

**REQUEST FOR PROPOSALS  
CITY OF BOARDMAN, OREGON  
HEADWORKS AND SEPTAGE RECEIVING STATION - 2024  
HEADWORKS SCREEN PROCUREMENT**

**Introduction**

The City of Boardman, Oregon (“Buyer”) is soliciting competitive sealed proposals (each a “Proposal,” collectively the “Proposals”) from qualified proposers (each a “Proposer” and collectively the “Proposers”) for the design, manufacture, and delivery of a rotating drum screen (“Goods”) to be implemented in the construction of the Headworks and Septage Receiving Station - 2024 project (the “Project”).

Buyer intends to pre-purchase the Goods from the Proposer providing the highest ranked Proposal based on the requirements established in this Request for Proposals (this “RFP”) and outlined in the Instructions to Proposers and the Technical Specifications. It is the intent of this RFP that a Proposer provides a Proposal containing a qualifications statement (as outlined in the Instructions to Proposers), General Layout, a Life Cycle and Annual Cost analysis for the proposed system (as outlined in the Instructions to Proposers), and details outlining the reliability of the proposed system, its ease of operation, and its ease of maintenance.

**Project Overview**

The purpose of the Project is to procure a new headworks screen for Buyer. The headworks screen will remove screenings from Buyer’s domestic wastewater; wash, compact, and dewater removed screenings; and convey screenings to a dumpster.

Buyer is issuing this RFP in accordance with Oregon Revised Statutes 279B.060 for the procurement of the Goods and associated Special Services. The Goods shall include, without limitation, a rotating drum screen with 6-millimeter perforations, integral washer-compactor, electrical and control equipment, and instrumentation equipment as required to screen the influent wastewater.

**Proposal Opening**

Proposals must be received by Buyer on or before 2:00 p.m., Pacific Time, on Thursday, May 16, 2024 (the “Closing”), at Boardman City Hall located at 200 City Center Circle, Boardman, Oregon 97818. Proposals will be opened at 2:00 p.m., Pacific Time, on Thursday, May 16, 2024. Seven copies of the Proposal must be submitted in an envelope marked plainly with the Project title and the name and address of the Proposer. Buyer anticipates sending out a Notice of Intent to Award on May 24, 2024, with a Notice of Award to follow on May 31, 2024. Bid security must be furnished in accordance with the Instructions to Proposers.

## **Additional Information**

The Issuing Office for the Procurement RFP Documents is defined in the Instructions to Proposers. Prospective Proposers may examine the Procurement RFP Documents at the Issuing Office on Mondays through Fridays between the hours of 8:00 a.m. and 5:00 p.m.

Procurement RFP Documents are available at <http://www.andersonperry.com> under the Bid Docs link. The digital Procurement RFP Documents may be downloaded for a non-refundable payment of \$30.00 by inputting QuestCDN eBidDoc Number 9088676 on the website. Assistance with free QuestCDN membership registration, document downloading, and working with the digital Project information may be obtained at QuestCDN.com, at 952-233-1632, or via e-mail at [info@questcdn.com](mailto:info@questcdn.com). The Procurement RFP Documents will be available for download after April 18, 2024. No paper sets will be provided for proposing purposes.

Questions regarding the project, or requests for clarification or changes to the project, or protests, must be in writing and directed to:

Anderson Perry & Associates, Inc.  
Attention: Mike Lees, P.E.  
1901 N. Fir Street/P.O. Box 1107  
La Grande, Oregon 97850  
[mlees@andersonperry.com](mailto:mlees@andersonperry.com)

Buyer is an equal opportunity employer. Minority and women-owned businesses are encouraged to bid. Minority and women-owned businesses should indicate they are a minority on the Planholders List. The Project is being funded by the Buyer.

Notice of this RFP was first given on the date identified below.

Buyer: **City of Boardman, Oregon**  
By: **Brandon Hammond**  
Title: **City Manager**  
Date: **April 18, 2024**