



CITY OF GREEN BAY PURCHASING DEPT

RFB #2024-08 Rain Barrel w/ Diverter Kit

To:	Notice To All Vendors	CC: 33500
From:	Troy Van Handel – Buyer	
For Questions:	Email In Writing To PurchasingAg@greenbaywi.gov	
Issue Date:	02/14/2024	
Due Date & Time:	Tuesday, March 5, 2024 by 2:00 p.m. (CTS)	

A. DELIVERABLE(S)

QTY	UOM	DESCRIPTION OF MATERIALS	EA PRICE	TOTAL
416	EA	Rain Barrel w/ Diverter Kit (See Operational Requirements Below).		
		STATE YEAR/MAKE/MODEL QUOTED:		
PRICES ARE TO INCLUDE ALL DELIVERY CHARGES, FOB: 1180 LORE LANE, GREEN BAY, WI 54303			TOTAL:	

Items May Be Awarded Individually By Line

B. METHOD OF SUBMITTAL (DELIVERY & LABELING)

Quotes must be delivered as instructed. Deliveries to other City Departments and/or locations may result in disqualification.

When mailing your response via a third-party delivery service, the outside of the packaging **MUST** be clearly marked with the RFQ Number and Title. This ensures that the bid can be delivered to the correct purchasing agent w/o having to open the bid.

1. For delivery of hard copies, send via sealed envelope by U.S. Mail, Common Carrier or In Person.

RFQ #2024-08 Rain Barrel w/ Diverter Kit
 City of Green Bay Purchasing Department
 100 North Jefferson St. – Room 101
 Green Bay, WI 54301

2. For delivery of electronic copies, post via eBidding platform on DemandStar- <https://network.demandstar.com>.
3. Emailed or faxed quotes will **NOT** be considered.

C. PAYMENT INFORMATION

LEAD TIME (Upon receipt of order)
PAYMENT TERMS (Net 30)
Yes _____ No _____ Other _____
EARLY PAYMENT DISCOUNT (Special Terms)
STATE IF COMPANY ACCEPTS PAYMENT BY CREDIT CARD (The City Will Not Pay Fees Associated w/ Credit Card Purchases)
Yes _____ No _____ Other _____

D. ADDENDA

In the event that it is necessary to provide additional clarification or revision to the RFQ, the City will post addenda to DemandStar and VendorNet. It is the Bidders responsibility to regularly monitor the websites for any such postings. Bidders must acknowledge the receipt of any addenda below. Failure to retrieve addenda and include their provisions may result in disqualification.

The undersigned here by acknowledges receipt of the following addenda: Addenda Number: _____

SIGNATURE

DATE

E. VENDOR'S SIGNATURE & INFORMATION

Vendor Full Legal Company Name: _____

Street Address: _____

City, State, Zip Code: _____

Contact Name & Title (Print): _____

Email Address: _____

Phone #: _____

Taxpayer I.D. Number: _____

Date: _____

Authorized Signature: _____

Thank You For Your Time & Interest In Doing Business With The City Of Green Bay.

