

**VERMONT MILITARY DEPARTMENT
VERMONT ARMY NATIONAL GUARD
SCRAP METAL RECYCLING SERVICES
MILITARY DEPARTMENT LOCATIONS STATEWIDE**



OCTOBER 26 2026

INVITATION TO SUBMIT BIDS TO THE STATE OF VERMONT MILITARY DEPARTMENT FOR THE SCRAP METAL RECYCLING SERVICES

Contractors are invited to offer a bid on **scrap metal recycling services** for the State of Vermont Military Department. This contract work will consist of providing all labor, materials, and equipment for the management and sale of recyclable scrap metal from State of Vermont Military Department locations across the state.

Documents may be obtained from **Lynn Metcalf**. There is no fee for these documents.

1. Email bids to Mil.BidProposals@vermont.gov by **November 13, 2026 at 12:00 pm ET** at which time they will be opened. Any bids emailed with a time/date or received in person later than the above deadline will not be considered.
2. It is the Bidder's responsibility to thoroughly read and comply with all instructions and requirements of this bid solicitation. Submission of a bid is evidence the contractor understands all contract requirements and they have been considered in their proposal.
3. Contract is for two years beginning **December 2026** with options to extend for a total of 5 years.
4. Contractors and associated sub-contractors requiring access to VTARNG installations, facilities, and controlled access areas are required to comply with DoD Access Control standards and procedures using the National Crime Information Center Interstate Identification (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05/AR 190-13). Contractors will provide a signed "VTARNG BASE ACCESS REGISTRATION/RECORD CHECK" form for each associated employee. The VTARNG Security Office will conduct an NCIC-III criminal background records check to assess suitability for access to VTARNG facilities. Determination of access and privileges will be documented. An annual background check will be required for multi-year or continuing contracts as requested by the Security Office. Security Office reserves the right to conduct further security background checks in NCIC-III and TSDB as necessary during the term of the contract.
5. The State of VT Military Department reserves the right to reject any or all proposals, to advertise for new proposals, to arrange to receive or itself perform and obtain the services and goods to be obtained hereunder, to abandon the need for such goods and services, or to award in whole or in part a Contract deemed to be in the best interests of the State of VT Military Department.
6. Questions must be submitted in writing by email to the RFP representative and no later than **November 6, 2026 at 12:00 pm ET**. Every attempt will be made to resolve questions that may arise during the proposal period but in the absence of this, the Contractor is advised to provide a proposal that is directly responsive to this RFP. Proposals of Alternate Methods or Conditions not included in this proposal or its Addenda must be addressed outside of this RFP process and if included will render a Proposal Non-Responsive.

Lynn Metcalf is the RFP Representative, 802-338-3106 or lynn.metcalf@vermont.gov.

Respectfully,

JACQUELINE ANTHONY

State of Vermont Military Department
Vermont Army National Guard

**INSTRUCTIONS TO BIDDERS
STATE OF VERMONT
MILITARY DEPARTMENT**

To be considered, Proposals must be made in accord with these Instructions to Bidders:

1. **DOCUMENTS:** All documents are included in this bid packet.
2. **EXAMINATION:** Bidders shall carefully examine the documents and the site to obtain first-hand knowledge of existing conditions. Contractors will not be given extra payment for conditions, which can be determined by examining the site and documents.
3. **INTERPRETATION:** All requests for interpretation shall be directed to the Military Department. Any interpretation of documents will be made by Addendum only. Addendums shall be distributed to interested bidders prior to the bid date, it is the responsibility of the bidder to be sure they have received all addenda and must so state the number of addenda they have received on the proposal. All addenda will become part of the Contract Documents.
4. **CONFLICTING INFORMATION:** If any part of the plans or specifications conflict with any other part and no clarification is made by the Military Department in an addendum, the most expensive method, or materials as described or suggested will be used.
5. **SUBSTITUTIONS:** Substitutions will be considered if offered by the contractor under contract with the State of Vermont Military Department as part of the normal submittal process. No substitutions will be considered as part of the bid process as the person putting the alternative product or method forward may not be the successful bidder.
6. **GENERAL REQUIREMENTS:**
 - 6.1. **PRICING:** Bidders must price the terms of this solicitation at their best pricing. Any and all costs that Bidder wishes the State to consider must be submitted for consideration. If applicable, all equipment pricing is to include F.O.B. delivery to the ordering facility. No request for extra delivery cost will be honored. All equipment shall be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by the State.
 - 6.1.1. Prices and/or rates shall remain firm for the initial term of the contract. The pricing policy submitted by Bidder must (i) be clearly structured, accountable, and auditable and (ii) cover the full spectrum of materials and/or services required.
 - 6.1.2. **Cooperative Agreements.** Bidders that have been awarded similar contracts through a competitive bidding process with another state and/or cooperative are welcome to submit the pricing in response to this solicitation.
 - 6.2. **STATEMENT OF RIGHTS:** The State shall have the authority to evaluate Responses and select the Bidder(s) as may be determined to be in the best interest of the State and consistent with the goals and performance requirements outlined in this RFP. The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Failure of bidder to respond to a request for additional information or clarification could result in rejection of that bidder's proposal. To secure a project that is deemed to be in the best interest of the State, the State reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions. The State also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.
 - 6.2.1. **Best and Final Offer (BAFO).** At any time after submission of Responses and prior to the final selection of Bidder(s) for Contract negotiation or execution, the State may invite Bidder(s) to provide a BAFO. The state reserves the right to request BAFOs from only those Bidders that meet the minimum qualification requirements and/or have not been eliminated from consideration during the evaluation process.
 - 6.3. **CONFLICTS OF INTEREST:**
 - 6.3.1. **Organizational Conflict of Interest (OCOI):** An OCOI arises when a bidder as a business entity has interests (for example, customers, partners, contracts) that could undermine, or reasonably be perceived to undermine, its faithful and unbiased performance of a contract with the State that may result from this solicitation.
 - 6.3.2. **Personal Conflict of Interest (PCOI):** A PCOI arises when an interest held by an individual, agent or employee of a bidder could undermine, or reasonably be perceived to undermine, its faithful and unbiased performance of a contract with the State that may result from this solicitation.
 - 6.3.3. **Requirements:** The State does not seek to contract with any individual or business entity having a conflict of interest which cannot be mitigated to the State's satisfaction. To ensure the State's awareness of actual, potential, or reasonably perceived PCOIs and OCOIs, bidders shall: