

Project Manual
Contract Documents and Specifications



City of Raton
Municipal Solid Waste Two Year
Transportation
Contract

May 2021

Contracting Agency
THE CITY OF RATON
224 SAVAGE AVENUE
POST OFFICE BOX 910
RATON, NEW MEXICO 87740

NOTICE OF INVITATION FOR BID

Notice is hereby given that competitive sealed bids will be accepted by the City of Raton, New Mexico for the Transportation of Municipal Solid Waste. The work shall generally consist of transporting approximately 5000 tons of municipal solid waste annually to one of three designated landfills. The contract term shall be for two years with mutually agreed upon renewal opportunities for up to (two) additional years.

Sealed bids will be received at the Office of the City Clerk, located at the Raton Municipal Building, 224 Savage Avenue, P.O. Box 910, Raton, New Mexico 87740. Bids are due by Thursday, June 10, 2021 at 2:00 PM. All interested parties are invited to attend. Bids will be opened and publicly read aloud immediately after the specified closing time. Bids received after this date and time will be returned unopened. The City of Raton reserves the right to waive technicalities, accept or reject any or all bids as deemed to be in the best interest of the City of Raton.

Copies of the bid documents are available for download on the City's website www.ratonNm.gov or by contacting City Clerk/Chief Procurement Officer, Michael Anne Antonucci at 575-445-9451 or by email at mantonucci@cityofraton.com.

Raton City Clerk/Chief Procurement Officer: Michael Anne Antonucci
Date: April 30, 2021

City of Raton
Request for Sealed Bids
Transportation Services for Municipal Solid Waste

BID OPENING DATE: June 10, 2021

BID OPENING TIME: 2:00 PM

INSTRUCTIONS TO THE BIDDER

1. Notice is hereby given that sealed bids will be received at the City of Raton Chambers of the City Commission, 224 Savage Avenue, Raton, New Mexico 87740 prior to June 10, 2021 at **2:00 PM** (local time), at which time the said bids to transfer Municipal Solid Waste (as defined in the New Mexico Solid Waste Act) from the City's solid waste collection center to a permitted transfer station or landfill will be opened and recorded as received.
2. One copy of the bid must be returned and the outside bottom left hand corner marked "Sealed Bid for Solid Waste Hauling" and presented to:

Michael Anne Antonucci - City Clerk
City of Raton
224 Savage Avenue
Raton, New Mexico 87740

Bids received later than the time and date specified will not be considered.

3. The Purchaser as used in these specifications shall refer to the City of Raton (City) and the Solid Waste Department.
4. Sealed bids are required from licensed hauling contractors in accordance with the specifications as attached.
5. All prices shall be F.O.B. destination and include all applicable state and federal tax, fees, license and permit expenses. Deliveries will be made as needed or scheduled.
6. Any bidder wishing to be given consideration as a New Mexico Resident Contractor or New Mexico Veteran Resident Contractor shall provide his certification in the space provided for that purpose, on the attached bid form.
7. The Purchaser has the right to refuse any or all bids and is the sole interpreter of the intent of any clause of these specifications and the sole judge as to whether the item bid or any part of fitting thereof complies with these specifications. This bid may be awarded individually or in aggregate, whichever is most advantageous to the City.
8. Pursuant to Section 13-1-131 NMSA, 1987 Comp., as amended, the City reserves the right to reject any and all bids, whole or in part, submitted hereunder, provided that such rejections shall be accompanied by a written statement declaring the reason for the rejection.
9. Any exceptions to the bid shall be listed separately and specifications attached are minimum requirements. The specifications submitted herein are all that were available at the time of the bid. Minor deviations to the specifications as listed may be considered.

10. This award/bid is contingent upon available funding. This bid may be awarded all, part, or none; whichever is deemed to be in the best interest of the City. This bid may be multi-awarded contingent upon the needs of the City. The award is subject to the City's Terms and Conditions.
11. Your signature on the completed bid form will serve as a warranty that your bid is genuine and compliant with all applicable and current standards and that this proposal is made without any understanding, agreement or connection with the same purpose and this proposal is in all respects fair and without collusion or fraud, and you agree with all contract provisions.
12. Contact the Procurement Manager for Plans, Specification and Questions.

Michael Anne Antonucci
City Clerk
Post Office Box 910
Raton, New Mexico 87740
Phone 575-445-9451
Email: mantonucci@cityofraton.com

13. All bids will remain valid for sixty (60) days after bid opening.
14. The New Mexico Procurement Code, Sections 13-1-28 through 13-1-199, NMSA, 1978 imposes civil and criminal penalties for code violations. In addition, the New Mexico criminal statutes impose felony/penalties for illegal, bribes, gratuities, and kickbacks.
15. Contract prices will be firm throughout the contract term. Fuel Cost Adjustment provisions shall remain effective throughout the contract term.
16. The New Mexico Procurement code, Sections 13-1-28 through 13-1-199 NMSA, 1978 imposes civil and criminal penalties for code violations. In addition, the New Mexico criminal statutes impose felon/penalties for illegal, bribes, gratuities, and kickbacks.
17. The New Mexico Department of Finance Campaign Contribution Disclosure Form must be completed and returned with your bid.
18. A sample contract is enclosed that the City would expect your organization to sign upon legal review.
19. Successful Bidder: The lowest Responsible Bidder to whom the Owner, on the basis of the Owner's evaluation, makes an award. A Successful Bidder does not become the Contractor until an agreement is signed with the Owner. The low bidder and destination landfill will be determined by an analysis that determines the lowest total cost to the City of Raton when factoring in tipping fees and transportation costs.

Attachments: TERMS & CONDITIONS SAMPLE
CONTRACT CAMPAIGN
CONTRIBUTION FORM

**Technical Specifications
The City of Raton Municipal Solid Waste
Transportation Contract**

Part 1 General

Scope of Work:

1. The City of Raton (City) is seeking bids to transfer Municipal Solid Waste (as defined in the New Mexico Solid Waste Act) from the City of Raton solid waste facilities collectively referred to as transfer station, convenience station, or collection center.
2. Transfer the collected Municipal Solid Waste in City owned trailers to a permitted landfill/transfer station as directed by the City of Raton. The City reserves the right to remove all recyclable material from the tipping floor before depositing into the transfer trailer for hauling.
2. May perform hauling up to 20 tons per day Monday through Friday. Raton's estimated waste generation is 5000 tons annually. Such hauls shall be performed Monday thru Friday, between the hours of 5:00 a.m. and 3:00 p.m.

The landfill or transfer station to be transported to shall be an independently owned and operated third party facility with an independent agreement with the City of Raton for waste tipping and disposal. Landfill terms of operation, including times and dates, and health and safety provisions are determined by the landfill operator, within certain limitations specified in the independent agreement with the City of Raton. It will be the responsibility of the Hauling Contractor to become familiar with and comply with disposal facility's terms, operation policies, hours, and procedures.

3. The City of Raton shall provide up to three (3) Wilkens X Series Rear Loading Solid Waste Transport Trailers equipped with hydraulic expandable sidewalls and Keith Running Floor II loading/ unloading system. These City of Raton owned trailers shall be utilized for transport of City of Raton municipal solid waste and construction waste to disposal facility designated by the City of Raton, as is in the best interest of the City of Raton. Contractor shall be selected to provide transport and unloading of waste trailers to designated disposal facility. Contractor shall provide and perform appurtenant tasks, daily inspection of trailers, and minor maintenance to trailers typically required for the functional operation of loading, transporting, unloading, moving, parking, operation of mechanical, hydraulic and electrical systems, and permit/ compliance tasks.
4. Contractor shall provide tractor(s)/ transportation vehicle(s) as needed for the functional operation and transportation of waste trailers and containers to designated waste disposal facility. Contractor shall be required to transport loaded and unloaded waste trailers and containers intrastate and interstate on available federal, state and local routes. Contractor shall provide equipment for the reliable, safe, efficient transportation of waste trailers. Contractor's equipment shall conform to manufacturer's recommendations regarding hydraulic, electrical and mechanical power supply; as well as hydraulic, electrical and mechanical connection and interface components. Contractor's equipment shall conform to applicable federal, state and local laws, regulation, statute, ordinance, and shall be continuously available, prepared and functional for usage on the regularly established schedule determined by the City of Raton.

5. The Contractor shall provide a contingency plan or backup equipment as necessary to fulfill the hauling obligations. The Contractor shall not exceed a 72 hour period for transport and unloading of a fully loaded, ready to haul trailer/container.
5. The awarded contractor must abide by all Federal, State, and local laws, ordinances, statues, etc. that affect this hauling contract.
6. The awarded contractor will bear all costs for taxes, license, fees, permits, etc. that affect this contract. A copy of the current **NMED Hauling Registration/Certificate** must be obtained prior to hauling solid waste. This registration is required of all commercial haulers of solid waste and non-commercial haulers of special waste in accordance with the Solid Waste Act, NMSA 1978, § 74-9-8 (H), and the New Mexico Solid Waste Rules (SWR), 20.9.3.31.A NMAC.
7. It is the responsibility of the Contractor to ensure that the designated landfill is open prior to shipment. The Contractor should consider himself at risk once he has removed the load from the transfer location. The City will not compensate the transporter for costs incurred in the event that the landfill closes prior to his arrival. Under no circumstance will the city pay for the transportation of the same load more than once. The contractor should satisfy himself that the road is passable and the landfill open prior to removing the transport vessel from the transfer site.
8. Commingling of waste prohibited. The contractor is notified that only municipal solid waste and construction waste generated by the City of Raton and loaded at the Raton transfer facility is to be transported in any trailer, container or vehicle that is expensed to the City of Raton. The contractor shall not pick up or transport any waste or product on behalf of Contractor, other agency, or third party while engaged by the City of Raton. Backhaul of any material or product is prohibited.
9. For the purpose of this bid request, the contractor is informed that the designated facility will be selected independently by the City of Raton. Bidder shall provide bid pricing per the attached Bid Schedule for the following waste disposal facilities:

Facility Name	Location	Operator
(1) Northeastern New Mexico Regional Landfill	Levi, NM	G.G.H. Wagon Mound
(2) Southside Landfill	Pueblo, CO	Waste Connections
(3) Midway Landfill	Fountain, CO	Waste Management

Contractor is notified that tipping fees are not to be included in the contract price as the City of Raton will make payment directly to the operators of the landfill.

