

# **City of Scottsbluff, Nebraska**

**Monday, October 7, 2013**

**Regular Meeting**

## **Item Consent7**

**Council to approve bid specifications for the purchase of a Shredder for use in composting the City's biosolids, grass clippings and yard waste, and authorize the City Clerk to advertise for bids to be received on Tuesday, October 29, 2013 at 11:00 a.m.**

Staff Contact: Mark Bohl, Public Works Director

# Agenda Statement

Item No.

For meeting of: October 7, 2013

**AGENDA TITLE:** Council to approve bid specifications for the purchase of a Shredder for use in composting the City's biosolids, grass clippings and yard waste, and authorize the City Clerk to advertise for bids to be received on Tuesday, October 29, 2013 at 11:00 a.m.

**SUBMITTED BY DEPARTMENT/ORGANIZATION:** Mark Bohl, Public Works Director

**PRESENTATION BY:** Consent

**SUMMARY EXPLANATION:** *This fiscal year, the Wastewater and Environmental Service Departments are scheduled to purchase three pieces of equipment needed for the City's compost operation. The equipment is part of the improvement needed to bring our operation into compliance with State and Federal regulations.*

These bid specifications are for the purchase of a Shredder that is needed in order to process green waste as a compost amendment. It will reduce the waste to a sufficient size prior to incorporating it into the compost mixture. We have included the option of trading in a 2005 Wood Hog toward this purchase.

These bid specifications have been reviewed by legal before bring before Council for consideration.

**BOARD/COMMISSION RECOMMENDATION:**

**STAFF RECOMMENDATION:** Staff requests that Council approve the bid specifications and authorize the City Clerk to advertise for bids to be received on October 29, 2013 at 11:00 a.m.

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## EXHIBITS

Resolution  Ordinance  Contract  Minutes  Plan/Map

Other (specify)  Bid Specifications \_\_\_\_\_

**NOTIFICATION LIST:** Yes  No  Further Instructions

**APPROVAL FOR SUBMITTAL:** \_\_\_\_\_  
City Manager

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Rev 3/1/99CClerk



**CITY OF SCOTTSSLUFF**

**Environmental Services**

**A Division of**

**Public Works**

2525 Circle Drive

Scottsbluff, NE 69361

**Bid Specifications**

**For**

**The Purchase of One (1) New,  
Low Speed, High Torque Shredder**

**Issue Date: October 7, 2013**

**Publish Dates: Fridays – October 11<sup>th</sup>, October 18<sup>th</sup> and October 25<sup>th</sup>, 2013**

**Closing Date/Time: Tuesday, October 29, 2013 at 11:00 a.m.**

Contact

Lynn A. Garton – Water Reclamation Supervisor  
308-630-6292

**NOTICE TO BIDDERS**  
Request for Bid Proposals  
For the Purchase of One New  
Low Speed, High Torque Shredder

Sealed Bids will be received by the City of Scottsbluff, Nebraska at the office of the City Clerk until 11:00 A.M. on Tuesday, October 29, 2013, for furnishing One (1) New, Low Speed, High Torque Shredder. Bids will include the option of trading in One (1) Used 2005 Morbark Wood Hog, Model 3600, toward this purchase. All Bids must be received by the City Clerk, of the City of Scottsbluff, 2525 Circle Drive, Scottsbluff, NE 69361. Bids must be submitted in a sealed envelope plainly marked "Request for Bid Proposals, Low Speed, High Torque Shredder". Specifications and Instructions to Bidders are available at the office of the City Clerk or on-line by going to [www.scottsbluff.org](http://www.scottsbluff.org). Inquiries may be addressed to Lynn A. Garton, Water Reclamation Supervisor, 308-630-6292 or [lgarton@scottsbluff.org](mailto:lgarton@scottsbluff.org). The Council reserves the right to reject any and all bids and to waive irregularities.

