

Town of Shepherdstown, WV

**Request for Proposals
Number 2026-001**

Rear-Loading Refuse Collection Truck

Maged Kirollos
Finance Director
Town of Shepherdstown, WV
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INTENT

The Town of Shepherdstown, WV intends to purchase a refuse truck with the following specifications. The truck must be capable of compacting and transporting refuse to a landfill or transfer station and dispensing the load by means of hydraulic ejection. The body shall not be required to be tilted, lifted, or otherwise displaced from the chassis to eject the load.

INFORMATION FOR BIDDERS

1. Legal notice

TOWN OF SHEPHERDSTOWN, WEST VIRGINIA – INVITATION TO BID No. 2026-001: REAR-LOADING REFUSE COLLECTION TRUCK

The Town of Shepherdstown (the “Town”) invites sealed bids for the purchase of one (1) new, unused rear-loading refuse collection truck, complete with chassis and body, per the Town’s specifications.

Sealed bids will be received at Shepherdstown Town Hall, P.O. Box 248, Shepherdstown, WV 25443, until **4:00 p.m. ET on November 20, 2026**

Bids will then be publicly opened and read aloud at that location. Late bids will be returned unopened.

Bid documents may be obtained from Amy Boyd, Town Clerk at the address above, by calling 304.876.2398, by emailing ABoyd@shepherdstown.gov or at <https://www.shepherdstown.gov>.

Questions must be submitted in writing to Amy Boyd, Town Clerk, at clerk@shepherdstown.us by November 13, 2026.

The Town reserves the right to accept or reject any or all bids, to waive informalities, and to award in the best interest of the Town.

James Gatz, Mayor

2. Instructions to bidders

1. **Submission.**

Submit one signed original and one copy in a sealed envelope marked “ITB No. 2026-001 – Rear-Loading Refuse Collection Truck – DO NOT OPEN.” Deliver by mail, courier or hand to Town Hall.

BY MAIL: P.O. Box 248, Shepherdstown, WV, 25443 or

DELIVERY: Town Hall, 401 North King Street, Shepherdstown, WV, 25443

EMAIL: Bids may be submitted electronically at the following email address:

Mkirollos@shepherdstown.gov

Bidders are responsible for on-time delivery.

2. **Deadline and opening.** Bids are due by 4:00 p.m. ET on November 20, 2026. The Town's clock governs. Bids are opened publicly right after the deadline.
3. **Questions.** Send written questions to Amy Boyd, Town Clerk, no later than 4:00 p.m. ET, November 13, 2026. Answers affecting the bid go out as numbered addenda to all known bidders and are posted at <https://www.shepherdstown.gov> (under the "Town Hall" Tab on the website). Oral answers do not bind the Town.
4. **Addenda.** All questions pertaining to the specifications shall be submitted in writing to the Town Clerk, Amy Boyd, via email to ABoyd@shepherdstown.gov no later than 4:00 p.m. ET, November 13, 2026. Questions submitted will then be compiled and answered in an addendum to be issued no later than 4:00 p.m. ET, November 16, 2026. The Town of Shepherdstown will not be responsible for oral interpretations of the specifications given by any of its employees, representatives, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information pertaining to the RFP can be given. If an addendum is issued to this RFP, the Town Clerk will attempt to notify all prospective bidders who have secured the original RFP document. However, it will be responsibility of each vendor, prior to submitting their proposal, to contact the Town Clerk via phone at 304.876.2398 by email at ABoyd@shepherdstown.gov or by checking the Town of Shepherdstown website at <https://www.shepherdstown.gov> (under the Town Hall tab on the website), to determine if any addenda were issues and to make such addenda a part of their competitive proposal.
5. Bidders must acknowledge every addendum on the Bid Form. Failure to acknowledge may make a bid non-responsive.
6. **Examination of documents.** By bidding, the bidder confirms it has read all documents and understands the requirements. Errors or omissions must be reported before the question deadline.
7. **Pricing.** Prices are firm for 90 days after opening. Prices include the complete truck, delivery F.O.B. Town of Shepherdstown, WV, title documents, training, manuals, and all fees. The Town is exempt from WV sales tax and federal excise tax; exemption certificates are provided on request.
8. **Required with the bid.**
 - o Completed and signed Bid Form
 - o Exceptions Sheet, even if "none"
 - o Manufacturer's literature for the proposed chassis and body
 - o Warranty statements for chassis, engine, transmission, body and hydraulics
 - o WV Purchasing Affidavit
9. **Withdrawal.** A bid may be withdrawn in writing before the deadline. No bid may be withdrawn for 90 days after opening.
10. **Bid protest.** A protest must be filed in writing with the Mayor / Town Clerk within five business days after opening and state the specific grounds.

