



Public Works Department

Solid Waste Division

CITY PROJECT #25-36

TRANSFER STATION GLASS

PULVERIZER PURCHASE

Contract Book No.

Prepared By:
City of Helena Solid Waste Division
316 North Park Avenue
Helena, MT 59623
(406)447-8094

Authorized and Approved by:

Ryan Leland, Director of Public Works

Date

Project Manual

For the

#25-36 Transfer Station Glass Pulverizer Purchase

December 2025

Emily Jacobson, Project Manager

City of Helena Solid Waste Division
316 North Park Avenue
Helena, MT 59623
(406) 447-8094

CITY OF HELENA PROJECT #25-36
TRANSFER STATION GLASS PULVERIZER PURCHASE

TABLE OF CONTENTS

REQUEST FOR BID – PURCHASE AGREEMENT

INSTRUCTIONS TO BIDDERS – PURCHASE AGREEMENT

BIDDERS PURCHASE AGREEMENT

EXHIBIT A - BID FORM

 BID FORM EXHIBIT 1 - BID SECURITY - BID BOND FORM

 BID FORM EXHIBIT 2 - BID SHEET

 BID FORM EXHIBIT 3 - RECEIPT OF ADDENDUM

EXHIBIT B - PROJECT TECHNICAL SPECIFICATIONS

 SECTION 01275 - MEASURE & PAYMENT

 EQUIPMENT SPECIFICATIONS

CITY OF HELENA

******* REQUEST FOR BID *******

(Purchase Agreement)

The City is requesting sealed bids for the **TRANSFER STATION GLASS PULVERIZER PURCHASE, Project No. 25-36** To be considered for award, the bid must state the name and number of the project, be addressed to the Clerk of Commission, City of Helena, 316 North Park Avenue, Helena, Montana 59623, and be received by **2:00 P.M.** local time on **January 9th 2026**, at which time the bids will be publicly opened and read. No bid may be withdrawn after the scheduled time of the public opening of bids. The opening and reading of the bids will occur in Room 426 of the City-County Building, 316 North Park Avenue, Helena, Montana.

THE PROPOSED PROJECT CONSISTS OF THE PROCUREMENT, SUPPLY, AND DELIVERY OF A GLASS PULVERIZER FOR USE AT THE CITY OF HELENA TRANSFER STATION. THE PROJECT SUPPLIES A TOTAL OF ONE (1) GLASS PULVERIZER AS SPECIFIED IN THE BID DOCS. GLASS PULVERIZER SUPPLY INCLUDES SHIPPING AND DELIVERY .

Anyone wishing to submit a bid will need to obtain Detailed Specifications and Instructions to Bidders from the City of Helena Room 413 or call (406) 447-8094 or email emjacobson@helenamt.gov to request that the specifications be emailed to you.

Each bidder shall expressly covenant in the bid that if the bidder is awarded the contract, the bidder will, within **60** days after the bid is awarded, enter into a formal contract with the City of Helena. Each bid must be accompanied by bid security payable to the *City of Helena* for ten percent (10%) of the total amount of the bid. Bid security provided in a form specified in §18-1-203, MCA, which includes, but is not limited to, certified check, cashier's check, bank draft, bid bond, guaranty bond, or surety bond, constitutes compliance with this requirement. The bid security protects and indemnifies the City against the failure or refusal of the successful bidder to timely enter into the contract.

The City reserves the right to reject any or all proposals received, waive informalities, postpone the award of the contract for a period not to exceed SIXTY (60) calendar-days, and accept the lowest responsive and responsible bid that is in the best interest of the City. Upon reasonable notice, the City of Helena will provide assistance for those persons with sensory impairments. For further information please contact the City Clerk at (406) 447-8410 or TDD Relay service 1-800-253-4091 or VOICE 1-800-253-4093.

Authorized and approved by:

Ryan Leland, Director of Public Works

DATE

PLEASE ADVERTISE ON: December 20th and 27th

INSTRUCTIONS TO BIDDERS
(Purchase Agreement)

BIDS: All bids must be made on the forms provided in this bound copy of the Purchase Agreement. All bids must be legibly written in ink with all prices given in figures and total bid amount given in words and figures. No alterations by erasures or interlineations will be permitted in bids or in the printed forms. Each bid shall be enclosed in a sealed envelope addressed to: Clerk of the City Commission, 316 North Park Avenue, Helena, Montana 59623, and endorsed on the outside of the envelope with the words:

TRANSFER STATION GLASS PULVERIZER PURCHASE
Project No. 25-36

Bids shall be strictly in accordance with the prescribed form. Any modifications thereof or deviations therefrom may be considered as sufficient cause for rejection. Bids carrying riders or qualifications to the bid being submitted may be rejected as irregular.

