REQUEST FOR PROPOSALS
ACSWMD General Liability Insurance
and Worker’s Compensation Insurance

ISSUED BY: Addison County Solid Waste Management District
DATE ISSUED: June 29, 2017
PROPOSAL DUE DATE: 4:00 PM, Tuesday, October 31, 2017
PROPOSAL OPENING: 11:00 AM, Wednesday, November 1, 2017

CONTACT: Patti Johnson, Business Manager
OR Teresa Kuczynski, District Manager
ACSWMD
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Fax: (802) 388-0271
E-mail: businessmgr@acswmd.org
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Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) are encouraged to participate.

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 for the Addison County Solid Waste Management District (“District”) for the procurement of General Liability Insurance and Worker’s Compensation Insurance. The period for this one-year Contract will begin soon after the District Board of Supervisors (“BOS”) awards the Contract in August or September. The Contract period is January 1, 2018 – December 31, 2018, 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.

I. SCOPE

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 staff consists of 13 persons, 5 in the administrative office and 8 in the Transfer Station.

The District seeks to obtain formal Proposals from qualified vendors and to establish a Contract through competitive negotiation for the purchase of General Liability and Worker’s Compensation Insurance for the period of January 1, 2018 – December 31, 2018.

II. PROPOSAL SUBMISSION REQUIREMENTS

1. Due to the complexity of insurance coverage (e.g., Assets, Employees, Cyber, Liability, etc.), a site visit to the District Offices and the Transfer Station is a MANDATORY pre-requisite to submitting a Proposal for 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 Worker’s Compensation Insurance Proposals.

2. Proposals must be marked “RFP – General Liability and Worker’s Compensation Insurance Proposal” and received by 4:00 PM (EST), Tuesday, October 31, 2017.

3. Proposals may be sent via mail, hand-delivery, fax, or e-mail and will be secured by the District Manager until opened at 11:00 AM on Wednesday, November 1, 2017.

4. Responses 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 plans proposed, and company qualifications;
   - List of references;
   - Detailed breakdown of coverages and costs.

III. EVALUATION OF PROPOSALS

Each Proposal will be opened and reviewed by District staff at the District offices located on 1223 Rt. 7 South, Middlebury, Vermont, at 11:00 AM on Wednesday, November 1, 2017. District staff will evaluate all Proposals received by the deadline. Staff will then review the Proposals with the District BOS with the intent to contact the successful Contractor by November 17, 2017.

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Points</th>
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<tr>
<td>Quality Coverage for all District Insurance Needs</td>
<td>40</td>
</tr>
<tr>
<td>Qualifications and Experience</td>
<td>20</td>
</tr>
<tr>
<td>References from other Clients</td>
<td>5</td>
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<tr>
<td>24/7 Claims Response</td>
<td>5</td>
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<tr>
<td>Price</td>
<td>20</td>
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<tr>
<td>Training and Support Programs in Loss Control, Employee Well Being, Safety and Security</td>
<td>10</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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Questions regarding this RFP may be directed to Patti Johnson, Business Manager, or to the District Manager, Teri Kuczynski, at 802-388-2333, (fax) 802-388-0271.

IV. CONTRACT AWARD

The District BOS will review the Proposals at its regular meeting in November 2017, and will award the Contract no later than November 16, 2017. The chosen Contractor will then be contacted to finalize a Contract for services.

V. REVISIONS TO RFP

If it becomes necessary to revise any portion of this RFP, the addenda will be sent to all Contractors 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 the Contractors to modify or amend certain portions of their respective Proposals.

VI. DISTRICT REQUESTS FOR CLARIFICATION

It is the responsibility of the Contractor to provide accurate and complete information to the District. The District may, at its sole discretion, request clarifications and/or supplemental information from the Contractor during the proposal evaluation. The District may waive technical irregularities of a Contractor’s Proposal if they do not alter the quality or quantity of the services offered.

VII. CONTRACTOR SELECTION

There is no obligation on the part of the District to award a Contract to the Contractor submitting the lowest price. Selection for the requested services will be awarded to the most responsive and responsible Contractor offering the best price and deemed to be in the best interests of the District. The District reserves the right to negotiate sections of the Proposal from any or all Contractors.

VIII. REJECTION OF PROPOSALS

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

IX. LIMITATION OF LIABILITY

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