10. The Contractor is solely responsible for the waste material from the time it leaves the transfer facility until it reaches the designated landfill. It is the contractor's responsibility to ensure that all waste is handled and transported in accordance with applicable laws and regulations. The contractor is solely responsible for any debris that may exit the vehicle during transport. The contractor shall be liable for cleaning up any debris, waste or related material that is dislodged during transport including an accident or inadvertent dumping.

11. The Contractor shall make himself familiar with the requirements of the contract, facilities of the City of Raton, and the statutory requirements of the work. Contractor shall acknowledge that time is of the essence and Contractor's failure to meet scheduled waste transportation or delay in performance of required transportation in a timely manner will cause material harm to the City of Raton. Contractor shall warrant his ability to provide competent, qualified personnel and supervision, proper equipment as required, and ability to meet City of Raton requirements.
12. The Contractor shall maintain insurance coverage throughout the contract term for not less than the following amounts or greater as required by law or regulations:

a. Workman's Compensation:	Statutory
b. Comprehensive General Liability:	
Bodily Injury – Each Occurrence	\$1,000,000
Property Damage – Each Occurrence	\$500,000
Combined Single Limit	\$1,000,000
c. Comprehensive Automobile Liability:	
Bodily Injury – Each Occurrence	\$1,000,000
Property Damage – Each Occurrence	\$500,000
Combined Single Limit	\$1,000,000
d. Non-Owned Trailer Liability and Physical Damage:	
Property Damage – Each Occurrence	\$100,000

Technical Specifications
The City of Raton Municipal Solid Waste Transportation
Contract

Part 2 Contractor Requirements, Conditions,
Measurement and Payment

The Contractor shall provide the following equipment and adhere to the following provisions:

The Contractor shall provide a minimum of one (1) tractor for transportation, fully equipped with hydraulic power capability meeting all recommendations of trailer manufacturer and walking floor manufacturer. The awarded contractor shall be registered with the New Mexico Environment Department, Solid Waste Bureau and must provide registration information at time of bid. Contractor shall be required to obtain all permits necessary to transport solid waste within New Mexico and Colorado, and shall be capable of transporting solid waste to designated disposal facilities listed in New Mexico and Colorado. Permit costs, taxes and fees shall be incidental and no separate payment shall be made. Solid waste shall be loaded at the City of Raton transfer facility and transported to landfill designated by the City of Raton.

Measurement and Payment

The Contractor shall be paid for each load of solid waste delivered to the landfill. Each load shall be weighed at the scales provided by the City of Raton and recorded by transfer station operators. In addition the contractor should provide the City with any scale tickets and documentation provided at the landfill. Contractor shall be paid per trip for each trailer load of solid waste delivered to the contracting landfill. Contractor may submit up to two applications for payment each month. Contractor shall provide an invoice and all supporting documentation for each payment application.

Fuel Cost Adjustment

These provisions provide for compensation adjustments in the cost of motor fuels (diesel and gasoline) consumed in prosecuting the contract work. The Owner or Owner's Engineer will calculate the Fuel Cost Adjustments. Payments or credits will be applied to partial and final payments for work items set forth herein.

For this purpose, the City of Raton will establish a Base Fuel Index (BFI) for fuel to be used on the Project. The Base Fuel Index will be the average of high and low retail (or wholesale, if applicable) prices locally in Raton, New Mexico for No. 2 Ultra Low sulfur diesel fuel and gasoline (as applicable) for the day of the contract letting.

A Current Fuel Index (CFI) in cents per gallon will be established for each month. The CFI will be the average of comparable retail (or wholesale, if applicable) prices for motor fuels based upon purchase records submitted to Owner by Contractor for the monthly period being adjusted. Purchase records shall be accurate submittals of actual fuel purchases by Contractor for exclusive purpose of City of Raton municipal solid waste transportation.

The Engineer may compute the ratio of the Current Fuel Index to the Base Fuel Index (CFI/BFI) each month. If that ratio falls between 0.85 and 1.15, no fuel adjustment will be made that month. If the ratio is less than 0.85, a credit to the City of Raton will be computed. If the ratio is greater than 1.15, additional payment to the Contractor will be computed. Fuel cost adjustment credit or additional payment shall be limited to actual fuel cost difference from BFI amount during the period. Fuel consumption volume factor utilized in adjustment calculation shall be determined annually for any tractor/ trailer combination utilized. Fuel cost adjustment shall be determined by Owner based on total fuel volume used during the period.

A Fuel Cost Adjustment credit to the City of Raton will be deducted as a lump sum each payment period from any monies due the Contractor. Upon completion of the work under the Contract, any difference between the estimated quantities previously paid and the final quantities will be determined. The CFI in effect on the day of completion of the Contract will be applied to the quantity differences in accordance with the procedures set forth above.

CITY OF RATON
PURCHASING TERMS & CONDITIONS
UNLESS OTHERWISE SPECIFIED

- 1. It is the intent of the Owner to award a contract to the lowest responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents. The unreasonable failure of a Bidder to promptly supply information in connection with an inquiry with respect to responsibility is grounds for a determination that the Bidder is not a responsible Bidder (§13-1-133 NMSA 1978).**
- 2. Bids shall comply with instructions and bidders shall provide the information requested. Bidder's non-compliance or exception to requirement may result in rejection of bid, as determined at the exclusive determination of the City of Raton.**
- 3. Envelopes containing bids must be sealed and marked with name, address of the bidder, due date, and bid number. Bids received later than the time and date specified will not be considered.**
- 4. Corrections and/or modifications received after the opening time specified will not be accepted.**
- 5. Successful Bidder: The lowest Responsible Bidder to whom the Owner, on the basis of the Owner's evaluation, makes an award. A Successful Bidder does not become the Contractor until an agreement is signed with the Owner.**
- 6. All purchases made by the City of Raton are subject to the New Mexico Public Procurement Act (§13-1-29 through §13-1-199) and the City of Raton applicable ordinance rules, and/or regulations.**
- 7. The City of Raton reserves the right to reject any and all bids, to waive any informality in bids, and unless otherwise specified to the bidder, to accept any item on the bid. Conditional Bids or Bids with additional terms will not be accepted.**
- 8. In case of error in the extension of prices in the bid, the unit price will govern.**
- 9. The City of Raton requires vendor certification be the New Mexico State Purchasing Agent before the 5% in-state bidding preference can be extended. Bidders claiming this preference must show certification number on bid and must be prepared to show evidence of certification for the commodity being bid. In-state vendors: failure to secure above will result in non-considerations of any preference for in-state bidders.**
- 10. The City of Raton reserves the right to award by item, group of items, or total bids; to reject any and all bids in whole or in part if in the judgment of the City of Raton, the best interests of the City of Raton will be served.**
- 11. The City of Raton reserves the right to cancel all or any part of this order without cost to the City, if the Bidder/ Contractor fails to meet the provisions of this order and except as otherwise provided herein, to hold the Vendor liable for any excess cost occasioned by the City due to the Bidder/ Contractor default. The Bidder/ Contractor shall not be liable for any excess costs if failure to perform the order arises out of cause beyond the control and without the fault or negligence of the Bidder/ Contractor.**

- 12. In signing this bid or accepting Purchase Order, the Bidder/ Contractor certifies he/she has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this proposal submitted to the City of Raton.**

- 13. Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. The New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.**

Bid Proposal Forms
and
Campaign Contribution Forms
(Must Be Submitted as Bid Documents)

BID PROPOSAL FORM

Project: City of Raton Municipal Solid Waste Two Year Transportation Contract
Thursday June 10, 2021 at 2:00 PM

Bid submitted to: The City of Raton
224 Savage Avenue
Post Office Box 910
Raton, New Mexico 87740
(575) 445-9451

Bidder is instructed to complete Bid Schedule, inclusive of all items.

The undersigned bidder, having examined the requirements of the project, documents relating to the project (including Invitation to Bid, Form of Contract, and Addenda, if applicable) and conditions and characteristics of the work, and having familiarized himself/ themselves with project locations, hereby proposes to furnish all materials, tools, equipment and to perform all labor, supervision, work and appurtenances necessary for the complete construction of the work described and in accordance with attached project documents, applicable specifications, standards and codes and to contract for the unit prices itemized as follows:

**Bid Schedule A: Transportation to Northeastern New Mexico Regional Landfill
Levi, New Mexico
Operator: GGH Wagon Mound, LLC**

Item	Annual Estimated	Unit			
\ No.	Description	Units	Quantity	Bid Price	Amount Bid
1.	Transportation of Municipal Solid Waste to N.E.N.M Regional Landfill	Each Load Round Trip	270	_____	_____

**New Mexico Gross Receipts Tax @ 7.9375%
Of Subtotal Above** _____

Total Bid Amount – Bid Item 1 plus NMGRT _____

Note – The basis for award of the Bid shall be the lowest responsive Base Bid amount including all taxes and fees when factoring in tipping fees to determine overall lowest cost to the City of Raton.

**Bid Schedule B: Transportation to Southside Landfill
Pueblo, Colorado
Operator: Waste Connections**

Item No.	Description	Units	Annual Estimated Quantity	Unit Bid Price	Amount Bid
1.	Transportation of Municipal Solid Waste to Southside Landfill	Each Load Round Trip	270		

No New Mexico Gross Receipts Tax On Out Of State Trucking

Not Applicable

Total Bid Amount – Bid Item 1

Note – The basis for award of the Bid shall be the lowest responsive Base Bid amount including all taxes and fees.