3. General terms and conditions

1. **Award.** The Town will consider price and quality of product, including those listed below, in selecting a bidder for the award. In judging responsibility, the Town may consider delivery time, service facility location, parts availability and past performance. Award is subject to approval by the Town of Shepherdstown and available funds.
2. **Rights reserved.** The Town may reject any or all bids, waive minor informalities, and request clarifications. It may also cancel this solicitation at any time.
3. **Equipment condition.** The truck must be new, unused and of current model year or later. Demonstrators, used or rebuilt units are not acceptable.
4. **Delivery.** Deliver complete and ready for service within 60 calendar days after the purchase order, F.O.B. Town of Shepherdstown, WV, during 8:00 a.m. – 4:00 p.m. ET on business days. State the delivery time on the Bid Form. Time is of the essence.
5. **Acceptance.** The Town will inspect the truck on delivery. It is accepted only when it meets every specification and passes a road and operating test. Deficiencies are corrected at the vendor's cost.
6. **Payment.** Net 30 days after acceptance and receipt of a correct invoice. No deposits or progress payments unless stated otherwise.
7. **Warranty.** Minimum warranties: chassis 3 years unlimited miles; engine and after treatment 2 years; transmission 3 years; body and hydraulics 1 year parts and labor from acceptance; body structure 3–5 years. Warranty starts on acceptance, not on build date. Warranty work is performed within 75 miles of Shepherdstown, WV, or at the vendor's expense for transport.
8. **Service and parts.** The vendor must name an authorized chassis dealer and body service facility within 75 miles of Shepherdstown, WV, and state typical parts availability.
9. **Training and manuals.** The vendor provides two sets of operator manuals, and two sets of parts and service manuals (print or electronic).
10. **Insurance.** The vendor carries general liability, auto liability and workers' compensation insurance in amounts acceptable to the Town until acceptance. Risk of loss remains with the vendor until acceptance.
11. **Indemnification.** The vendor holds harmless the Town, its officers and employees from claims arising from the vendor's performance.
12. **Non-discrimination.** The vendor must not discriminate against any employee or applicant for employment on any basis prohibited by law.
13. **Governing law.** West Virginia law governs. Venue is Jefferson County, WV.
14. **Assignment.** The contract may not be assigned without the Town's written consent.
15. **Public records.** Bids become public records after opening, subject to the WV Freedom of Information Act.

4. Technical specifications

These are minimums. For each line, the bidder states in the last column whether it complies and what it offers. Any deviation must also be listed on the Exceptions Sheet. "Or equal" products are accepted if the Town judges them equal in quality and function.

Item	Minimum requirement	Complies (Y/N) / offered
Chassis: type	Conventional or cab-over, new, current model year; built for refuse service	
Chassis: GVWR	33,000 lbs minimum; front axle 12,000–14,600 lbs; rear axle 21,000–23,000 lbs	
Chassis: wheelbase / cab-to-axle	Sized to the body so the loaded truck meets axle ratings; overall length not over 35 ft for Town streets and alleys	
Engine	Diesel, 260 hp minimum; meets current EPA emissions standards	
Transmission	Automatic rated for refuse duty, with PTO provision	
Brakes	Full air brakes with ABS; air dryer	
Suspension	Heavy-duty; rear spring or air ride rated to axle capacity	
Tires and wheels	New, highway/mixed-service tires sized to axle ratings; steel or aluminum disc wheels	
Cab	Air conditioning, heat and defrost; AM/FM radio; tilt/telescoping wheel; 2-person seating with belts; heated power mirrors	
Fuel tank	50 gallon minimum	
Body: type	Rear-load packer body, new, from an established manufacturer	
Body: capacity	At least 25 cubic yards	
Body: compaction	300-400 lbs. per cubic yard or better, manufacturer-rated	

