

ZERO WASTE MARIN

Subject: Request for Information and Quote for County-Wide Event Greening

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 support County-wide event greening efforts 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 provide on-site waste diversion services at events in Marin County. This program aims to provide waste diversion services at 10 – 12 one-day events in Marin County in order to help Zero Waste Marin's 12 member agencies establish best practices for reducing waste at events.

Scope of Work: The selected firm will be expected to perform the following services at each event:

1. Set up color-coded, labeled waste stations throughout the events. *Note: Contractor will have the option to use ClearStream waste stations provided by Zero Waste Marin to each of Marin's jurisdictions.*
2. Monitor the stations to help educate attendees and reduce contamination.
3. Empty the waste stations and ensure the material collected from stations goes into the corresponding, correct waste hauler bin for service.
4. Provide a final report with observations and relevant metrics.

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

1. Organization profile and relevant experience with similar projects.
2. A proposed methodology for serving the events.
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 Timeline:

Event	Deadline
Release of RFI/Q	Friday, September 12 th
Due date for questions	Friday, September 19 th
Due date for responses to questions	Tuesday, September 23 rd
Final due date	Friday, October 3 rd by 5:00pm
Notification of awardee	Tuesday, October 7 th
Tentative contract start date	Friday, October 17 th

Questions about the RFI/Q must be submitted no later than Friday, September 19th, 2025. Please email questions to Casey Fritz, Senior Planner at casey.fritz@marincounty.gov.

Final proposals must be submitted no later than Friday, October 3rd, 2025 by 5:00 pm. Please send all proposals electronically to Casey Fritz, Senior Planner at casey.fritz@marincounty.gov.

Zero Waste Marin intends to notify contract awardees by October 7th, 2025 and intends to enter into contract by October 17th, 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
Casey.Fritz@MarinCounty.gov