

ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT

REQUEST FOR PROPOSALS

General Liability Insurance & Workers’ Compensation Insurance

ISSUED BY: Addison County Solid Waste Management District

DATE ISSUED: July 19, 2018

BID DUE DATE: 4:00 PM (EST), Wednesday, October 31, 2018

CONTACT: Patti Johnson, Business Manager
ACSWMD
1223 Rt. 7 South
Middlebury, VT 05753
Tel: (802) 388-2333
Fax: (802) 388-0271
E-mail: businessmgr@acswmd.org

The purpose of this Request for Proposals (“RFP”) is to obtain formal Proposals from qualified vendors (“Contractors”) and to establish a Contract through competitive negotiation with the Addison County Solid Waste Management District (“District”) for the procurement of General Liability Insurance and Workers’ Compensation Insurance. The period for this one-year Contract will begin soon after the District Board of Supervisors (“BOS”) awards the Contract in November. The Contract period is January 1, 2019 – December 31, 2019, with an option to renew for one year.

Electronic copies of this RFP may be obtained by contacting the District office, or by visiting www.addisoncountyrecycles.org.

The District, as an Equal Opportunity Employer, affirms that it does not discriminate against individuals or firms because of their race, color, marital status, religion, age, sex, national origin, disability, creed or sexual orientation.

DISTRICT BACKGROUND

The District, a union municipal district, is comprised of 20 towns of Addison County, with an estimated population of 37,411. The District owns and operates a solid waste Transfer Station situated on 9.8 acres, on Route 7 South, in Middlebury, Vermont. The District office is co-located at the Transfer Station, and its hours are 8:00 AM – 4:00 PM, M-F. The District’s full-time staff consists of 11 persons: 5 in the administrative office and 6 in various locations at the Transfer Station. One permanent part-time employee and two part-time Sat. employees also work at the Transfer Station.

SCOPE:

The purpose of this RFP is to obtain formal proposals from qualified vendors and to establish a Contract through competitive negotiation with the District for the purchase of General Liability and Workers’ Compensation for the period of January 1, 2019 thru December 31, 2019.

PROPOSAL SUBMISSION REQUIREMENTS:

1. Due to the complexity of Insurance coverage, (i.e., Assets, Employees, Equipment, Cyber, Liability, etc.), a site visit to the District Offices and the Transfer Station is a **REQUIRED** pre-requisite to bidding on this RFP, as is a one-on-one discussion with the Business Manager to discuss details of the District’s Insurance needs. Proposals must include **BOTH** General Liability and Workers’ Compensation Proposals.
2. Proposals may be emailed, faxed or mailed/delivered in an envelope marked “RFP –General Liability and Workers’ Compensation” and must be received by 4:00 PM (EST), Wednesday, October 31, 2018.
3. Proposals must include the following elements:
 - Cover letter or company brochure with name, address, telephone number, fax number and e-mail address of contact person;
 - Product – general overview of the insurance proposed, and company qualifications;
 - List of references;
 - Detailed breakdown of coverages and costs.

BID EVALUATION

Each Proposal will be opened and reviewed by District staff at the District offices located on 1223 Rt. 7 South, Middlebury, Vermont, at 10:00 AM on Thursday, November 1, 2018. Staff will review the Proposals with the District BOS, with the intent to contact the selected Consultant by Friday, November 16, 2018, or as soon as the BOS makes its award.

Responses to this RFP will be evaluated on the following criteria:

	Possible Points
Adequate Coverage for all District Insurance Needs	50
References from other Clients	5
24/7 Claims Response	5
Price	20
Training and Support Programs in Loss Control, Employee Well Being, Safety and Security	20
Total	100

Questions regarding this RFP may be directed to Patti Johnson, Business Manager, at 802-388-2333, (fax) 802-388-0271, or by email at businessmgr@acswwmd.org.

REVISIONS TO REQUEST FOR PROPOSALS

If it becomes necessary to revise any portion of this RFP, the addenda will be sent to all providers who were mailed the original request and any parties who were provided copies of this request. The District also reserves the right to negotiate with Consultants to modify or amend certain portions of their respective Proposals.

REJECTION OF PROPOSALS

The District reserves the right to reject any and all Proposals in the best interest of the District.

LIMITATION OF LIABILITY

Consultants shall bear the full cost of preparation and, if selected by the District, negotiation of the final purchase agreement. There may be no claims whatsoever for reimbursement from the District for costs and expenses associated with this process.