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Cindy Dickinson  
City Clerk

Publish – 3T  
October 11, 2013  
October 18, 2013  
October 25, 2013

## INSTRUCTIONS TO BIDDERS

1. All Bids shall be submitted on the Bid Forms provided for this purpose in order that they may be properly compared and evaluated.
2. The Bid shall be for One (1) New, Low Speed, High Torque Shredder.
3. The Bid shall include the option of trading in One (1) Used 2005 Morbark Wood Hog Model 3600, hours unknown, toward this purchase. The used equipment is listed on the Bid Form provided. Used equipment may be viewed at the City of Scottsbluff Compost Facility photos and details may be obtained by contacting the Water Reclamation Supervisor at 308-630-6292 or [lgarton@scottsbluff.org](mailto:lgarton@scottsbluff.org).
4. The Bid shall be quoted F.O.B. Scottsbluff, NE.
5. Bids shall state the make and model of proposed Equipment and include complete detailed specifications with manufacturer's brochure, specifying the identical model being bid.
6. The City is exempt from Federal Excise or State Sales Tax. A tax exemption certificate will be furnished by the City of Scottsbluff.
7. The Bids shall be submitted to the City Clerk's office by 11:00 A.M., October 29, 2013, in a sealed envelope, and the envelope clearly marked "Request for Bid Proposals, Low Speed, High Torque Shredder."
8. The Council reserves the right to reject any and all bids and to waive any irregularities for any reason deemed necessary.
9. Award of purchase by the City will not become final until Council approval is received. Following approval a Notice of Award will be provided to the successful bidder.
10. City will pay for equipment meeting all specifications upon proper documentation of same, no sooner than the first Council meeting following delivery of same.
11. Delivery time from date order is placed to vendor shall be one hundred twenty (120) days or less.
12. Price that is stated on the Bid Proposal Form shall be good for 30 calendar days following bid opening.
13. Any items of noncompliance or variations to the minimum specification requirements listed on the following pages shall be written and submitted with the Bid Proposal.
14. Actual equipment being bid must be available for inspection by City personnel after the bids are opened and before the next council meeting when the purchase will be approved.

**PROPOSAL FOR FURNISHING  
ONE (1) NEW, LOW SPEED, HIGH TORQUE SHEDDER**

Mayor and City Council  
Scottsbluff, Nebraska

Gentlemen:

I (we) have examined the Notice to Bidders, dated October 7, 2013, Instructions to Bidders, and the Specifications, and submit the following proposal to furnish One (1) New, Low Speed, High Torque Shredder for the Environmental Services Department.

_____	_____	_____	<b>Bid Price: \$</b> _____
Year	Make	Model #	

Trade in: One (1) Used 2005 Morbark, Model 3600 Wood Hog.  
Less Trade-In Price for Wood Hog: \$ \_\_\_\_\_

**Bid Price with Trade-In: \$** \_\_\_\_\_

My Bid for the described Low Speed, High Torque Shredder with trade-in is:

\_\_\_\_\_  
(amount written out fully)

If the City places an order with my firm for the specified equipment, I hereby certify I will deliver a new Equipment on or before: \_\_\_\_\_ which meets the following specifications.

Month          Day          Year

Signature of Bidder: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Company Represented by Bidder: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

Telephone and FAX Number of Bidder: \_\_\_\_\_

## **MINIMUM SPECIFICATIONS FOR ONE (1) NEW, LOW SPEED, HIGH TORQUE SHEDDER**

### **General:**

- It is the intent of these specifications to establish minimum requirements for One (1) New, Low Speed, High Torque Shredder. This equipment shall include all manufactures advertised standard equipment that meets or exceeds the following specifications unless otherwise specified.
- Equipment shall be of good commercial quality for the intended service and shall be produced by use of such manufacturing processes.
- Equipment shall be treated to resist rust and corrosion. The design of the mechanical members shall be such that the stress imposed through normal use shall not cause rupture or permanent deformation on any member.
- Bidders must submit with their bid, the latest printed specifications and advertising literature on the models they propose to furnish.
- It will be necessary for the successful bidder to furnish all necessary and desirable information and instructions for the proper operation of the equipment by the employees of the City of Scottsbluff, including but not limited to operational manual, parts manual, shop repair, electrical diagram, service manual and two legible copies of the manufacture's line sheets.
- Bidders shall submit a synopsis of non-compliant issues with their respective bid.
- The City of Scottsbluff has evaluated different types of equipment and has determined that this equipment is best suited for its needs in safety, quality, performance and standardization. This specification is not to be interpreted as restrictive, but rather as a measure of the safety, quality and performance against which all equipment bids will be compared. In comparing proposals, consideration will not be confined to price only. Contract will be awarded for the equipment which best serves the interests of the City of Scottsbluff when cost, equipment, safety, quality and delivery are considered. The City of Scottsbluff 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 the bidder submitting the lowest responsible bid meeting the exact requirements of this specification.
- Bids will be accepted for consideration on any make or model that is equal or superior to the equipment specified. Decisions of equivalency will be at the sole interpretation of the City of Scottsbluff.