**Bid Schedule C: Transportation to Midway Landfill
Fountain, Colorado
Operator: Waste Management**

Item No.	Description	Units	Annual Estimated Quantity	Unit Bid Price	Amount Bid
1.	Transportation of Municipal Solid Waste to Midway Landfill	Each Load Round Trip	270		

No New Mexico Gross Receipts Tax On Out Of State Trucking

Not Applicable

Total Bid Amount – Bid Item 1

Note – The basis for award of the Bid shall be the lowest responsive Base Bid amount including all taxes and fees.

As further consideration for the award of the contract, the undersigned agrees to the following terms, conditions and acknowledgements:

- A. City of Raton reserves the right to reject any or all bids, to waive any informalities, or to accept any portion of the bid as is in the best interest of City of Raton.
- B. To execute the standard form of contract and to Certificates of Insurance within fifteen (15) days following receipt of notification of acceptance of this proposal. Failing to do so will allow the City of Raton to award the contract to others.
- C. City of Raton reserves the right to increase or decrease any or all quantities as in the best interest of City of Raton.
- D. To commence work within 15 calendar days following execution of the contract, or such additional time as may be allowed in writing by City of Raton, and to complete the contract as awarded.
- E. The Bidder has examined the site, the project documents, details, bid quantities, terms and conditions of the proposed Agreement and is satisfied to conditions, regulations and requirements that may affect cost, progress and performance of the Work. The Contractor does not consider additional examination, investigation, tests, studies or data necessary for performance of the Work at contract unit prices, in accordance with terms and conditions of the Contract Documents, and within stated contract times. Contractor agrees that Contract Documents are generally sufficient to indicate and convey understanding of all terms, conditions and requirements for performance and furnishing of the Work.
- F. City of Raton shall consider and apply provisions of NMSA 13-4-2 regarding Certified New Mexico Resident Contractor and NMSA 13-1-21/ 13-1-22 regarding Certified Veterans Preference in this procurement.
- G. The original contact term will be for two years with up to (2) additional one year renewal periods allowed by mutual agreement of both parties.

Bidder acknowledges receipt of the addenda: _____

Dated this _____ Day of _____, 2014

Respectfully Submitted:

Firm Name: _____

By (Signature and Print Name): _____

Title: _____

Business Address: _____

Business Telephone: _____

New Mexico Resident Contractor
Certification Number
(If Applicable; NMSA 13-4-2) _____

New Mexico Veterans Preference
Certification Number
(If Applicable; NMSA 13-1-21/ 13-1-22) _____

Contractor's Federal I.D. Number: _____

ATTEST: _____

Secretary
(If Applicable)

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any:

Mayor – James Neil Segotta
Mayor Pro Tem – Linde’ Schuster
Commissioner - Ronald Chavez
Commissioner – Donald Giacomo
Commissioner – Lori Chatterley
Municipal Judge – Roy Manfredi

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

Sample Contract

CITY OF RATON
HAULING SERVICE AGREEMENT

BY THIS AGREEMENT, entered into by and between CITY OF RATON, hereinafter referred to as "CITY" and _____ hereinafter referred to as "CONTRACTOR", the parties mutually agree:

ARTICLE 1. SCOPE OF WORK:

- A. The CITY shall"
 - 1. Continue to own the transfer station and convenience station, but shall not be responsible for the transporting of solid waste.
 - 2. Be responsible for any permits or registrations required by the State of New Mexico.
 - 3. Will provide the necessary signing, fencing, and roads to and from the transfer station and convenience station.
 - 4. Be responsible for manning and maintaining the transfer station and convenience station.
 - 5. Shall reserve the right to set the hours and days of the week which the stations shall be open.
 - 6. Provide improvements and maintenance at the stations.
 - 7. Provide the transport trailers at the City of Raton Transfer Station.
 - 8. Be responsible for the payment of any disposal fees to the landfill/s utilized by the CITY.

- B. The CONTRACTOR shall:
 - 1. Maintain registration as a solid waste hauler in the states of New Mexico and Colorado.
 - 2. Comply with all regulations applicable for supplying services requested under the laws of the state, federal, and/or local government.
 - 3. Maintain transporting records and prepare reports as required by New Mexico Environment Department – Solid Waste Bureau, the City of Raton, and applicable Colorado state authority.
 - 4. Provide workmen's' compensation, automotive, non-owned trailer liability and physical damage, and general liability as indicated in the Technical Specifications with City of Raton named as additional insured.
 - 5. Provide any necessary permit fees for the services provided, all permits, if required and certificate of insurance shall be provided on or before the effective date of the contract.
 - 6. Be responsible for transporting of the solid waste from the transfer site located in Raton, New Mexico and shall provide equipment for efficient handling of solid waste.

7. CONTRACTOR will utilize the CITY owned transfer trailers. The CONTRACTOR will inspect and not allow any abuse of the trailers. Any maintenance required will be reported by the CONTRACTOR immediately to the CITY and the CITY will make the necessary repairs and services for normal wear and tear. Any repairs or services due to the CONTRACTOR'S neglect or failure to report needed repairs or services will be the responsibility of the CONTRACTOR.
8. Transport solid waste in accordance with New Mexico and Colorado Solid Waste Rules, as applicable.
9. Provide for the hauling of the transfer trailers from the Raton Transfer Station to a landfill selected by the CITY.
10. Shall make extra hauls as needed from the designated locations. The CONTRACTOR shall oversee and report to the City Manager when extra hauls are necessary prior to providing services.
11. Not accept hazardous waste nor contaminated infectious waste (that which has not been decontaminated by certification of depositor). CONTRACTOR shall immediately report to the City of Raton any such occurrence.
12. Provide a contingency plan or backup equipment as necessary to fulfill the hauling obligations.
13. Cover solid waste during transporting prior to leaving the station.
14. Provide all weight tickets for landfill disposal fees to the City.
15. Be responsible for the payment of any applicable taxes to include New Mexico Gross Receipts Tax for the services if required.

ARTICLE II. COMPENSATION:

For services satisfactorily performed pursuant to the scope of work, the Contractor shall be reimbursed by the City for hauling services from the transfer site provided as follows:

(A)	(B)	(C)	(D)	(E)
1	Transportation to MSW to	270 Loads Annually	\$000.00	\$000.00

ARTICLE III. TERM:

This agreement shall be effective on July 1, 2021 and shall terminate on June 30, 2023. This agreement shall be terminated by either of the parties hereto, upon written notice delivered to the other party at least thirty (30) days prior to the termination date of this contract. By such termination neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination.

ARTICLE IV. STATUS OF CONTRACTOR:

The CONTRACTOR and his agents and employees are independent contractors performing professional services for CITY and not employees of CITY. The CONTRACTOR and his agents and employees shall not accrue leave, retirement, insurance, bonding, use of vehicle, or any other benefits afforded to employees of CITY as a result of this agreement.

ARTICLE V. ASSIGNMENT:

The CONTRACTOR shall not assign nor transfer any interest in this agreement nor assign any claims for money due under this agreement without prior written approval of CITY.

ARTICLE VI. SUBCONTRACTING:

The CONTRACTOR shall not subcontract any portions of the services to be performed under this agreement without prior written approval of CITY.

ARTICLE VII. RECORDS AND AUDIT:

The CONTRACTOR shall be responsible to maintain required records as provided in the New Mexico Solid Waste Rules during the term of this agreement and for a period of three (3) years following the final date of this Agreement. The records shall be subject to inspection by CITY.

ARTICLE VIII. INDEMNIFICATION:

The Contractor shall hold harmless, indemnify and defend the City and its "public employees" as defined in the New Mexico Tort Claims Act, Sections 41-4-1 to 41-4-29, NMSA 1978, as amended, against and from any and all claims, losses, demands, judgments, damages, liabilities, lawsuits, expenses, fees of attorneys, costs and/or actions

of any kind and nature whether from death, bodily injury or damage to property resulting from or related to the Contractor's negligence or intentional acts, errors or omissions in the Contractor's performance under this Contract. The Contractor's agreement to hold harmless, indemnify and defend shall not be affected or terminated by the cancellation, expiration of the term or any renewal or any other modification of the Contract for any reason and shall survive the cancellation, expiration of the term or any renewal or any other modification of this Contract, for negligence, acts, errors or omissions to act occurring during the term of this Contract.

ARTICLE IX. SCOPE OF AGREEMENT:

This Agreement incorporates all the agreement, covenants, and understandings between the parties hereto concerning the subject matter hereto, and all such covenants and agreements and understandings have been merged into this written Agreement. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

ARTICLE X. APPLICABLE LAW:

This Agreement shall be governed by the Laws of the State of New Mexico.

IN WITNESS WHEREOF, the parties have executed this Agreement
this XXth day of June, 2021.

CITY OF RATON

BY _____

James Neil Segotta

Mayor

ATTEST:

City Clerk

BY: _____

Contractor

Wilkens Walking Floor Information



Manufacturer of Transfer Trailers

- Walking Floor®
- Live Floors
- Tippers
- Recycling Trailers

INDUSTRIES, INC.

184 South County Road 22 Morris, MN 56267

(320) 589-1971

1-800-833-6045

FAX: (320) 589-1974

www.wilkens-ind.com

**WET KIT/HYDRAULIC REQUIREMENTS
TO OPERATE THE X-SERIES MODEL TRAILER
AND OTHER WALKING/LIVE FLOOR TRAILERS**

PUMP: Commercial P-51 2 ½" Gear Pump capable of flowing 30-60 GMP
at 2800 -3000 PSI.

RELIEF VALVE: Must be set at 2800 minimum and 3000 maximum PSI.

HYDRAULIC COUPLERS: Aero Quip model, Pressure: 5601-16-16S,
Return: 5602-16-16S.