BID SECURITY: To be considered, the bid must be accompanied by a bid security unconditionally payable to the *City of Helena* for ten percent (10%) of the total amount of the bid. Each Bidder shall expressly covenant in the bid that if the Bidder is awarded the bid, the Bidder will, Thirty (30) days after the bid is awarded, enter into a formal purchase agreement with the City of Helena. Bid security must be provided in a form specified in §18-1-203, MCA, which includes, but is not limited to, certified check, cashier's check, bank draft, bid bond, guaranty bond, or surety bond. Bid security through a bid, guaranty or surety bond must be issued by a surety company authorized to do business in the State of Montana. The bid security protects and indemnifies the City against the failure or refusal of the successful Bidder to timely enter into the agreement.

SIGNATURE OF BIDDERS: Each bid must be signed in ink by the Bidder with the Bidder's full name and business address or place of residence. If the Bidder is a firm or partnership, the name and residence of each member must be inserted. If the bid is submitted by or in behalf of a corporation, it must be signed in the name of the corporation by a corporate official authorized to bind the corporation and who shall also affix the corporate seal of the corporation to the bid. Any bid by a corporation signed by a person other than a corporate officer must be accompanied by a power of attorney showing that person's authority to sign for the corporation.

ONLY ONE PROPOSAL: No Bidder may submit more than one bid. Two bids under different names will not be received from one firm, partnership, association, or corporation.

RESPONSIBILITY OF AGENT: Any person signing a bid as the agent of another, or of others, may be required to submit satisfactory evidence of authority to so sign.

TITLE: The position title of any person executing the bid or Agreement shall be clearly indicated beneath the signature.

RESPONSIBLE BIDDER: Bidder is not deemed a responsible bidder if Bidder is delinquent in payment of property taxes or special improvement district assessments for at least six (6) months.

Any Bidder required by the Helena City Code to have a general business license in the City of Helena must obtain it before a bid can be awarded to a bidder.

EXAMINATION OF SPECIFICATIONS: Before submitting a bid, each bidder should examine the specifications thoroughly and become familiar with federal, state, and local laws, ordinances, rules, and regulations that may, in any manner, affect the cost or delivery of the goods.

INTERPRETATION OF CONTRACT DOCUMENTS: If any person contemplating submission of a bid for the proposed purchase agreement is in doubt as to the true meaning of any part of the specifications, that person may submit a written request to the City for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed purchase agreement will be made only by an addendum duly issued and a copy of any such addendum will be mailed or delivered to each person receiving the specifications.

TIME OF COMPLETION: The time of delivery of the goods to be purchased is a basic consideration of the contract. It is necessary that each Bidder satisfy the City of the Bidder's ability to deliver the goods being purchased within the stipulated time.

ADDENDA: Any addenda issued during the time of bidding, or forming a part of the specifications provided to Bidder for the preparation of Bidder's proposal, shall be covered in the bid and shall be made a part of the Purchase Agreement. Receipt of each addendum shall be acknowledged in the bid. Any bid in which all issued addenda are not acknowledged will be considered incomplete and will not be read.

WITHDRAWAL OF BID: No Bidder may withdraw any bid for a period as specified in the Request for Bid after the date and hour set for the opening declared herein. Prior to that time, Bidder may withdraw a bid by written request. The request to withdraw a bid must be signed in the same manner and by the same person or persons who signed the bid.

ACCEPTANCE AND REJECTION OF BIDS: The City reserves the right to accept or reject the bids in the best interest of the City. The City reserves the right to waive informalities and irregularities in any bid submitted, to reject non-conforming, non-responsive or conditional bids, to correct arithmetic errors without changing unit price, and postpone awarding of the Purchase Agreement for a period not exceeding sixty (60) days.

