

# ZERO WASTE MARIN

**Subject:** Request for Information and Quote for Community Workshops & Engagement

**To Whom It May Concern:**

The Marin Hazardous and Solid Waste Joint Powers Authority, also known as Zero Waste Marin (ZWM), is seeking information and quotations from qualified firms to host community workshops and engagement on behalf of Zero Waste Marin. Zero Waste Marin is the informal name for the Marin Hazardous and Solid Waste Joint Powers Authority (JPA), which is comprised of representatives from Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael, Sausalito, Tiburon, and the County of Marin.

Zero Waste Marin does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity (including gender expression), genetic information, and any other class of individuals protected from discrimination under state or federal law in any of its activities or operations. This includes, but is not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, contractors, subcontractors, vendors, and clients.

Zero Waste Marin is committed to developing and supporting diverse, equitable, and inclusive values within all aspects of its operations. By conducting business for or with Zero Waste Marin, you are representing your commitment to rejecting inequities in employment, services, and practices by ensuring fair and equitable treatment for all.

**PROGRAM PURPOSE:** The purpose of this program is to host workshops and/or community events to engage diverse communities across Marin. Workshops and/or community engagements will focus on helping residents of Marin understand and implement core features of zero waste, such as proper recycling and composting, secondhand shopping, reducing food waste, etc.

**Scope of Work:** The selected firm will be expected to:

1. Create, update, or implement existing zero waste lessons or workshops.
2. Schedule and promote regular community workshops that are accessible for diverse groups across the County of Marin.
3. Host 3 - 5 workshops or community engagements to help Marin's residents understand proper waste sorting and waste reduction strategies.

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**Proposal Requirements:** Interested firms are invited to submit a detailed proposal that includes the following:

1. Organization profile and relevant experience with similar projects.
2. A proposed methodology and timeline for completing the community workshops and/or engagement.
3. An outline of key personnel and their qualifications.
4. A detailed cost breakdown, including fees, hourly rates for contractor staff time, and any associated expenses.

**Evaluation Criteria:** Proposals will be evaluated based on:

1. Demonstrated experience and qualifications.
2. Proposed methodology and approach.
3. Cost-effectiveness and value.
4. Ability to meet project timelines.

**Submission Deadline:** Proposals must be submitted no later than Friday, June 6<sup>th</sup>, 2025 by 5:00 pm. Please send all proposals electronically to Casey Fritz, Senior Planner at [casey.fritz@marincounty.gov](mailto:casey.fritz@marincounty.gov).

Zero Waste Marin intends to notify contract awardees by June 20<sup>th</sup>, 2025 and intends to enter into contract by August 1, 2025.

Thank you for your interest in working with Zero Waste Marin. We look forward to receiving your proposal.

Sincerely,

Casey Fritz

Senior Planner, Zero Waste Marin  
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