	F. OPERATIONAL REQUIREMENTS	"Y" COMPLY	"X" EXCEPTION
1.	QUANTITY 416 – rain barrels and diverter kits delivered by May 16, 2024		
2.	GENERAL For the purposes of this bid, a rain barrel is defined as a small (45 to 80 gallons capacity), aboveground storage tank that collects rainwater from rooftop gutter downspouts and stores it for later use. A diverter kit is defined as a device that includes all the pieces necessary to attach to a downspout, collect rainwater, and direct the rainwater to a rain barrel while also allowing rainwater to continue down the same downspout once the rain barrel is full to prevent overflows.		
3.	Contractor will provide a sample for the proposed rain barrel and diverter kit to Melissa Schmitz at City of Green Bay City Hall, 3rd Floor, 100 North Jefferson Street, Green Bay, WI, 54301.		
4.	Unit prices shall include delivery to the DPW Sanitation Building, 1180 Lore Lane, (shipping location), Green Bay, WI 54303, and all other requirements, per the specifications. Advance communication of the delivery time is requested so DPW staff can have a person and forklift present for unloading. Deliveries shall be made Monday – Friday before 3:00 PM.		
	MATERIALS (RAIN BARRELS & LID SPECIFICATIONS)		
5.	At least 80% recycled content.		
6.	Drum grade, UV resistant, high-density polyethylene (HDPE), minimum wall thickness of 0.08 inches.		
7.	At least 45-gallon capacity.		
8.	Able to be nested in stacks, when empty for storage.		
9.	Removable lid.		
10.	Barrel must have a drain hole with cap within 2 inches from the bottom of the barrel.		
11.	Barrel must have an additional hole to accommodate a ¾" NPT spigot that has a ¾" male GHT outlet configured to connect to standard garden hose (¾" GHT female).		

	F. OPERATIONAL REQUIREMENTS	"Y" COMPLY	"X" EXCEPTION
12.	Barrel must include the ¾" NPT spigot that has a ¾" male GHT outlet configured to connect to standard garden hose (¾" GHT female) and include all parts needed to install spigot to pre-drilled hole in Barrel.		
13.	Spigot must include a valve that allows it to be turned to open (on) and closed (off) position.		
14.	When installed centerline of spigot outlet must be a minimum of 10 inches from bottom of barrel.		
15.	Barrel should be no taller than 42 inches in height and no more than 26 inches in width at widest point of body.		
16.	When stacked 2 high barrels (nested, without lid on) must not be more than 48" high.		
17.	Barrel must be an opaque medium to dark neutral color such as black, gray, dark tan, or similar. No bright primary, secondary, tertiary, or light neutral colors.		
18.	Barrel body must have circular cross-section. Flat sides on the barrel body are unacceptable.		
19.	The rain barrel should not have a preinstalled/prefabricated overflow outlet. The intent of the rain barrel and diverter system is that the rain barrel overflows back through the connected diverter and down the downspout.		
20.	However, if the barrel does have a preinstalled/prefabricated overflow outlet, this feature must be easily and completely capped with a supplied cap. The cap should be a readily available/replaceable cap found at a common hardware store.		
21.	Barrels can be easily linked to one another.		
22.	Barrel lid includes screws or other mechanism to secure lid to prevent children or animals from removing lid.		
23.	Barrels must not include a logo advertising the manufacturer that is more than 6 inches wide or 6 inches tall.		
24.	Barrels must be less than 20 pounds per barrel when dry.		

	F. OPERATIONAL REQUIREMENTS	"Y" COMPLY	"X" EXCEPTION
	MATERIALS (DIVERTER KIT SPECIFICATIONS)		
25.	The rain barrel and diverter kit system must be easy to install, remove, operate, and maintain by the average homeowner with a power drill, level, hand screwdriver, hammer, and tape measure. The system should be able to be installed in under 45 minutes and removed/uninstalled in under 30 minutes.		
26.	The rain barrel and diverter kit must include step by step illustrated instructions in English, and Spanish.		
27.	Diverter kit must include all parts needed to connect rain barrel to standard 2" x 3" or 3"x4" downspout (other than tools mentioned above) and a winter cap to seal the downspout when rain barrel is no longer attached (such as during sub-freezing weather).		
28.	The winter cap or other part of the diverter system must not obstruct flow or protrude into the downspout more than 1/4 of an inch when removed for cold weather to prevent ice buildup.		
29.	Installation of supplied diverter kit can be performed without cutting completely through the downspout, for safety reasons, ease of installation, and because many downspouts have a rigid permanent connection to an underground pipe.		
30.	The rain barrel and diverter system must allow water to drain to the downspout outlet that existed before rain barrel installation; both once the rain barrel is full and has been removed for winter storage.		

Please note the number & reasoning for any exception below.