AWARD OF BID: If the bid is to be awarded, City will award the bid to the responsible Bidder whose bid is responsive and conforms with all material terms and conditions of the bidding documents and proposed Purchase Agreement, is lowest in price, is in the best interest of the project, and other factors considered. The award will be based on the lowest responsive cumulative base bid plus any added alternate schedules the City determines to include with the project. If the bid is awarded, the award will be made within the period specified in the Request for Bid. The successful Bidder will be notified by letter mailed to the address shown on the bid that the bid has been accepted and that Bidder has been awarded the bid.

CANCELLATION OF AWARD: The City reserves the right to cancel the award of any bid at any time before the complete execution of the Purchase Agreement by all parties without any liability against the City.

EXECUTION AND APPROVAL OF AGREEMENT: The Purchase Agreement shall be signed by the successful Bidder and returned within the time shown on the bid. If the Purchase Agreement is not executed by the City within fifteen (15) days following receipt from Bidder of the signed Agreement, Bidder has the right to withdraw the bid without penalty. The Purchase Agreement is not effective until it has been fully executed by all of the parties thereto.

FAILURE TO EXECUTE AGREEMENT: Failure to execute the Purchase Agreement shall be just cause for annulment of the award. In the event of such annulment, the bid guarantee shall be forfeited to the City, not as a penalty, but as liquidation of damages sustained. Award may then be made to the next lowest responsible and qualified Bidder, or the project may be re-advertised as the City may decide.

PAYMENT: Payment for all goods purchased under the Purchase Agreement will be made by the City within the time period specified in and in accordance with the procedures outlined therein.

NON-DISCRIMINATION: In accordance with law, Bidder shall agree not to discriminate against any client, employee, or applicant for employment or for services because of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, gender identity, sexual orientation, or national origin, with regard to, but not limited to, the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, or rendition of services.

WEBSITE PRIVACY POLICY: Bidder agrees to comply with and follow the City's Website Privacy Policy in order to ensure the data security and data quality of personally identifiable information that is collected during the course and scope of this work.

It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase from the City of Helena unless a satisfactory showing is made that discriminatory practices have ceased, and the recurrence of such acts is unlikely.

BID PURCHASE AGREEMENT

THIS AGREEMENT is made this ____ day of _____, 202__, by and between the **CITY OF HELENA**, a municipal corporation organized and existing under the laws of the State of Montana, 316 North Park Avenue, Helena, Montana 59623, hereinafter referred to as "City," and **Insert Seller's business name, Insert Seller's address**, hereinafter referred to as "Seller"; and sometimes together with City, the "Parties."

In consideration of the premises and the mutual covenants set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Purpose:**

The purpose of this agreement is for purchase and delivery of one (1) glass pulverizer and screen unit with conveyor feed, two (2) screen sizes, trommel brush, and dust suppression system for the City of Helena Transfer Station.

2. **Effective Date:** This Agreement is for a one-time purchase and is effective upon execution by the Parties.

3. **Property Purchased:** Seller agrees to sell and City agrees to purchase the property requested and described in the City's Bid Specifications, as modified by the parts of Seller's response that City has accepted, all of which is incorporated into this Agreement by this reference. The property being purchased ("Property") consists of:

One (1) glass pulverizer and screen unit, conveyor feed, two (2) sizes of screens, trommel brush, and dust suppression system.

4. **Purchase Price:** City agrees to pay Seller **insert dollar amount in words (\$insert dollar amount in numbers)** for the Property. The purchase price is F.O.B. Destination and Seller may not impose additional delivery or storage charges (see section 7, below).

5. **Delivery and Payment:** Seller shall deliver the Property to the City at **1975 North Benton Avenue, Helena, Montana 59601**. Upon delivery and for a reasonable period thereafter, City has the right to inspect the Property to ensure that it meets the City's Bid Specifications, as modified by the parts of Seller's response that City has accepted. City shall tender payment of the purchase price to Seller within thirty (30) days after delivery of the Property or within thirty (30) days after the City completes its inspection of the Property, whichever date is later.

6. **Warranty:** Seller warrants that the Property conforms to the City's specifications, is fit and sufficient for the purpose manufactured, is of good material and workmanship, and will be free from defect for a period of thirty (30) days from the date of shipment or for the

duration of the product warranty, whichever period is longer. Seller further warrants that the Property is new and unused and of the latest model or manufacture, unless specifically agreed to otherwise by the City in the *Property Purchased* section of this Agreement. Seller acknowledges that exceptions will be rejected. City's acceptance of non-conforming products does not relieve Seller of its obligation under this warranty and does waive any remedy available to the City. In addition to the remedies available to the City under this Agreement, at law or in equity, the City may require prompt replacement, at Seller's expense, of any products failing to meet the warranties contained in this section.

