID MAY BE REJECTED IF YOU DO NOT COMPLETE AND SUBMIT THIS PAGE WITH YOUR  
BID.

CHECKS IN PAYMENT OF OBLIGATIONS BY THE TOWN WILL BE MADE PAYABLE TO YOUR  
LEGALLY ISSUED NAME UNLESS YOU STATE A D/B/A (DOING BUSINESS AS). FEDERAL TAX  
REPORTING, IF REQUIRED, WILL ALSO BE IN YOUR LEGAL NAME.

FAILURE TO PROVIDE A T.I.N. WILL SUBJECT YOU TO 20% FEDERAL BACK-UP WITHHOLDING.

## General Terms and Conditions

### PREPARATION OF PROPOSALS and QUOTES

Proposals shall be submitted on the forms provided and must be signed by the Proposer or his authorized representative. Any corrections to entries made on the Proposal forms shall be initialed by the person signing the proposal.

Proposers must quote on all items appearing on the proposal forms unless specific directions in the advertisement, on the proposal form or in the special provisions allow for partial proposals. Failure to quote on all items may disqualify the proposal. When proposals on all items are not required, proposers shall insert the words "no proposal" where appropriate.

Alternative proposals will be considered, unless otherwise stated, only if the alternate is described completely, including, but not limited to, sample, if requested and specifications sufficient so that a comparison to the request can be made.

Unless otherwise stated in the Request, prices quoted shall remain firm for a period of thirty (30) days after the date and time for receipt of proposals.

Any questions or inquiries must be submitted in writing, and must be received by the Public Works Department no later than seven (7) calendar days before the Request for Proposal/Quote due date to be considered. Any changes to the Request for Proposal/Quote will be provided to all proposers of record.

The proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to a bid in any way. NOTE: No premiums, rebates or gratuities permitted either with, prior to or after any delivery of materials. Any such violation will result in the cancellation and/or return of materials (as applicable) and the removal from Proposal List(s).

The name of any manufacturer, trade name, or catalog number mentioned in this request for proposals/quotes description is for the purpose of designating a minimum standard of quality and type. Such references are not intended to be restrictive, although specified color, type of material and specified measurements may be mandatory. Proposals will be considered for any brand proposals, the proposer shall specify the product they are proposing and shall supply sufficient data to enable comparison be made with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.

When samples are required, they must be submitted free of cost to the Town. They will be returned unless otherwise specified.



Items left for demonstration purposes shall be delivered and installed free of charge and shall be removed by the vendor at no cost to the Town. Said demonstration unit shall not be offered to the Town as new equipment unless mutually agreed to.

The vendor may be required to supply proof of compliance with proposal specifications. When requested, the vendor must immediately supply the Town with certified test results or certificates of compliance.

#### DISQUALIFICATION

Awards will not be made to any person, firm or company in default of a contract with the Town.

#### PATENT PROTECTION

The seller agrees to indemnify and defend the Town of Gilford from all claims and losses resulting from alleged and actual patent infringements and further agrees to hold the Town of Gilford from any liability arising under RSA 382-A, 2-312 (3). (Uniform Commercial Code).

#### DELIVERY

Deliveries are to be made only to the department or division indicated on the order and in accordance with accepted commercial practices, without extra charge for packing or containers.

Deliveries which do not conform to the specifications or are not in good condition upon receipt shall be replaced promptly. Deliveries shall be inside the building, and accepted weekdays, between the hours of 7:30am and 4:00pm unless otherwise stated.

#### INVOICING

Unless otherwise stated, invoices are to be submitted in duplicate upon delivery or pick up to the user department or division. The invoice must include an itemization of all items, supplies, repairs or labor furnished, including unit list price, net price, extensions and total amount due.

**(I) (We) hereby certify that (I) (We) have read each and every part of this proposal and advertisement, and (I) (We) understand that failure to comply with any statement, part or request of this proposal will be cause for rejection thereof.**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_