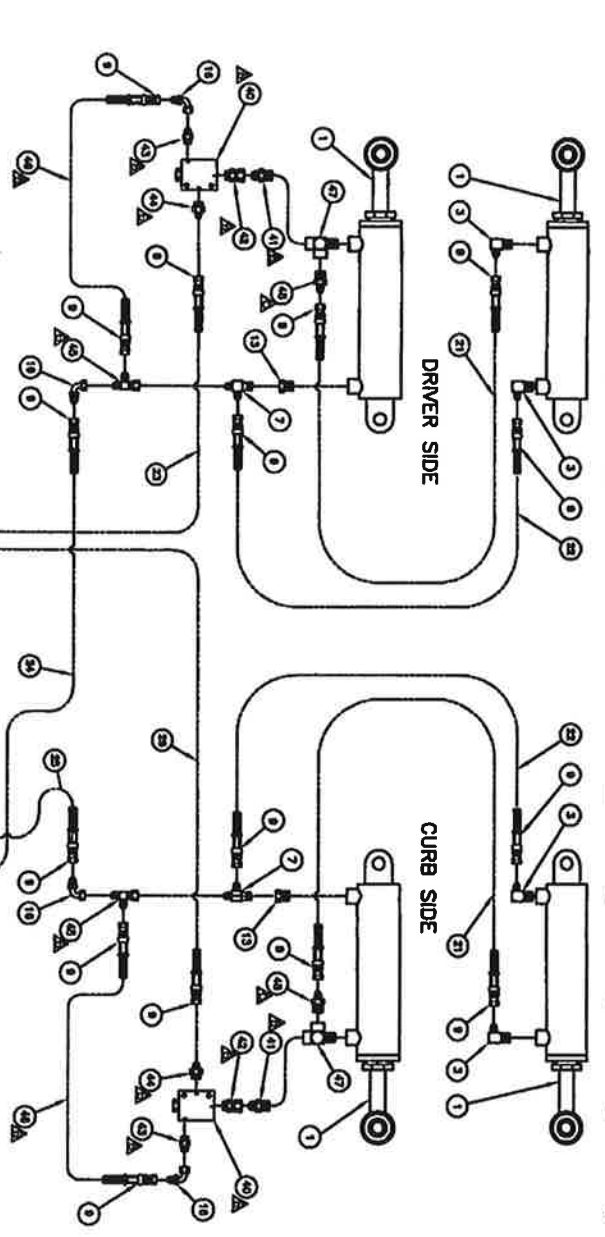
**HOSES MUST BE ATTACHED TO THE TRUCK
8'-12' IN LENGTH, 1" DIAMETER MINIMUM.**

**THERE ARE NO EXCEPTIONS TO THESE SPECIFICATIONS!
YOUR WET KIT MUST BE ABLE TO
OPERATE WALKING FLOOR TRAILERS!!!**

**WET KITS THAT OPERATE ROLL-OFF TRAILERS, DUMPTRAILERS,
OR EJECTOR TRAILERS WILL NOT WORK!!!**

SEE ATTACHED WET KIT SPECIFICATIONS AND PLUMBING SCHEMATIC

Manufacturer of the patented "X-Series" Expanding Wall Trailer



NO.	DESCRIPTION	QTY	UNIT	REF. NO.
1	ORIFICE, 5/16" ID, 1/8" THICK	1	PC	0700411
2	VALVE (O) BLOCK OPERATED	1	PC	0700411
3	ELBOW, 90 DEG, 1/2" FN, 1/2" FN	1	PC	0700411
4	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
5	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
6	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
7	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
8	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
9	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
10	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
11	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
12	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
13	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
14	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
15	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
16	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
17	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
18	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
19	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
20	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
21	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
22	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
23	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
24	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
25	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
26	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
27	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
28	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
29	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
30	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
31	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
32	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
33	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
34	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
35	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
36	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
37	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
38	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
39	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
40	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
41	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
42	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
43	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
44	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
45	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
46	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
47	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
48	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
49	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411
50	TEE, 1/2" FN - 1/2" FN - 1/2" FN	1	PC	0700411

- NOTES:
1. DIMS NO. 28, AND 30 ARE CUT LONG FOR FT. UP, LINK. DIMS NO. 10 OR 11 DIM OF HOSE ASSEMBLY, LINK, FINE, LENGTH IS DETERMINED.
 2. DIMS NO. 28, AND 30 ARE TYPED TOGETHER 1" FROM DIA.
 3. DIMS NO. 28, AND 30 ARE TYPED TOGETHER 1" FROM DIA.
 4. IF TYPED IN DIM, CHECK TO SEE WHERE THE DRIVE LINK IS LOCATED, HOSES FROM VALVE TO FRONT CYLINDERS MUST READ TO BE LINKAGE.

WILKENS ENGINEERING, INC. 201 WEST CENTER ROAD IN
MILWAUKEE, WISCONSIN 53212

DATE: 1/77

REV: 1 OF 1

FIG. NO. 1008781

REV. D

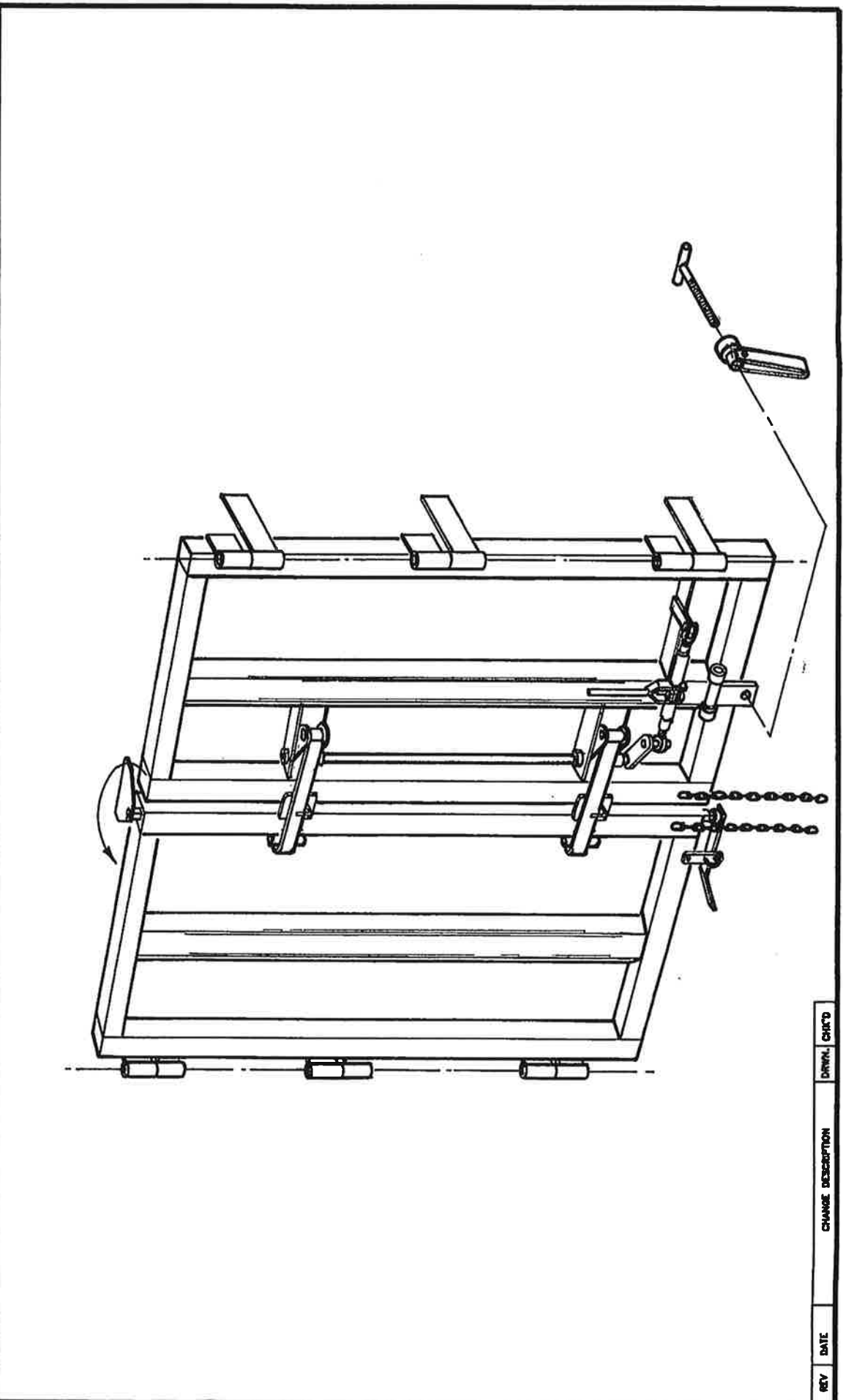
1008781

BI - FOLD HYD. SCHEMATIC ASSM. (ALUM.)