7. **Shipping:** All deliveries of products shall be F.O.B. Destination to the delivery address specified in section 5 of this Agreement. The phrase "F.O.B. Destination," as used within this section, means free of expense to the City and delivered to the location specified. Seller must do all of the following:

- a. Pack and mark the shipment to comply with specifications, or if Agreement specifications do not contain specific packing or marking instructions, pack and mark the shipment in accordance with prevailing commercial practices and in such a manner as to ensure delivery in good condition.
- b. Prepare and distribute commercial bills of landing and Material Safety Data Sheets (MSDS), as appropriate.
- c. Deliver the shipment in good order and condition to the point of delivery as specified in this Agreement. Seller is responsible for any loss of or damage to the products occurring before receipt of the shipment by the City. Lost or damaged products must be replaced by Seller at Seller's expense.
- d. Provide to the City a delivery schedule and designate the mode of delivery.

Unless stated otherwise in Section 4 of this agreement, Seller is responsible for shipping costs.

8. **Independent Contractor:** The Parties agree that Seller is an independent contractor and shall not be considered a City employee. Seller is not subject to the terms and provisions of the City's personnel policies handbook and may not be considered a City employee for workers compensation or any other purpose. Seller is not authorized to represent the City or otherwise bind the City in any dealings between Seller and third parties.

9. **Hold Harmless and Indemnification:** Seller agrees, to the fullest extent permitted by law, to protect, defend, hold harmless, and save the City, its elected and appointed officials, officers, agents, employees, and volunteers from any and all losses, damages, liabilities, and causes of action of any kind or character, including the cost of defense thereof, occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act or omission on the part of the Seller or Seller's agents, employees, officers,

representatives, assignees, or invitees, in connection with this Agreement. If any such claim, demand, or cause of action arises solely from the City's own negligence, Seller need not so protect or defend.

10. **No Assignment, Transfer, Delegation, or Subcontracting:** Seller may not assign, transfer, delegate, or subcontract this Agreement or any of its rights, duties, or obligations under this Agreement without the City's prior express written consent.

11. **Compliance with Laws:** Seller agrees to comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, including but not limited to the safety rules, codes, and provisions of the Montana Occupational Safety and Health Act as found in Title 50, Chapter 71, Montana Code Annotated.

Seller agrees to purchase a City business license if Seller is based in or operates in Lewis & Clark County, Montana. If Seller has no base or operations in Lewis & Clark County, Montana, and deals and contacts customers by salesman, telephone, or mail, a City business license is not required.

12. **Nondiscrimination:** Seller agrees it will not discriminate based on any protected class in any of its activities or in the provision of services, regardless of whether the activities or services are provided in connection with this Agreement. Seller further agrees that all hiring of persons in connection with this Agreement will be on the basis of merit and qualification and that Seller will not discriminate on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, sex, pregnancy, childbirth or medical condition related to pregnancy or childbirth, sexual orientation or expression, political beliefs or affiliation, genetic information, veteran status, culture, social origin or condition, or ancestry.

13. **Website Privacy Policy:** Seller agrees to comply with and follow the City's Website Privacy Policy in order to ensure the data security and data quality of personally identifiable information that is collected in connection with this Agreement.

14. **Records Access and Retention:** Seller agrees to create and retain for eight (8) years after this Agreement terminates, all records relating to the Property and this Agreement. Seller agrees to provide the City and the City's authorized agents access to any such records at the City's request. Seller's obligation to maintain such records shall survive termination of this Agreement.

15. **Notice Protocol:** Any notice or demand required or permitted under this Agreement must be in writing. Written notice shall be deemed to have been given when hand-delivered, mailed by first class mail, postage prepaid, to the addresses specified in this section, or by electronic mail with confirmation of delivery.

The City's liaison for purposes of this Agreement is:

Name: Emily Jacobson
Address: 316 N Park Ave, Helena MT 59623
Phone: 406-447-8094
E-Mail: emjacobson@helenamt.gov

The Seller's liaison for purposes of this Agreement is:

Name: [Insert Name and Title](#).
Address: [Insert Mailing Address](#).
Phone: [Insert City Contact Phone Number](#).
E-Mail: [Insert City Contact email](#).

