

Composting at Vermont State Parks RFP  
Questions and Answers

1. Question: Is this a bid to do the entire state, or certain parks? Also, would it be possible to bid the state parks for trash and recycling service as well as that is our main service?

Answer: This request for proposal is for food scraps only. Bidder should provide pricing in accordance with the requested services.

2. Question: Wondering if you are looking for one service provider for all the state parks compost programs, or at least give preference to one service provider.

Answer: This is not an all or nothing bid and more than one contract could be awarded. That being said, award(s) will be made in the best interest of the State and in accordance with the criteria set forth in the RFP. If efficiencies in both cost and coordination are evident by submitted proposals the State may take advantage of such. Bidders are encouraged to submit their best proposal for whatever locations they wish to service be it one park or all.

Also see answer #11

3. Question: The RFP states that park personnel will collect food scraps in 5-gallon buckets. Are those provided by the parks or the contractor; and if the contractor, how do we determine the quantity needed per site? There is only mention of contractor providing wheeled collection bins.

Answer: The contractor shall only be responsible for the wheeled totes, or other vessel they provide for holding food scraps for collection by their vehicle. State Parks will provide the 5 gallon transfer buckets.

4. Question: The RFP states that "copy and content" for education materials about what goes in to the buckets should be provided by contractor. Is this just a digital file that the park personnel then make signage from? It seems unnecessary for contractor to provide this since the RFP already states the items that can/cannot go in the buckets so the parks already have that information and it would make sense for all parks throughout the state to have consistent recognizable signage for ease of park goer recognition.

Answer: Contractor providing a digital file of a list of what is accepted is sufficient. The State has outreach materials that will be provided to staff and the public that will be consistent with the materials accepted provided by the contractor.

This is an opportunity for the contractor to enhance educational material to increase compliance and recycling accuracy. As FPR is responsible for the educational materials displayed in the Parks, contractor preferred, or proven copy and content would be provided as stated above.

5. Question: What are the dimensions of the bear-proof bins - it is difficult to plan for the contractor bin size without this information ahead of time. Or at least, what are the smallest possible dimensions that may be used for bin storage?

Answer: The bear proof collection boxes can hold up to 3 64 gallon totes or 3 48 gallon totes  
Box is to be 6 ft long  
56 inches tall in the front  
44 inches deep  
48 inches for the back wall

6. Question: Under "Form of Payment" there is a yes/no question if a "Visa Purchasing Card" is acceptable. What is that and what form of payment is used if a contractor answers no.  
Answer: Payment will be made by State check or by electronic funds transfer dependent on how the vendor is registered to receive payment from the state. Transfer by electronic funds transfer is recommended. Please see the linked website below for the information needed to be set up for electronic payment.  
[https://finance.vermont.gov/sites/finance/files/documents/Forms/VISION/FIN-VISION\\_Supplier\\_ACH\\_Authorization\\_Form.pdf](https://finance.vermont.gov/sites/finance/files/documents/Forms/VISION/FIN-VISION_Supplier_ACH_Authorization_Form.pdf)
7. Question: For Kingsland Bay State Park (Region 2 - S.W.) The data shows drastically different visitation from the other parks. Is there any problem with the data? How can we be sure to plan for collection at this site? If the data is accurate is a wheeled container still required for this site?  
Answer: Please bid as presented in the RFP. These visitation and scrap generation numbers are estimates only. Some of these sites may prove capable of onsite composting and be removed from the list of sites for collection. If on site is not feasible due to space or animal interaction nuisance, vendor would be asked to provide a suitable wheeled tote, or other vessel they provide for holding food scraps for collection by their vehicle.
8. Question: The RFP says that the park personnel will establish pick up day(s) for each site. Is it safe to assume these will be weekdays only? If we already have set routes for certain areas is there a way to work with park personnel to request a particular pickup day during the week to avoid unnecessary driving?  
Answer: Parks is very interested in reducing unnecessary trips. It is anticipated that parks will work with the selected vendor to right size the storage capacity for the park so that pick up trips can be minimized and timed to correspond with an efficient schedule for the hauler within reason to prevent excessive build up of stored food scraps. Under no circumstances shall Parks hold food scraps for the hauler outside of the secured bin nor will Park Staff handle food scraps more than once or create non-secured storage on site.
9. Question: In the RFP it states that "All containers are priced on a per pickup basis" but in Attachment B it says that invoicing will be done monthly - so on the contract Item 3, what amount should be used? A per container/per pickup cost? Either way, how do we account for if the size of the container could be changed by request of the park personnel, thus impacting the costs associated with a different size container than originally specified? Item 3 is asking for Maximum Amount, but nowhere is there a space for Anticipated price per container per pick up.  
Answer: In response to numerous questions, we have modified the requested pricing format. Please price as specified in the modified price schedule (see Addendum #1)
- The state is requesting a stop fee plus a per toter tip cost. Bidders may select any or all common toter sizes to price or provide an alternate size container.
  - The state would pay the per toter fee for up to the maximum amount of the toters on site that have food scraps and are tipped at time of pick up.
  - The state would pay the stop cost regardless of the number of toters tipped or quantity collected.
  - The quantity estimates are our best attempt to provide anticipated quantities. The price should be based on a pick up of the maximum capacity of the specified toter.