REV	DATE	DESCRIPTION	BY	CHECK
D	11/29/76	REVISED FOR DETAILS		
C	11/29/76	REVISED FOR DETAILS		
B	11/29/76	REVISED FOR DETAILS		
A	11/29/76	REVISED FOR DETAILS		

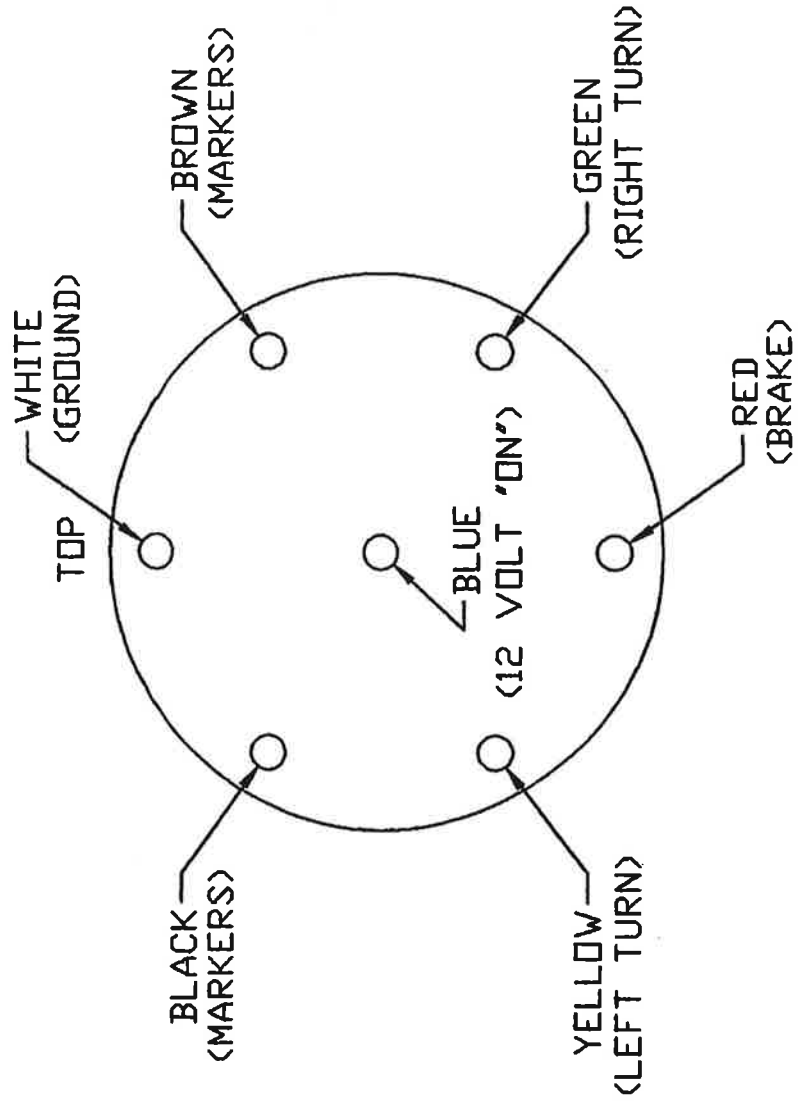
TOLERANCES (EXCEPT AS NOTED) FRACTIONS $\pm 1/32$ DECIMALS .XX ± 0.03 .XXX ± 0.015 ANGLES $\pm 1'$	WILKENS INDUSTRIES, INC. HWY. 99 SOUTH CO. RD. 22 RR 3 BOX 169 MORRIS, MINNESOTA 56267		TITLE <i>REAR DOOR ASSY. - X-SERIES</i>	
	MAT'L SPEC SCALE <i>N.T.S.</i>	DRAWN BY <i>TRK</i>	APPROVED BY 	DATE <i>10-15-99</i>
			PART NO. 	REV.
SHT 1 OF 1				

(PROPRIETARY NOTICE)
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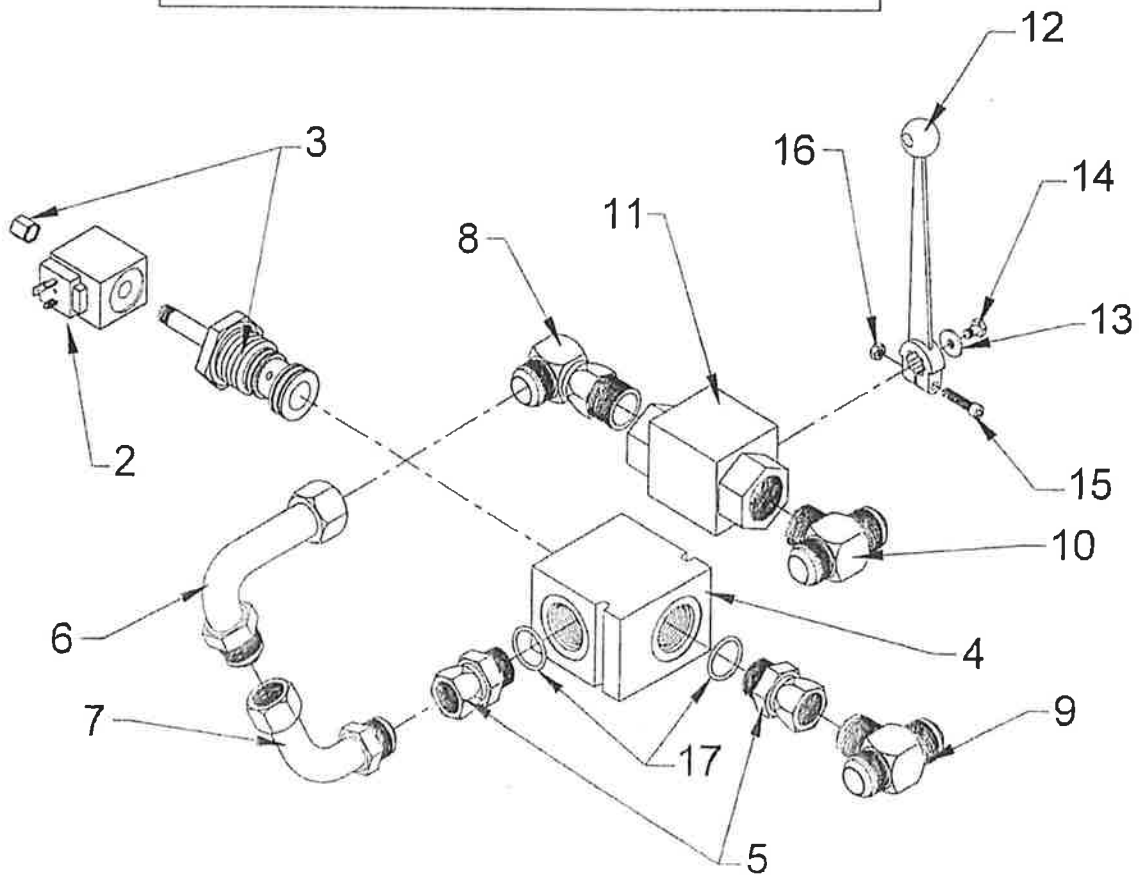
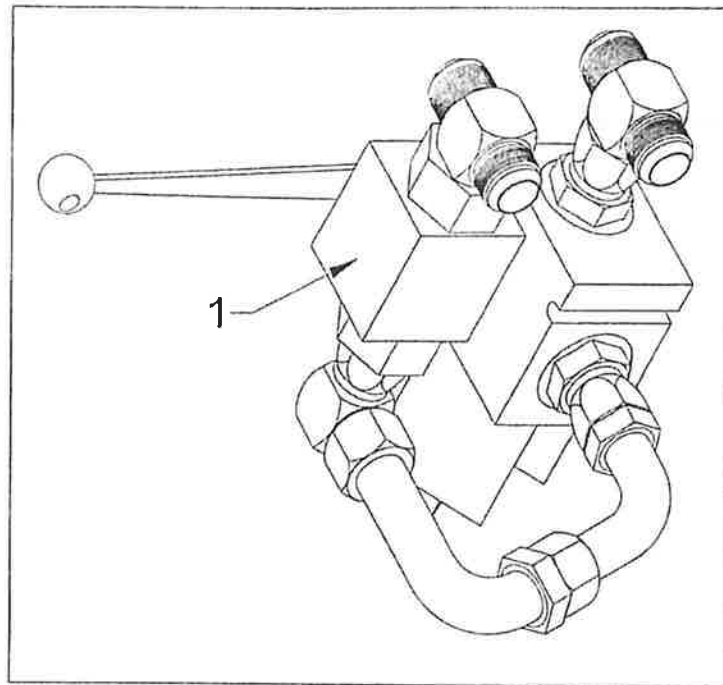
REV	DATE	CHANGE DESCRIPTION	DRAWN	CHK'D

