



111 South Street, Suite 203, Bennington, VT 05201 (802) 442-0713 (802) 442-0439 fax

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## Request for Proposals

Issued by: Bennington County Regional Commission

Purpose: Develop resource and cost estimates to comply with the outreach requirements of the Vermont Materials Management Plan

Date Issued: July 14, 2014

Bid Due Date: August 8, 2014

Award Date: August 13, 2014

Report Due Date: October 3, 2014

Contact: Michael S. Batcher  
Regional Planner  
Bennington County Regional Commission  
111 South Street, Suite 203  
Bennington, VT 05201  
Telephone: (802) 442-0713 ext. 2  
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### I. Background

The Bennington County Regional Commission is preparing a Solid Waste Implementation Plan for the towns of Arlington, Bennington, Dorset, Glastenbury, Manchester, Pownal, Rupert, Sandgate, Shaftsbury, Stamford, Sunderland and Woodford. This plan must comply with the requirements listed in the Materials Management Plan (MMP) prepared by the Vermont Agency of Natural Resources.

### II. Scope of Services

The VT ANR MMP lists a series of actions required by solid waste management entities regarding education and outreach to schools, businesses and the public in the areas of recycling, organics, household hazardous waste/conditionally exempt generator waste, construction and demolition debris, textiles and sludge. Specifically, we require the following:

1. Resource (personnel, supplies, training, transportation, etc.) and cost estimates to fulfill the school outreach requirements for the 12 towns in Bennington County specified in the MMP in recycling, organics, and HHW/CEG.
2. Resource (personnel, supplies, training, transportation, etc.) and cost estimates to fulfill business outreach requirements (food vs. other businesses) for the 12 towns in Bennington County in recycling, organics, and HHW/CEG.
3. Resources (personnel, supplies, training, transportation, etc.) and cost estimates to fulfill the multi-media public outreach campaign requirements for the 12 towns in Bennington County specified in the MMP for recyclables, organics, HHW/CEG
3. Descriptions of the types of programs for 1, 2 and 3 above.
4. Alternatives for provision of those services including direct provision or training of BCRC or other staff with periodic support.

The resulting report should be in a format that can be used to complete the Bennington SWIP using the template provided by VT ANR, which ANR staff have said will be available by July 31, 2014. It should be noted that while the VT ANR MMP does not specify cost estimates, we will need that in our planning process. The report should also specify start-up vs. ongoing costs and any costs that may need to be expended one or two times in the five year period of the plan.

The resulting report should be brief and specific. We need to identify actions, time frames and resources needed with specificity.

### III. Funding Available

We have \$3,000.00 allocated for this project. We will entertain proposals with higher amounts with clear justification. Proposals can also provide recommendations for further work that the vendors think would be necessary to meet the requirements of the VT ANR MMP.

### IV. Required Submission

Electronic versions (Adobe Acrobat or Microsoft WORD) proposals from interested parties must be received at the BCRC contact listed above by 5:00 PM, August 8, 2014. Proposals should be no more than five pages in length and summarize methods and qualifications. Web sites can be provided for more information.

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## V. Proposal Evaluation

- Clarity and organization of the proposal and its responsiveness to completing the project.
- The vendor's experience and qualifications to perform the requested services.
- Costs to complete the work.
- Ability to submit the final report by October 3, 2014

## VI. Schedule

- July 14, 2014 – RFP issued
- August 8, 2014 – Due date for proposals
- August 13, 2014 – Proposal review and selection (Note, bidders may be contacted if necessary for follow-up questions)
- August 18, 2014 - contract with BCRC
- October 3, 2014 – report submitted by vendor

## VII. Other Information

1. BCRC may accept or reject any proposal and may cancel the project at any time.
2. BCRC may modify and reissue the RFP following review of submitted proposals.
3. BCRC is not responsible for any costs incurred by the vendor prior to issuing a contract. Vendors shall bear the full cost of proposal preparation, any meetings and contract negotiations.
4. BCRC may negotiate a contract with the vendor whose proposal would be the most advantageous to them, based on the selection criteria described in V above.
5. All proposals submitted as part of this RFP shall become the property of the BCRC. As such, they are public information and may be reviewed by anyone requesting to review them.
6. BCRC may request additional information as part of the proposal review.
7. Proposals should be the original work of vendors, and there should be no actions by any vendors that would restrict or eliminate free competition.
8. All proposals will remain valid for ninety (90) days from the date of submittal.
9. The selected vendor will need to show proof of adequate insurance and required licensing, certification and permitting.

## VIII. Other Sources of Information

Draft Bennington County Regional Plan (see Regional Resources on right hand side):

<http://www.rpc.bennington.vt.us/>

Current BCRC assistance to communities in solid waste management:

[http://www.rpc.bennington.vt.us/Programs/Solid\\_Waste/](http://www.rpc.bennington.vt.us/Programs/Solid_Waste/)

Vermont Agency of Natural Resources Materials Management Plan:

<http://www.anr.state.vt.us/dec/wastediv/solid/home>

CC: Towns of Arlington, Bennington, Dorset, Glastenbury, Manchester, Pownal, Rupert, Sandgate, Shaftsbury, Stamford, Sunderland and Woodford.