



REQUEST FOR PROPOSALS
Transfer Station Operator, Town of Brandon, Vermont

Project Schedule

November 13, 2017	RFP sent to qualified firms
Monday November 27, 2017 at 3:00 p.m.	<i>Deadline for proposals from firms</i>
Monday, December 4, 2017	Consultant notification of proposal selection (all consultants submitting proposals will receive notification of award/non-award)
TBD	Contract execution

The Town of Brandon is requesting proposals for a Transfer Station Operator at the Town of Brandon, Vermont.

Background

The Town of Brandon Transfer Station provides solid waste and recycling services to approximately 1800 homes and 170 businesses throughout the Town. The Transfer Station is currently open Tuesday 10 a.m.-3:00 p.m., Thursday 11:00 a.m. - 6:00 p.m. and Saturday 8:00 a.m. – 1:00 p.m.

Request for Scope of Services and Cost Proposal

At this time, the Town of Brandon is requesting services and cost proposals for operating the Transfer Station in the Town of Brandon, Vermont.

Submittal Requirements

Proposals should be emailed to David J. Atherton (Brandon Town Manager) at datherton@townofbrandon.com

Evaluation of Proposals

Evaluation of proposals will consider, but may not be limited to the following:



- ❑ Proposed scope of services
- ❑ Experience and knowledge
- ❑ Proposed schedule
- ❑ Cost proposal
- ❑ Must have all State licenses
- ❑ Must comply with all State regulations

Process

The Town Manager and Public Works Director will review proposals submitted in response to this RFP to perform the services.

The Town of Brandon reserves the right to seek clarification of any proposal submitted and to select the company that is best able to provide services and to reject any and all of the proposals. The Town of Brandon reserves the right to withdraw this Request for Proposal, to accept or reject any or all proposals, to advertise for new proposals if it is in the best interest of the Town to do so, and to award a contract as deemed to be in the best interest of the Town.

All questions related to this Request for Proposals will be addressed to Daryl Burlett, Brandon DPW Director. Questions may be presented in writing, sent by FAX or E-mailed to Daryl Burlett, Town of Brandon, 49 Center Street, Brandon, VT 05733. Fax: (802) 247-5481 or dburlett@townofbrandon.com

Deadline for Submitting Proposals

Proposals must be sent via email and in hard copy form. Two (2) copies of the proposal must be submitted by 3:00 p.m. on November 27, 2017, clearly marked to the attention of David J. Atherton, Brandon Town Manager, at 49 Center Street, Brandon, VT 05733. All copies MUST be double sided and also include the proposal electronically via email. Statement of proposals or amendments received after this deadline will not be considered.