

Request for Proposals
Vermont Business Materials Exchange (VBMX)
www.VBMX.org
July 2008

Background:

The 1987 Vermont Solid Waste Act (Act 78) mandated a hierarchy of waste management practices. Its top priorities included waste reduction, reuse and recycling. In Spring 1993, the Agency of Natural Resources (ANR) launched a Vermont-specific materials exchange, known as the Vermont Business Materials Exchange (VBMX) to speak to the priority of reuse in the waste management hierarchy. The VBMX focuses on helping businesses find users for surplus and reusable discards and finding lower cost used materials. VBMX users include businesses, contractors, schools, towns, hospitals, and manufacturers.

The **goals** of the VBMX are to:

1. decrease the volume and toxicity of the waste stream,
2. save businesses money in disposal and purchasing costs,
3. increase markets for reusable materials,
4. develop new business opportunities through use of salvaged and used materials,
5. increase the number of businesses using the Exchange to find new homes for surplus or discarded materials,
6. become self sustaining

The VBMX is currently managed by Internet Support Services of Pownal, Vermont. ANR is requesting proposals to manage the VBMX from October 1, 2008 through September 30, 2009, with the possibility of extending contract services for up to two years. If extended beyond one year, the amount of the contract and that the issuance of a contract will be contingent upon availability of funding

Scope of Services:

The Host will demonstrate a commitment to and vision for continuing to manage the Exchange. The host will continue to increase publicity for the Exchange and increase the number of businesses using the service.

The Agency is seeking proposals, not to exceed \$25,000, for a one-year contract to manage the VBMX (with the possibility for two, one year extensions). The Host will be provided with the program logo and data management program (software). The contractor will provide all other materials and resources as part of the contract agreement.

The Scope of Services for this exchange will include the following elements:

1. Manage the VBMX database, webpages, and operate the toll-free VBMX hotline on a daily basis.
2. Review all "available" and "wanted" waste exchange listings posted on the VBMX website and post

appropriate listings on the website and daily digest.

3. Expand the VBMX customer base which could include:
 - a. Increasing the number of subscribers to the daily digest.
 - b. Expanding and/or developing and applying new marketing strategies to link material listings with businesses seeking items.
 - c. Promoting the service in media such as print, radio and television.
4. Pursue supplemental funding sources
5. Ongoing communication with the Agency of Natural Resources as needed on issues such as new areas of development or questions on listings criteria.
6. Provide confidentiality, if requested, of client listings.
7. Coordinate and collaborate with other waste exchanges, local reuse businesses and other reuse opportunities.
8. Quantify and evaluate the effectiveness of the VBMX.

The contractor will submit a mid-term and end-of-contract period report with information, at a minimum, on:

- a. the number of material listings and number of exchanges made by category,
- b. estimate of the value of materials exchanged,
- c. estimate of the volume or tonnage of materials diverted from disposal,
- d. the number of new businesses created using exchange materials,
- e. the number of subscribers to the daily digest
- f. site and page visits to the VBMX web site
- g. other data to quantify reuse of business materials.

Requirements for Proposals:

1. Applicants must submit a proposal to demonstrate their commitment to and vision for the VBMX.

The proposal shall include the following:

- a. A detailed narrative of how the Host will accomplish the Scope of Services listed on page one and two. This description will include details on the ways Host will quantify the performance and the effectiveness of the VBMX
- b. Host's credentials and experience related to managing the exchange service.
- c. A description of existing administrative support, computer services and computer application programs, available office space, and current telephone system within the Host organization for VBMX operations.
- d. A description of the service level restoration response to a major operational problem with the website server or access to the Internet which results in a loss of on-line presence for the State's system (e.g, general expectations, or if applicable, more specific tiers of service restoration in terms of cost/restoration time period).
- e. Identify the disaster recovery and data backup/restoration approaches it will provide or recommend (e.g., multiple backup-servers, data backup policies and schedules).

f. Itemized Budget: (Please present the budget in table form and itemize by each activity to be provided in the Scope of Services including administrative overhead, itemized marketing costs, website hosting, listserve management, database design, maintenance, web upgrades, etc... Include all other supplemental or in-kind funding.

2. The Host organization should possess:

- a. Familiarity with and knowledge of solid waste management, specifically reduction, reuse, and recycling.
- b. Experience with information technology related to internet-based electronic business systems.
- c. A working knowledge of businesses and industries in Vermont and the types of waste these businesses generate.
- d. Experience in working with the print, radio, and television media.