X-SERIES BULKHEAD 7/WAY POWER PLUG



Electric Ball Valve On/Off Assembly

RUNNING FLOOR II™

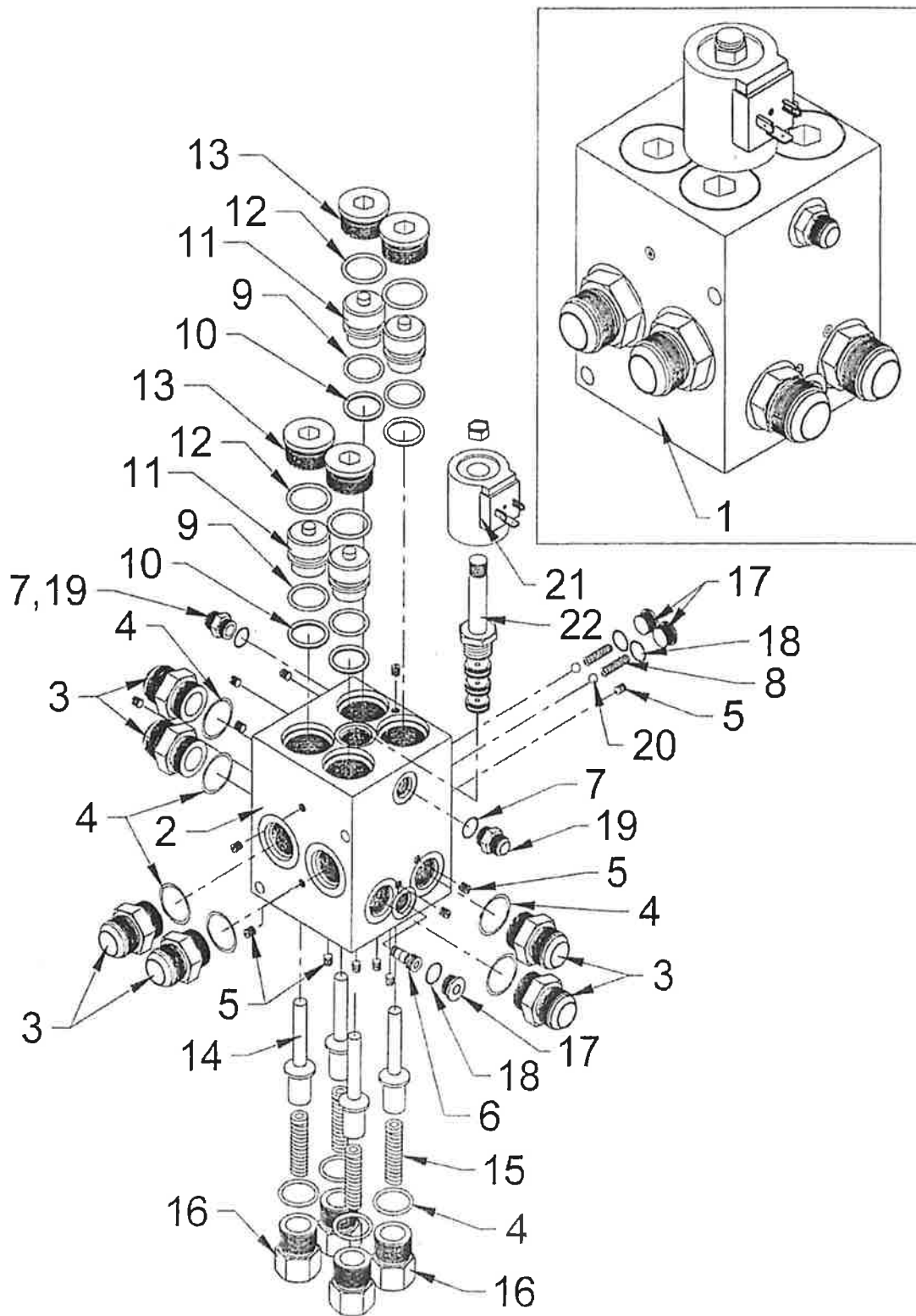


Parts List

ID #	QUANTITY	DESCRIPTION	PART NUMBER
1	1	Valve Ball Electric On/Off Assembly	03426601
-	-	Includes Items 2-17	-
-	1	Valve Solenoid SV3-20-0-16T-24DP	-
-	-	Includes Items 2 & 3	-
2	1	Coil 12 VDC DIN Vickers 02-178086	85603000
3	1	Valve Solenoid SV3-20-0-16T-00	85108100
4	1	Body Valve Housing 2-Way SAE -16 Vickers 20822	85101600
5	2	6402-16-16 Straight	84686200
6	1	63UC-16-16 Long Bent Stem 90°	84683700
7	1	63UA-16-16 Bent Stem 90°	84683200
8	1	2501-16-16 90°	84677400
9	1	2603-16-16-16 Tee	84678100
10	1	2601-16-16-16 Tee	84677700
11	1	Ball Valve Assembly 1"	84802800
12	1	Handle Ball Valve	84802900
13	1	Washer Flat 6mm	w/ball valve
14	1	Bolt Hex GR8 6mmx1mmx10mm	w/ball valve
15	1	Bolt Socket Head GR8 6mmx1mmx30mm	w/handle
16	1	Nut Hex 6mmx1mm	w/handle
17	2	O-Ring 916	84387800

Electric Load/Unload Control Valve Assy.

RUNNING FLOOR II™



Parts List

ID #	QUANTITY	DESCRIPTION	PART NUMBER
1	1	Control Valve Electric 6 Port	03244601
-	-	Includes Items 2-22	-
2	1	Body Control Valve Electric	03134701
3	6	6400-12-12 Straight	84685000
4	10	O-Ring 912	84387400
5	14	5406-01 Socket Pipe Plug	84679130
6	1	Valve Cartridge Load Shuttle LS04-B-30-0-N	85104800
7	2	O-Ring 906	84386800
8	2	Spring Small I-9	84450800
9	4	O-Ring 213	84381200
10	4	O-Ring Backup 8-213	84391200
11	4	Plunger Pilot Operated Check Valve	03123601
12	4	O-Ring 916	84387800
13	4	6409-16 M O-Ring Socket Plug	84687900
14	4	Check Valve Pilot Operated	03138401
15	4	Spring External Check Valve Large B-18273	84453400
16	4	End Cap -12 Spring Pilot Operated	03860201
17	3	6409-04 M O-Ring Socket Plug	84687300
18	3	O-Ring 904	84386600
19	2	6400-06-06 Straight	84684000
20	2	Ball 5/16" Chrome Steel	84800500
-(1)	4	6400-12-10 Straight	84684900
-(1)	4	O-Ring 910	84387200
-	1	Valve Solenoid SV10-40M-24DP	-
-	-	Includes Items 21 & 22	-
21	1	Coil 12 VDC DIN HF 6356012	85601800
22	1	Valve Solenoid SV10-40M	85108600

(1) Not shown for use with pre 1997 control valves.

Wilkens Industries X-series® Priority Flow Hydraulic Oil

Schematic

3rd design, with Gresen valve
2010

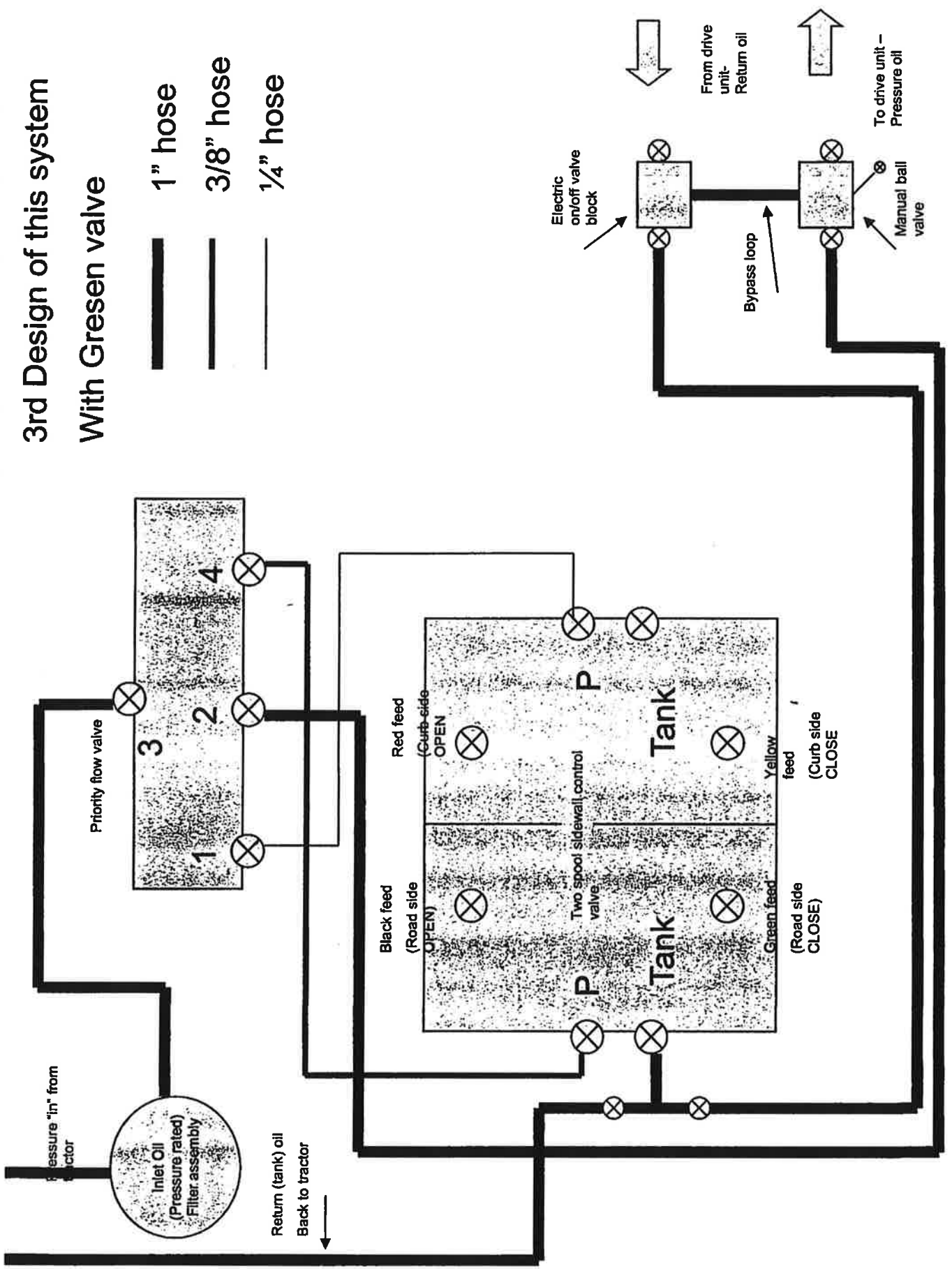
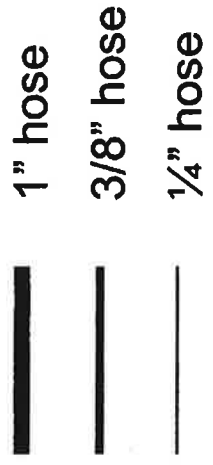
www.wilkens-ind.com

CAUTION!!!

When coupling the hydraulic hoses from the tractor to the trailer , make sure the pressure hose is connected to the pressure coupler on the trailer ,and the return hose is connected to the return coupler. Couplers must be FULLY connected and connected to the proper ports. Failure to do so will result in valve failure that will NOT be covered under warranty!!

3rd Design of this system

With Gresen valve



Manual over ride for walls are located under the caps on the spool valve near each solenoid. Remove cap, and push button to manually run wall in or out as required. Re-install caps.

To Manually operate floor, engage P.T.O., and turn handle on ball valve 90 degrees. This blocks of the bypass loop and forces oil thru the drive unit. To stop floor, move handle back 90 degrees.

To manually change floor direction, locate cap on the end of the load/unload solenoid block. It is identified by being red in color, and has a knurled grip. Push this in and turn 90 degrees to get floor to move into the "load position" You will feel the button lock into place. (NOTE ! Normal position for this valve is to have floor moving in the "unload" position. If the button is not returned to this position after manually operating direction change, the electric controls will not operate properly!)

When servicing the coils on the on/off valve and load/unload valve use Loctite on the threads and do not over tighten. 8-10 inch lbs. of torque maximum. Damage to the spool inside of these cartridges will result from over tightening!