If either party changes its address or liaison, it must notify the other party in writing at the address provided in this section.

16. **Default:** If either party to this Agreement defaults in the performance of any term or condition of this Agreement, the other party may give the defaulting party notice of the default. The notice shall specify the action required to correct the default and a period not less than thirty (30) days within which to correct the default. If the default is not corrected within the period specified, the non-defaulting party may terminate this Agreement without further obligation under this Agreement, other than obligations incurred or accrued up to the date of termination. The non-defaulting party may also bring suit for damages, specific performance, and any other remedy available by law.
17. **Termination for City's Convenience:** The City may terminate this Agreement at any time before delivery by giving Seller thirty (30) days' written notice that, in the sole opinion and discretion of the City, this Agreement is no longer in the best interest of the City or funding for this Agreement is no longer available. In the event the City terminates this Agreement pursuant to this section, the City is not liable to Seller for any damages arising from said termination.
18. **Remedies Non-Exclusive:** The remedies available under this Agreement are cumulative and non-exclusive. Use of one remedy does not preclude use of the others.
19. **Failure to Enforce Not a Waiver:** If the City at any time fails to enforce or seek strict compliance with any provision in this Agreement, or if the City does not exercise any right or remedy arising from a breach of this Agreement, the City's failure to act does not constitute a waiver of that provision or remedy or of any other provision or remedy available under this Agreement.

20. **Full Integration:** This Agreement, together with its exhibits, if any, embodies the Parties' entire understanding with respect to the subject matter contained in this Agreement. This Agreement supersedes any prior statements, understandings, promises, or representations of the Parties or their agents. No agent or representative of either party has authority to make any representations, statements, warranties, or agreements not expressed in this Agreement.

The following exhibits are made part of this Agreement by reference:

Exhibit A – Bid Form
Exhibit B – Project Technical Specifications

21. **Amendments in Writing:** All amendments to this Agreement must be in writing and executed by the Parties.

22. **Governing Law and Venue:** This Agreement shall be governed and construed in accordance with Montana law. If a dispute arises, the proper venue for hearing the case is Montana's First Judicial District Court in and for the County of Lewis & Clark.

23. **Headings:** The headings in this Agreement are for reference purposes only and do not affect the meaning or interpretation of this Agreement.

24. **Severability:** If any term or provision of this Agreement is held to be illegal, void, or in conflict with Montana law, the validity of the remaining terms and conditions shall not be affected. The rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the illegal, void, or conflicting term or provision.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates stated below.

FOR THE CITY OF HELENA, MONTANA:

Signed: _____
By: **Tim Burton, City Manager**

Dated: _____

FOR THE SELLER:

Signed: _____
By: **Insert Name, Insert Title**

Dated: _____

APPROVED AS TO FORM:

Signed: _____
By: **Rebecca Dockter, City Attorney**

Dated: _____

BID FORM
(Purchase Agreement)

PROJECT:

TRANSFER STATION GLASS PULVERIZER

City Project No. 25-36

THIS BID SUBMITTED TO:

Honorable Mayor and City Commission

City of Helena

316 North Park Avenue

Helena, Montana 59623

1. **THE UNDERSIGNED BIDDER** proposes and agrees that if this bid is accepted, Bidder will enter into a Purchase Agreement with the City in the form included in the bidding documents and will furnish the goods or product to be purchased by the City within the number of calendar days indicated in the Agreement and in accordance with the other terms and conditions of the bidding documents.
2. Bidder has examined, understands, accepts, and abides by all of the terms and conditions of the Request for Bid and Instructions to Bidders.
3. Bidder expressly covenants that if Bidder is awarded the bid, Bidder will, after the bid is awarded and within the time specified in the Request for Bid, enter into a formal Purchase Agreement with City. The bid must be accompanied by Bid Security payable to the *City of Helena* for ten percent (10%) of the total amount of the bid, including alternates, if any. The Bid Security must be in a form specified in §18-1-203, MCA, which includes, but is not limited to, certified check, cashier's check, bank draft, bid bond, guaranty bond, or surety bond. The Bid Security is attached hereto as **Exhibit 1**.
4. This bid will remain subject to acceptance for sixty (60) days after the bid opening, or for such longer period of time that Bidder may agree to in writing upon request of City.
5. Bidder further represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other bidder or over City.
6. Bidder certifies that no official of the City, no consulting engineer or architect, or any member of such official's or consulting engineer's or architect's immediate family has any direct or indirect interest in the pecuniary profits or contracts of the Bidder.