Criteria for Evaluating Proposals: (total number of points allocated to each criterion)

1. Effectiveness of the approach in accomplishing the Scope of Services 1 through 8 (75 points)

2. Qualifications of the Host (25 points)

Applicants should be aware of some of general state contract requirements that may affect their ability to apply for the contract: Such provisions include:

Insurance:

Before commencing work on this Grant the Subrecipient must provide certificates of insurance to show that minimum coverages are in effect related to Workers' Compensation, General Liability and Property Damage, and Automotive Liability.

Web Site Hosting Provision:

The hosting website server equipment may be located at a facility not associated with the Vendor/Subcontractor's main office.

Contract Value/Quantity:

The estimated annual value of this contract \$25,000. The annual value and quantities are estimated only based on prior usage and may be decreased to meet actual requirements. Contract issuance is contingent upon funding availability.

Submission Process and Proposed Time line:

Complete proposals must be received no later than 4:00 p.m. Friday, August 22, 2008. Electronic copies are preferred and can be sent via e-mail to carolyn.grodinsky@state.vt.us. Or three double-sided copies can be mailed to: Carolyn Grodinsky, Department of Environmental Conservation, Waste Management Division 103 S. Main Street, Waterbury, VT 05671-0404. (802) 241-3477

It is expected that the Agency will select a Host by approximately September 2, 2008, with contract start-up on October 1, 2008.

Note: the VBMX annual reports are available on the web site at <http://www.VBMX.org>.

ATTACHMENT C: STANDARD STATE CONTRACT PROVISIONS May 23, 2008

1. **Entire Agreement:** This contract represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.
2. **Applicable Law:** This contract will be governed by the laws of the State of Vermont.
3. **Appropriations:** If this contract extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this contract, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority.
4. **No Employee Benefits For Contractor:** The contractor understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the state withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the contract. The contractor understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the contractor, and information as to contract income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.
5. **Independence, Liability:** The Contractor will act in an independent capacity and not as officers or employees of the State.

The Contractor shall defend the State and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Contractor or of any agent of the Contractor. The State shall notify the Contractor in the event of any such claim or suit, and the Contractor shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

After a final judgment or settlement the Contractor may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Contractor shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Contractor.

The Contractor shall indemnify the State and its officers and employees in the event that the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Contractor.

6. **Insurance:** Before commencing work on this contract the contractor must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the contractor to maintain current certificates of insurance on file with the state through the term of the contract. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the contractor for the contractor's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the contractor shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: With respect to all operations performed under the contract, the contractor shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations
Products and Completed Operations
Personal Injury Liability
Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence
\$1,000,000 General Aggregate
\$1,000,000 Products/Completed Operations Aggregate
\$ 50,000 Fire/ Legal/Liability

Contractor shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this contract.

Automotive Liability: The contractor shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the contract. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

Contractor shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this contract.

7. **Reliance by the State on Representations:** All payments by the State under this contract will be made in reliance upon the accuracy of all prior representations by the contractor, including but not limited to bills, invoices, progress reports and other proofs of work.

8. **Records Available for Audit:** The contractor will maintain all books, documents, payroll papers, accounting records and other evidence pertaining to costs incurred under this agreement and make them available at reasonable times during the period of the contract and for three years thereafter for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. The State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this contract.

9. **Fair Employment Practices and Americans with Disabilities Act:** Contractor agrees to comply with the requirement of Title 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Contractor shall also ensure, to the full extent required by the

Americans with Disabilities Act of 1990, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the contractor under this contract. Contractor further agrees to include this provision in all subcontracts.

10. **Set Off:** The State may set off any sums which the Contractor owes the State against any sums due the Contractor under this contract; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

11. **Taxes Due to the State:**

- a. Contractor understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- b. Contractor certifies under the pains and penalties of perjury that, as of the date the contract is signed, the Contractor is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- c. Contractor understands that final payment under this contract may be withheld if the Commissioner of Taxes determines that the Contractor is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- d. Contractor also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Contractor has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Contractor has no further legal recourse to contest the amounts due.

12. **Child Support:** (Applicable if the Contractor is a natural person, not a corporation or partnership.) Contractor states that, as of the date the contract is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Contractor makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the contractor is a resident of Vermont, contractor makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

13. **Subcontractors:** Contractor shall not assign or subcontract the performance of his agreement or any portion thereof to any other contractor without the prior written approval of the State. Contractor also agrees to include all subcontract agreements and a tax certification in accordance with paragraph 11 above.

14. **No Gifts or Gratuities:** Contractor shall not give title or possession of any thing of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this contract.

15. **Copies:** All written reports prepared under this contract will be printed using both sides of the paper.
16. **Certification Regarding Debarment:** Contractor certifies under pains and penalties of perjury that, as of the date that this contract is signed, neither contractor nor contractor's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs or programs supported in whole or in part by federal funds.