Service the pressure filter on the inlet oil line a minimum of every 6 months. There is a sight gauge on the filter that shows the current flow rate.

Hydraulic oil and Wet Kit information

Quick Specs;

Oil ; Chevron AW 46 or equivalent

Chelsea series 442/489 P.T.O. recommended

Commercial P-51 pump is the ONLY pump Keith Manufacturing recommends for use with their floor systems.

Pump flow should be between 20-40 gallons per minute.

Pressure relief must be set to a minimum of 2800 p.s.i., and a maximum of 3000 p.s.i. Settings lower than 2800 can cause the oil to start bypassing and cause oil to heat . This will damage the wet kit and trailer hydraulics! Settings above 3000 p.s.i. can cause components problems, i.e; blown seals, etc.

Oil reservoir should be a minimum of a 40 gallon tank.

Return oil filter should be 10-30 micron, double element Zinga or equivalent

Pressure hoses should be 1" diameter, Return hoses ,1"-1.25" ,

More detailed hydraulic information can be found on our website at www.wilkens-ind.com. Follow the 'parts' link in the option box. Wet kit and hydraulic information can be found in the Keith Walking Floor Repair Clinic manual.

You can contact Wilkens Industries for any replacement parts, information ,or questions at

320-589-1971

800-833-6045

320-589-1974 fax

www.wilkens-ind.com

keithk@wilkens-ind.com

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X-series trailer

hydraulic control diagnosis

The Wilkens Industries X-series trailer features an electric over hydraulic control system that operates the rear wall sections and controls the operation of the running floor. This is a trouble-shooting guide that will assist you in any repairs that may be needed for the system . To operate this trailer, you will need a hydraulic power source capable of 30-35 GPM , with a relief valve setting of 2800-3000 PSI , and a 12 volt power source . Before you proceed with testing of the electrical system, you must first check the hydraulic operation of trailer , and the manual controls . Leaving the electrical source for the trailer disconnected, turn on the hydraulic power source , and let the oil flow into the trailer. It should circulate with very little pressure . Go under the trailer , and move the handle on the manual ball valve 90 degrees. This should set the drive unit into motion , and the floor slats should cycle in the "unload" motion . Move the ball valve handle 90 degrees back, and the floor should stop moving . On the opposite side of the drive unit , you will see the load/unload solenoid. In the center of this is a knurled knob about 1/2" in diameter , and usually red in color. Push this in slightly and give it a slight twist . This will change direction of the floor from unload, to the load position . Pull ball valve handle 90 degrees

again, and the floor should start moving in the "load" direction . After verifying floor direction, shut floor off with ball valve , and return the direction knob to the "unload" position . This must be put back to "unload", as leaving the manual control in "load" will override the electrical control , and the floor will only move in the "load" direction when operated with the pendant control!!

While the hydraulics are running , and the electrical supply is not turned on , you can check the hydraulic operation of the side walls by moving the handles hanging down from the 2 spool valve located by the inside of the curbside frame rail . Make sure the rear doors are fully opened prior to testing to avoid damaging the doors and hinges!! The forward handle operates the road side wall , and the rearward handle operates the curb side wall. If the walls open and close completely with these 2 handles , and the live floor operates as outlined , the hydraulic control is working correctly.

The trailer needs a 12 volt power supply to operate the control pendant. Power should be supplied thru the center pin ("blue"coded) on the main 7 way connector on the front of the trailer. Voltage goes via the 7 wire cord to the main junction box located under the trailer inside the left frame rail . From the "blue" pin ,and the "white" pin(system ground), a 2 wire cable is run to another junction box inside the toolbox on the side of the trailer. At this box , power is divided to run the 6 solenoids under the trailer that control all trailer

functions. These solenoids have all been designated a color code wire for operation. (NOTE : The 2 wire harnesses that feed the solenoids are all black and white wires. The black is the 12 volt line, and the white is the ground. The color designation comes from the labeling of the pins within the junction box . You will have to trace these two wire harnesses to their correct location .)

The 12 volt supply coming from the main junction box is hooked to the "white +" pin in the junction box. The ground wire is hooked to the "white -" pin in the junction box. This is how the power is supplied to the junction box for the controls.

Once 12 volts and ground are at the junction box , voltage can be directed to the solenoids thru the control pendant. The pendant is connected to the junction box by a standard 7 wire cord. The wires on this cord are connected to the corresponding color coded pins. The "white " wire runs 12 volts to the pendant box, where the toggle switches send voltage back to the junction box, thru the 2 wire harnesses ,to the solenoids (see diagram of pendant wiring).The wire coding is as follows;

White = 12 volts in

Blue = 12 volts to on/off solenoid

Brown = 12 volts to load/unload solenoid

Red = curb side wall "open"

Yellow = curb side wall "close"

Black = road side wall "open"

Green = road side wall "close"

Solenoid location is as follows ;

On/off solenoid is located on the road side of the drive unit , on the ball valve for manual control of drive . The Load/unload solenoid is located on the curb side of the drive unit , next to the #3 cylinder . The wall control solenoids are located on the two spool valve next to the curb side frame rail. The forward solenoid next to the frame is the Road side open solenoid . The solenoid on the same spool on the opposite side is the Road side close solenoid . The rearward solenoid next to the frame rail is the Curb side open solenoid . The opposite solenoid on this spool is the Curb side close solenoid.

On the ends of the harnesses, there is an "A" pin, and a "B" pin . The "A" side is the 12 volt signal, and the "B" side is the ground. This is consistent on all solenoid ends.

The entire electrical control pendant can be tested and diagnosed with a 12 volt test light. By connecting the test light between the "A" and "B" pin at the solenoid connectors, you can see if the pendant is delivering voltage correctly .After making sure the hydraulic supply is turned OFF, supply the trailer with 12 volt power and ground , disconnect the six solenoid leads and check for voltage as follows ;
Turn the "master " switch to the on position . All leads should have no voltage with switches in center position. Turn floor control switch to the "unload" position. Only the lead for the floor "on/off" solenoid should have 12 volts. Move the toggle to the "load" position . There should be 12 volts at the "on/off" solenoid (blue pin wire), and the "load/unload" solenoid (brown pin

wire). Return switch to center position. On the "curb side wall switch" , push and hold switch to "open" . Only the "red " pin wire should have 12 volts. Push switch to "close" , and hold. Only the "yellow" pin wire should have 12 volts . Go to the "road side" switch next, and switch toggle to "open". Only the "black" pin wire should have 12 volts. Push toggle to "close", and only the "green" pin wire should have 12 volts.

Once you have determined that you have voltage where it should be, you can test the solenoids for the "on/off" and the "load/unload" functions. These can be tested by first removing the .500 UNF nut that holds them to the pilot spool , and removing the solenoid from the spool . Hold a small screwdriver in the center opening of the solenoid, and apply voltage to the solenoid by turning on the appropriate switch for the particular solenoid in question. The screwdriver will be pulled to the side of the solenoid by a very noticeable magnetic pull. If you have voltage at the solenoid, but it will not produce a magnetic field , the solenoid is faulty. When re-installing the "on/off" and "load/unload" solenoids, be very careful to not over tighten the center nut. Over tightening WILL cause either solenoid or spool cartridge failure, and void the warranty on these parts. Tighten these to a MAXIMUM of 10-12 inch pounds of torque , and use a small amount of Loctite thread sealer on the threads. This value is slightly past finger tight.

These two solenoids operate pilot spools which will turn the floor on and off , as well as switch floor direction. If you have checked the electrical controls for proper

operation , and you have verified that the trailer works when manually operating the hydraulic system , you may have a faulty valve cartridge .

As with the "on/off" and "load/unload solenoids, the wall control solenoids can be diagnosed much the same way . If any of the 4 wall functions do not work with the pendant, manually check the wall operations , then check for proper voltage and grounds for the solenoids . If they check out correctly, any of the solenoids can be replaced by disconnecting the wires , and un-screwing the solenoid from the 2 spool valve.

This system needs to have clean hydraulic oil , as particles as small as .005 can cause the spools and solenoids to stick. There is a filter on the pressure line before the drive unit , and this filter should be changed at least twice a year , and more often if your oil is noticeably dirty. These parts , when replaced under warranty, will all be sent to our valve supplier to be checked for failure . We will charge the customer for the parts used , and credit the account as we have replaced parts inspected . Damaged spool cartridges, crushed solenoids, and sticking spools and solenoids resulting from debris are usually NOT warranted.

If you have any questions , or are having any problems with diagnosis or repair , feel free to call us here at Wilkens Industries. Phone number is; 320-589-1971.

TROUBLE SHOOTING

HYDRAULIC POWER SOURCES FOR WALKING/LIVE FLOORS

- SYMPTOMS:**
1. Floor does not seem to have enough power.
 2. Floor seems to be laboring and does not cycle at the speed it should or has in the past.

****NOTE:** The standard walking/live floor is rated at around 72,000 pounds or 36 tons of net payload at around 2,800 to 3,000 P.S.I. Many times trailers are overloaded and the unloading system will not move or moves slowly because of extra weight. DETERMINE IF "OVERLOADING" IS THE PROBLEM BEFORE PROCEEDING TO THE FOLLOWING TEST CHECKS.

*****FOLLOWING ARE SUGGESTED PROCEDURES FOR PERFORMING TEST CHECKS ON POWER SOURCES THAT OPERATE THE KEITH RUNNING FLOOR SYSTEM OR THE HALLCO UNLOADING SYSTEM THAT DO NOT SEEM TO HAVE ANY POWER.**

*****YOU DO NOT NEED THE HYDRAULIC LINES CONNECTED TO THE TRAILER TO PERFORM THESE TESTS. YOU CAN LOOP THE PRESSURE AND RETURN LINES THROUGH THE TEST METER.**

A. CHECKING PRESSURE (P.S.I.) :

1. From the hydraulic power source, use a certified flow control/pressure meter to create a restriction in the pressure line.
2. Check the hydraulic system to make sure the system is equipped with a pressure relief valve. If none, install one.
3. Monitor pressure by closing the needle valve on the flow control/pressure meter.
4. As the flow is restricted, pressure should build to 2,800 to 3,000 P.S.I. when the line is totally blocked (do not allow pressure to exceed 3,000 P.S.I.).
5. The hydraulic power source relief valve should open and bypass the restricted flow. If P.S.I. is less than required, adjust the relief valve setting to between 2,800 to 3,000 P.S.I.
6. Before adjusting the relief valve, open flow meter valve completely. Allow oil to free-flow for a few seconds, then check the pressure again.
7. If the setting of the relief valve does not change the P.S.I., then most likely the pump should be replaced. Turn off power source to the hydraulic system before servicing.