7. Bidder will provide the goods, product, or equipment being purchased by the City in accordance with the Purchase Agreement, for the price stated on the Bid Sheet attached hereto as **Exhibit 2**. The Bidder will provide each unit price, which must be expressly stated on the Bid Sheet so it does not have to be calculated by the City.
8. Bidder acknowledges that estimated quantities set forth on the Bid Sheet are not guaranteed and are provided solely for the purpose of comparison of bids. The actual amount of goods, product, or equipment furnished may differ from such estimated quantities and the basis for final payment for all unit price bid items is the actual quantities provided per City's request. The successful bidder may not make a claim for anticipated profits or other damages on account of any difference between the amount of goods, product, or equipment actually provided and the estimated amounts used on the Bid Sheet.
9. Bidder understands that the unit prices shall govern in checking the bid, and should a discrepancy exist in the total estimated price and total amount of unit prices bid as listed on the Bid Sheet after extensions are checked and corrections made, if any, the total amount of unit prices bid as corrected shall be used in awarding the contract.
10. Bidder certifies that Bidder is a responsible bidder.
11. Bidder agrees that the good, product, or equipment to be purchased by City will be delivered and ready for final payment in accordance with the Purchase Agreement.
12. Bidder certifies receipt of City's revisions or additions made subsequent to the advertised proposal, which are specifically acknowledged on Receipt of Addendum, attached hereto as **Exhibit 3**.
13. Bidder represents that the bid is genuine and not collusive or a sham and that bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding. Bidder further represents that Bidder has not sought by agreement or collusion, directly or indirectly, with any person, to fix the bid price of any other bidder, or to fix any overhead, profit, or cost element of said bid price or that of any other bidder, or to secure any advantage against the City or any person interested in the proposed bid. Bidder affirms that all statements in this bid are true.

SUBMITTED on the _____ day of _____, 20_____.

Bidder's Tax ID # _____

IF BIDDER is:

An Individual: _____
(Name typed or printed)

By: _____ (SEAL)
(Individual's Signature)

Doing business as: _____

Business Address: _____

Telephone # _____ FAX # _____

A Partnership: _____
(Partnership Name)

By: _____ (SEAL)
(Signature)

_____ (Name typed or printed)

Business Address: _____

Telephone # _____ FAX # _____

A Corporation: _____ (SEAL)
(Corporation Name)

State of Incorporation: _____

Type (General Business, Professional, Service, Limited Liability): _____

By: _____
(Signature of Authorized Representative)

Print Name and Title: _____

Attest: _____ (Corporate Seal)
(Signature of Secretary)

Business Address: _____

Telephone # _____ FAX # _____

Date of Qualification To Do Business Is: _____

A Joint Venture: Each Joint Venture Must Sign

Joint Venture Name: _____ (SEAL)
(Name)

By: _____
(Signature of Joint Venture Partner)

Name: _____
(Name, printed or typed)

Title: _____

Business Address: _____

Telephone # _____ FAX # _____

A Joint Venture: Each Joint Venture Must Sign

Joint Venture Name: _____ (SEAL)
(Name)

By: _____
(Signature of Joint Venture Partner)

Name: _____
(Name, printed or typed)

Title: _____

Business Address: _____

Telephone # _____ FAX # _____

Address of Joint Venture for Receipt of Official Communication:

Address: _____

Telephone # _____ FAX # _____

(Each Joint Venture must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.)

EXHIBIT A

BID DOCUMENTS

BID FORM

EXHIBIT 1 - BID SECURITY

EXHIBIT 2 - SHEET 1 – BID SHEET

EXHIBIT 3 - RECEIPT OF ADDENDUM

Exhibit 1

Bid Security

Attached.

Exhibit 2

Bid Sheet

Attached.