- All equipment furnished shall be new, unused and the same as manufacturer's current productions model. Accessories not specifically mentioned herein, but necessary to furnish complete equipment ready for use, shall also be included. Equipment shall conform to the best practice known to the body trade in design, quality of materials and workmanship. Assemblies, sub-assemblies and component parts shall be standard and interchangeable throughout the entire quantity of equipment as specified in this invitation to bid.
- Successful bidder shall provide component information consisting of serial and part numbers for all components of the equipment, including but not limited to: Engine, generator, axles, hydraulic pump, and gearboxes, to assist in ordering parts in the future.

**Literature:**

- Two (2) copies of the following manuals/drawings shall be furnished upon delivery of the equipment:
  - Electrical diagram.
  - Hydraulic diagram.
  - Hydraulic schematics.
  - Service shop repair manuals.
  - Operator's manuals.
  - Parts manuals.
  - Manufacturers line build sheet.
  - In lieu of two copies of the manuals, the City would prefer one of the copies of the complete literature to be in compact disc format, if available.

**Warranty:**

- One year unlimited 100% parts and labor, **to begin no earlier than the date of delivery, and the City's acceptance of the equipment.**
- Two year unlimited power train 100% parts and labor for a total of three years warranty.
- The successful bidder shall respond to all calls for warranty work within 48 hours of being notified by Scottsbluff Environmental Service personnel. To clarify, respond refers to being on site repairing.
- If successful bidder cannot respond within 48 hours then a local service facility shall be provided for service at no expense to the City of Scottsbluff. State the location and distance of the servicing facility when submitting the bid.
- If the equipment won't be back in service within 7 calendar days of being notified, the successful bidder will provide a like machine to keep operations going at no cost to the City.
- The successful bidder shall maintain and/or have access to parts inventory during the warranty period. If this is not possible, Note Exception when submitting bid.
- The City of Scottsbluff will not be liable for freight charges during warranty period, due to dealer not stocking parts.



- All in service policies and warranties shall be delivered with the equipment at the time of delivery.

**Parts Availability:**

- All parts that are essential to the operation of this machine shall be made available to the City within 2 calendar days after being notified.

**DETAILED SPECIFICATIONS**

**General:**

- The purpose of these specifications is to describe a low speed, high torque shredder capable of processing organic materials and producing a consistent determined particle size.

**Weights and Dimensions:**

- Approximate weight – 54,000 lbs.
- Dimensions- Track Model (L x W x H)  

Work:	Transport:
35' 8" x 10' 11" x 10' 4"	21' 7" x 9' 4" x 10' 4"
- Tracks shall have two speeds, slow for loading and fast for quick maneuvering.
- Shredder should be able to go from working to transport position hydraulically in 5 minutes and meet above transport dimensions.

**Engine:**

- The engine is to be located in an enclosed compartment with insulation for sound dampening
- The engine is to be a CAT C9 ACERT or equivalent, minimum 325HP @ 2100 RPM, Tier 3 compliant.
- The engine should meet all current State and Federal regulations.
- The engine shall include all of the following:
  - Turbocharger and intercooler.
  - Automatic shut down for low oil pressure.
  - Low coolant level shut down.
  - High coolant temperature shut down.
  - Pressurized cooling system.
  - Heavy-duty two stage air filter with restriction indicator.