*****Remember !! Flow or R.P.M. does not have a significant effect on P.S.I.**

- B. CHECKING FLOW (Gallons Per Minute--G.P.M) :

1. Exactly determine the hydraulic power source. Remember, revolutions per minute (R.P.M.) will determine G.P.M. output. The size of your hydraulic pump and the R.P.M. of your power source will determine the minimum and maximum G.P.M. flow.
2. If power source is electric and R.P.M. is 1,750, then your flow will be constant.
3. If power source R.P.M. is variable, then flow will fluctuate. The speed of the unloading system is determined by G.P.M. Therefore, the less G.P.M. flow, the slower the floor movement. The required unloading/loading time will be set by G.P.M., (10 to 60 G.P.M.). The average G.P.M. for off-loading should be 45 G.P.M.
4. Use certified hydraulic flow meter installed in the pressure side of main supply line which is plumbed to the unloading/loading system. No restriction is required in the line to determine flow. You may also check flow by looping the pressure and return lines through the flow meter. The hydraulic lines do not have to be connected to the trailer.
5. While the flow meter is in place, turn on power source. The unloading system should be in neutral (if connected to the power source).
6. The flow rate will change as R.P.M. increases or decreases. The G.P.M. flow rate should correspond to the recommended or required flow of the hydraulic power source. If flow is less than the required amount, the pump is either worn or it is not receiving the correct amount of hydraulic oil to its source.
7. Check suction screens. Also check for pinched suction lines, collapsed suction lines, perforated suction lines, closed suction line gate valves, low oil in reservoir, or coagulated oil. If all these areas are acceptable, then the hydraulic pump is inadequate and should be replaced.

*****NOTE: IF YOU ARE STILL HAVING PROBLEMS AFTER ALL THESE TESTS, PLEASE CONTACT A SERVICE TECHNICIAN AT WILKENS INDUSTRIES, INC. AT 1-800-833-6045 or 1-320-589-1971.**

TROUBLE SHOOTING TIGHT FLOORS

*****SOMETIMES WALKING/LIVE FLOORS CAN GET TIGHT IN A TRAILER. IF THIS IS EVIDENT, PLEASE FOLLOW THESE SUGGESTIONS TO IDENTIFY THE PROBLEM.**

A. PROBLEM: Rear loading from a compactor and/or loading with the Walking/Live Floor.

CAUSE: Product may be forced under the front shield/baffle. It can be packed full, preventing the floor from a complete cycle.

REMEDY:

- 1. Cycle floor so all floor slats are in the most rearward position.**
- 2. Turn off floor and its power source.**
- 3. Remove front shield/baffle and clean out as needed.**
- 4. Re-install front shield/baffle.**
- 5. Test-run floor and determine whether or not this was the cause of problem.**

*****NOTE: THIS MAY BE MORE NOTICEABLE DURING COLD FREEZING CONDITIONS.**

B. PROBLEM: Baffle/front shield area is clean and the floor seams to be tight.

CAUSE: Product fines have sifted through floor and have built up in between the trailer's under-structure and the bottom of the floor, such as the upper coupler area, frame members, splash plates, and rear thresholds.

REMEDY:

- 1. Turn off floor and its power source.**
- 2. If the product is built up in the upper coupler area, it will be necessary to unbolt the floor. Pull it back 6-10 feet, then clean out that area.**
- 3. Any exposed areas under the floor should be pressure washed, such as the frame members, cross-members or rear thresholds.**

*****NOTE: DURING COLD FREEZING WEATHER, THE FLOOR SLATS CAN FREEZE TO THE PRODUCT BUILD-UP UNDER THE FLOOR. IN ADDITION, WHEN TRAILER IS LOADED, THE WEIGHT OF THE LOAD PUSHES THE SLATS DOWN ONTO THE PRODUCT BUILD-UP AND CAUSES THE FLOOR SLATS TO DRAG OR BIND.**

C. **PROBLEM:** Baffle/Front Shield area and under-structure area is clean and floor still seems to be tight.

CAUSE: Fines have filled in the area behind floor slat seals and expanded. This, in turn, forces floor slats to push out laterally and bind between the trailer's bottom rail and side sealer. This is common in cold weather. When the product freezes, it expands and creates side pressure.

REMEDY IF YOU NEED THE FLOOR SEAL:

1. Turn off floor and its power source.
2. Pull floor out of trailer and clean area out behind the seal. When this has been completed, re-install floor.

REMEDY IF YOU DO NOT NEED THE FLOOR SEAL:

1. Turn off floor and its power source.
2. Cut seals out with a heavy-duty utility knife or circle saw.

*****NOTE: PRIOR TO FOLLOWING ANY OF THE ABOVE PROCEDURES, IT IS SUGGESTED THAT YOU CONTACT THE MANUFACTURER OF THE UNLOADING SYSTEM.**

D. **PROBLEM:** Floor will not cycle or move.

CAUSE: Load is frozen to floor.

REMEDY: See Winter Weather Operating Instructions.

E. **FLOOR WEAR:** Inspect the condition of the floor slats. If the rear discharge end of the floor appears to be getting thin, you can possibly rotate the floor slats end for end. This has been known to double the life/usage of the floor slats. You will have to do all the slats, you cannot do only a few.

*****NOTE: IF STILL EXPERIENCING PROBLEMS AFTER THESE SUGGESTED STEPS HAVE BEEN COMPLETED, PLEASE CONTACT A SERVICE TECHNICIAN AT WILKENS INDUSTRIES, INC. AT 1-800-833-6045 OR 320-589-1971.**

PRE-WINTER SERVICE AND ANNUAL OPERATIONAL TIPS
FOR WALKING/LIVE FLOOR TRAILERS

1. Check your hydraulic pump pressure and flow. The pressure relief valve should be at 2800-3000 psi maximum and the pump should flow 30-50 gpm. Note: on unloading systems with 3.5" and 4" cylinders, the system should flow 40-60 gpm to get the same floor speed as the 3" cylinders.
2. Change your pressure and/or return filters. Check your suction screen in the Hydraulic tank. Clean or replace as needed.
3. Check your oil viscosity and change the oil if needed. Hydraulic oil does break down and get dirty. It's recommended you change seasonally. Consult your hydraulic supplier for the recommended seasonal oil series.
4. Pressure test your system and repair any hydraulic leaks. Inspect all hoses and hydraulic lines for wear and replace as needed. Make any adjustments to the switching valve as needed. Replace or repair any faulty or leaking control, directional, or check valves on the drive unit as needed.
5. Remove the front shield inside the trailer and clean out above the King Pin section area. Pressure wash the bottom side of the trailer body under the floor and the inside of the Trailer body and floor, especially the seals between the floor slats.
6. Check all floor bolts, fasteners and drive unit bolts. Tighten or replace as needed.
7. On Open Top trailers, during the winter months (in snow areas) park with the covers open. If it snows, you do not want the snow to accumulate on the covers. This could cause damage and be very difficult to remove. Your only options to avoid damage are to leave the covers open or remove them.
8. If it does snow, the snow must be removed from inside the trailer and off the floor prior to loading. Snow may cause the load to slip between the floor and the rest of the load and could cause some problems unloading. Sweep or shovel the snow out. If there's a large amount of snow in the Trailer, turn the floor on and push/shovel the snow toward the back. The floor will help unload the snow.
9. When "parking" the floor, make sure that the slats are all stopped in the "all the way forward" position. If the load does freeze in the trailer, it will freeze more to the floor than the side walls. By having the floor parked in the forward position, this will enable it to push rearward. If the slats do not cycle back, the load could be frozen to the floor. Reverse the floor, move the load forward and repeat the operation. If the load still does not move, idle the truck up more and move the floor back and forth quickly. This has been known to jar the load loose. If this does not work, warm the load/trailer up from the bottom side, and then the floor should move.

10. In addition, if freezing is a concern or has been a problem, use an environmentally safe and approved anti-freeze product. You can spray this on the floor and side walls prior to loading.
- 11. In extreme cold weather and prior to unloading, it is a good practice to connect all the hydraulic hoses, engage the pump and allow the oil to circulate for several minutes. This will warm the oil and get the oil flowing. Idle the engine while doing this. Excessive speed could cause the pump damage.
12. Remember, if it gets cold enough, the load is going to freeze. It will not matter what type of trailer or container that the load is in. Proper prevention may prevent some problems.
13. Also at this time, check the condition/wear of the floor slats. You can rotate the floor from end to end, putting the rear of the floor toward the front. This has been known to double the life/usage of the floor. You have to do all the slats at once, you cannot turn just a few.

For more information about frozen loads or other cold weather operational "tips" call the "HOT LINE" at 1-800-833-604. Wilkens Industries, Inc; RR 3, Box 169; Co. Rd. 22; Morris, MN 56267 or FAX us at: 320-589-1974

REMEMBER YOUR PROPER PLANNING PREVENTS POOR PERFORMANCE!!!

REVISED 11/98

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CAUTION!!!!
CHECK HYDRAULIC
COUPLERS!!!
BOTH Hydraulic couplers must
be attached **PROPERLY** and
SECURELY BEFORE
Turning P.T.O. on !! Damage to
trailer hydraulic system , and
possibly trailer body , **will**
OCCUR if hoses are not
connected fully and locked, or if
hooked up backwards.