- The state cannot guarantee a minimum amount of food-scrap.
  - This bid method creates a scaleable contract which would allow additional totes at the per tote price. The State would reserve the right to ask the vendor to downsize the toter if capacity of toter on site significantly exceeds the amount of scraps collected.
10. Question: This seems very open ended, thus making pricing challenging since there is not much room for changing the per container/per pick up price once the contract is set.  
Answer: see answer #9
11. Question: Do you have to submit for all locations or can you pick and choose? I.e. can you pick a region or a few or do you need to submit on all?  
Answer: Bidder may propose on any or all of the parks as they see fit. Also see answer #2
12. Question: Why are some locations highlighted red on the excel sheet?  
Answer: These are the first 7 parks that need food scrap collection immediately this Spring 2021
13. Question: Will the list of respondents be listed prior to the submission date?  
Answer: No. The bid has been posted publicly and Invitations to Bid have been sent out to food scrap and trash haulers. The State will record the name, city and state for any and all bids received by the due date. This information will be posted as promptly as possible following the due date online at <https://bgs.vermont.gov/content/opc-bid-tabulation-sheets-0> .
14. Question: Will the pick up days be consistent for all sites so that they can all be serviced on the same day and route?  
Answer: Please see answer #8
15. Question: What materials will be required for educational purposes?  
Answer: Please see answer #4
16. Question: How exact does the data have to be for weight? Is a standard conversion bulk density value acceptable?  
Answer: Yes, exact amounts are not necessary. i.e. The spreadsheet data provided is based on an estimate of an average full 48 gallon tote weighing 220 pounds.
17. Question: Can I choose what day I pick up each location? I.E Put each stop on the day I go through that area?  
Answer: Please see the answer #8
18. tote access - what are the access hours for food scrap pickup at each park, and will Vt State Parks give us unsupervised access to the totes (key?) if requested?  
Answer: The boxes will be easily accessible to the vendor without Park staff presence. Hours should be reasonable. State Parks maintains quiet hours until 7 AM during the season and depending on the location of the storage area in the park would request that the vendor be considerate of the park visitors by avoiding pick-ups before that time.

19. RFP says totes must be swapped each pickup. We uses both a box truck (and swaps totes) and a rendering truck where totes are left on site and food scraps emptied into our trucks (totes not swapped). We will always replace damaged or dirty totes but wanted to clarify that leaving totes on site is also acceptable.

**Answer: The goal of Vermont State Parks is to maintain a clean inoffensive toter(s) on site however that would be achieved by the vendor**

20. Confirming pricing is per tote, rather than then per pickup, please confirm

**Answer: Please see answer #9**