### **Service:**

- The equipment should also incorporate a self-diagnostic package which is capable of displaying, on the main display panel in simple English terms (not code numbers) any faults or maintenance required with the equipment during operation. At a minimum this should include:
  - Low engine oil pressure.
  - Low hydraulic oil level.
  - High oil temperatures.
  - Loose electrical connection (or wire break and identify by number).
  - Low diesel level.
  - Primary and/or secondary air filter condition.
  - Diesel filter condition, etc.
- The control panel display should also indicate in advance when the 250, 500, 750, 1000 etc. hour service is due so personnel can plan to do services in a timely manner.
- There should also be a GSM system that allows a connection between the equipment and the Factory and aid in any diagnosis of equipment or engine maintenance or repair. This connection and monthly service should be included in the bid pricing.
- Discharge conveyors shall be sectional with one belly conveyor and one foldable output conveyor. Each conveyor shall contain its own belt and own framework allowing for easy service and maintenance.

### **Auto Reversing Fan:**

- The equipment shall be equipped with an engine fan that can reverse automatically as per programmed cycle in order to blow foreign material off the radiator screen/self-cleaning.

### **Hydraulic System:**

- Hydraulic cooling system shall be equipped with a programmable reversing fan for self-cleaning.
- It should be separate from the engine cooling system.
- Hydraulic tank 50 gallon minimum.

### **Lubrication:**

- Automatic central lubrication system for grease distribution to key lubrication points using pressurized system.

### **Fuel Tank:**

- 200 gallon minimum, with vandal-proof/locking cap.

### **Eco Mode:**

- Equipment will be standard equipped with Eco mode for fuel preservation
- When computer senses the hopper is empty, the engine automatically idles down to minimize fuel consumption.

### **Over Band Magnet:**

- Equipment will be equipped with a high strength magnet for removing metal.
- Magnet shall have the ability to swing out of the way when not in use.
- Magnet shall be hydraulically adjustable to determine correct height above discharge conveyor.
- Left or right discharge of material possible.

### **Shafts:**

- Equipment shall be a dual (two) shaft design.
- Shafts are variable speed, variable torque to allow for the shredding of the most difficult materials.
- Shafts will have a maximum of 36 RPM.
- Shafts will automatically reverse when a contaminant needs to be cleared.
- Teeth shall be easily exchanged and mounted on the shaft with one bolt per tooth.

### **Screen Baskets:**

- To obtain a determined particle size, the shredder will be equipped with a screen basket system that can be easily exchanged hydraulically.
- Screens will sit below the shafts and can be changed from anything between a 2" and 12" hole size to change output product size.
- Screens shall be easily changeable with simple access from one working side of the machine.

### **In-Feed Hopper:**

- Fully hydraulic and fully adjustable hopper walls.
- Operator shall be able to adjust hopper sidewall positions from the remote to assist with difficult materials.
- Hopper in combination with machine design build concept shall help to minimize dust and debris.

### **Remote:**

- Operator shall be able to start/stop the equipment from working mode from the remote.
- Operator shall be able to move the equipment from the remote.
- Operator shall be able to adjust conveyor discharge height from the remote.

### **Programs:**

- Equipment shall have 3 standard program settings that can be freely selected based on type of material and a 4th program setting that can be customized.

### **Feedstock:**

- Equipment should be easily capable of processing multiple types of input material with no modification to equipment other than screen basket size determined by required output size.

### **Safety Features:**

- Minimum four (4) emergency stop buttons (including remote).
- Fire extinguisher.

### **Operating Manuals:**

- Operating manuals shall be furnished that contain the recommended operating instructions and maintenance procedures for all systems and components being furnished. The instructions shall provide step-by-step use methods and include adequate illustrations, diagrams and other aids. Special attention shall be given to safety considerations for personnel and the equipment.

### **Systems Parts Books:**

- A parts book supporting field repair and replacement of the various components of the delivered systems shall be furnished. This book shall include exploded or cutaway drawings of numerous components and assemblies with each drawing referencing a manufacturer's part number and description.

### **Instruction:**

- The successful bidder shall fully instruct City personnel in the operation of the equipment furnished after delivery. The instruction period shall be of sufficient duration to fully familiarize City's operating personnel. The instruction shall be conducted by the successful bidder's field service technician and shall include component familiarization, theory of operation, equipment operation, field procedures, techniques of use, troubleshooting, maintenance and safety procedures. ***Training provided by sales or office personnel will not be acceptable.***

**End Specification**