Exhibit 3

Receipt of Addendum

Bidder acknowledges receipt of the following addendum of revisions or additions:

Addendum Number	Date Issued	Authorized Signature For Each
1		
2		
3		
4		
5		

**SECTION 3 – SUPPLEMENTAL TECHNICAL SPECIFICATIONS
MEASUREMENT AND PAYMENT – SECTION 01275**

PART 1: GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and special provisions of the contract, including the Purchase Agreement and other Division 1 Specifications Sections, apply to this section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for measurement and payment.

1.3 DEFINITIONS

- A. Unit price is an amount proposed by bidders, stated in bid form, as a price per unit of measurement for materials or services added to or deducted from the contract sum by appropriate modification, if estimated quantities of work required by the contract documents are increased or decreased.

1.4 PROCEDURES

- A. Unit prices include all necessary material, plus cost for delivery, installation, insurance overhead, and profit.
- B. Measurement and Payment: The Measurement and Payment sections do not necessarily name all incidental items required to complete the work. The cost of all such incidentals shall be included in the various related items of work. All estimated quantities stipulated in the bid form or other contract documents are approximate and are to be used only as a basis for estimating the probable cost of work and for the purpose of comparing the proposals submitted for the work. It is understood and agreed that the actual amounts of work performed and materials furnished under unit price items may differ from such estimated quantities and the payment for such work and materials shall be based on the actual amount of work done and materials furnished in each case.
- C. Engineer will determine the actual quantities and classifications of unit price work performed by the contractor.
- D. List of Bid Items: A list of unit bid items is included at the end of this section. Specification Sections referenced in the schedule contain requirements for materials described under each Bid Item.

PART 2 – PRODUCTS: NOT USED

PART 3 – EXECUTION

3.1 LIST BID ITEMS

- A. Bid Items No. 1 – GLASS PULVERIZER AND SCREEN UNIT WITH CONVEYOR FEED, TWO (2) SCREEN SIZES (1/8" MINUS SAND AND 1/8"-3/8" GRAVEL), TROMMEL BRUSH, AND DUST SUPPRESSION SYSTEM. INCLUDES SHIPPING AND DELIVERY.
 - 1. Description: This bid item covers all associated costs, materials, labor and shipping required to supply one (1) glass pulverizer and screen unit with conveyor feed, two (2) sizes of screens (1/8" minus sand and 1/8"-3/8" gravel), trommel brush, and dust suppression system.
 - 2. Work Required: Work required under this section includes but is not limited to procuring and providing the required glass pulverizer and its components meeting the requirements of the equipment specifications, along with shipping the unit to the City of Helena Transfer Station. All materials, extra parts, royalties, warranties and additional costs will be considered incidental to the bid item.
 - 3. Unit of Measurement: Per Each
 - 4. Measurement: Measurement for glass pulverizer unit will be measured Per Each delivered and inspected meeting the design specifications.
 - 5. Payment: Payment for GLASS PULVERIZER AND SCREEN UNIT WITH CONVEYOR FEED, TWO (2) SCREEN SIZES (1/8" MINUS SAND AND 1/8"-3/8" GRAVEL), TROMMEL BRUSH, AND DUST SUPPRESSION SYSTEM. INCLUDES SHIPPING AND DELIVERY will be made per unit price bid per each.

PART 4: MEASUREMENT AND PAYMENT – NOT USED

END OF SECTION 01275

SUPPLEMENTARY TECHNICAL SPECIFICATIONS

EQUIPMENT SPECIFICATIONS

GENERAL

- A. Bulk fed pulverizer with trommel screen and conveyor.
- B. Integrated trommel screen with brush.
- C. Infeed 3 inch cleated rubber belt conveyor, with self-cleaning tail pulley.
- D. Compact and integrated unit.
- E. Sand screen size of 1/8" minus and aggregate screen size of 1/8"-3/8" gravel.
Stainless steel woven wire..
- F. Minimum 5 hp for pulverizer, and 1hp for trommel and conveyor each.

MATERIALS

- A. Minimum processing speed of 1500lbs of material per hour.
- B. Capable of accepting all types of glass.
- C. No material precleaning requirements and no hand sorting required.

PRODUCT

- A. Capable of producing both glass sand and glass aggregates with no sharp edges.
- B. Produced material is cleaned of all non-glass residue and debris including, but not limited to caps, labels, corks, plastic flow regulators, etc.

SAFETY FEATURES

- A. Emergency stop.
- B. Protective guards.

END OF SECTION