Item	Minimum requirement	Complies (Y/N) / offered
Body: construction	High-tensile steel; sides and roof 10-gauge minimum; floor 3/16 in. minimum with reinforced wear areas	
Hopper	2-2.5 cubic yard minimum; loading sill height 12-14 Feet. maximum; 10 – 12 Feet minimum opening width	
Packer cycle	Complete cycle 25 seconds or less; manual and automatic cycle controls on both sides of hopper	
Ejection	Full ejection panel; no body tilting required	
Tailgate	Hydraulic raise with automatic locking; tailgate-ajar light in cab	
Cart tipper	Hydraulic cart tipper for 64–96 gallon carts, bid as separate price	
Reeving Winch	Reeving Winch with Lip & Latch Kit (Hook)	
Hydraulics	Front-mounted or transmission PTO pump sized to body maker's spec; filtered system; tank with sight and temperature gauges; chrome cylinder rods	
Mounting	Body mounted per chassis maker's body builder guidelines; no welding to chassis frame rails	
Safety standard	Body and installation meet the current edition of ANSI Z245.1 (Mobile Refuse Collection and Compaction Equipment – Safety Requirements) and all applicable FMVSS	
Safety equipment	Backup alarm; rear backup camera with in-cab monitor;	

Item	Minimum requirement	Complies (Y/N) / offered
	LED strobe/warning lights front and rear; hopper work lights; emergency stop buttons at rear; fire extinguisher; triangle kit	
Riding steps	Steps with interlocks per ANSI Z245.1	
Lighting	LED stop, tail, turn and clearance lights per FMVSS 108	
Paint and marking	Chassis cab: white; body: manufacturer's primer plus white topcoat; Town logo/lettering by vendor	
Rustproofing	Undercoating of body and wheel wells	
Delivery items	Title documents (MSO) in the name of the Corporation of Shepherdstown; full fuel tank; DEF filled; manuals; spare keys	

Optional items (priced separately on the Bid Form, not part of the base award): [cart tipper], [extended warranties], [additional cameras], [automatic lube system].

5. Bid form

To the Corporation of Shepherdstown: the undersigned offers to furnish one (1) new rear-load refuse collection truck meeting all specifications of ITB No. [bid number], at the prices below.

Line	Description	Price (USD)
1	Chassis – make, model, year: []	
2	Body – make, model, capacity (cubic yard): []	
3	Delivery manuals and all fees	
4	Cart Tipper -- Make, Model, Capacity:	
5	Reeving Winch with Lip & Latch Kit (Hook) -- Make, Model, Capacity:	

Line	Description	Price (USD)
Base bid total	Lines 1–5, delivered F.O.B. Town of Shepherdstown	
Option A	Extended warranty – describe	
Option B	Other	

- Delivery: ready for service within [] calendar days after purchase order
- Nearest authorized chassis service facility (name, address, miles from Shepherdstown): []
- Nearest authorized body/hydraulic service facility: []
- Addenda acknowledged: No. [] dated []; No. [] dated []

Exceptions sheet

List every deviation from the specifications, by item. If none, write “NONE.” A deviation not listed here does not bind the Town.

Spec item	Requirement	What is offered instead

Signature

By signing, the bidder certifies that this bid is made without collusion with any other bidder, that it has read and will comply with all terms of this ITB, and that the signer is authorized to bind the company.

- Company name: []
- Address: []
- WV Business Registration No.: []
- Federal Tax ID (FEIN): []
- Authorized signature / printed name / title: []
- Phone / email: []
- Date: []