



REQUEST FOR PROPOSALS

For Daily Management of a Zero Waste Campaign at Ohio State Fair

CONTACT: Sarah Huffman, Ohio Department of Agriculture

DATE OF ISSUE: November 22, 2022

DEADLINE: December 30, 2022

OPENING LOCATION: Ohio Department of Agriculture
8995 E. Main St.
Reynoldsburg, OH 43068

OVERVIEW

The Ohio Department of Agriculture is seeking a Request for Proposals from a composting and recycling event company to manage and oversee a Zero Waste campaign at the Taste of Ohio Café building for the Ohio State Fair – July 26 - July 31, 2023

BACKGROUND

Governor DeWine challenged the Ohio Department of Agriculture to implement a Zero Waste campaign at the Ohio State Fair. ODA has developed a comprehensive plan that will begin with the Taste of Ohio Café and expand to other areas of the fair in following years.

A Zero Waste plan for the Taste of Ohio Café will be implemented during the 2023 State Fair and will include:

- Combined recycling/compost/trash stations placed at the four exits and the front of the eating area.
- Signage placed on the stations and throughout the building and fairgrounds to educate consumers.
- Volunteers utilized to help customers select the appropriate bin for waste disposal.
- Use of compostable plates and utensils by commodity groups.
- Recycling and compost picked up and transported to a facility to be sorted and composted. Trash will be removed by fair waste removal vendor.
- Waste diversion goals developed based upon 2022 data.
- A communications and marketing plan, developed in coordination with ODA and Zero Waste Sponsors, to include a brand for the zero-waste effort, signage, literature, and geofencing tool.

SCOPE OF WORK

The Ohio Department of Agriculture is looking for a composting and recycling company to manage the event during the State Fair. A proposal should include estimated costs for the following:

- Development of an operations and marketing plan, in coordination with ODA, to meet event goals to reduce landfill waste.
- Assistance to Taste of Ohio Café vendors for product sourcing and orders.
- Staff /volunteers to assist customers with appropriate waste disposal.
- On-site event management at the Taste of Ohio Café July 26-July 31, 2023, from the hours of 9 a.m. to 8 p.m.
- Waste assessments conducted several times per day.
- Compost assessments following the event.
- Post-event record keeping and reporting, including an assessment of the program.
- Recycling/compost hauler with composting facility.
- Recycling services if none are provided by the State Fair.
- Development and production of print marketing materials and signage upon final approval from ODA in the creative process.
- Regular submission of itemized invoices for goods and services.

ODA commitment

- Initial introductions to Taste of Ohio Café vendors and Ohio Exposition Commission staff.
- Feedback and support in the development of an operations and marketing plan.
- 15 recycling/trash/compost cans provided.
- Attend daily on-site meetings with event company, Zero Waste volunteers, and Taste of Ohio vendor staff/volunteers
- Final approval of all communication, education, and marketing materials

PROPOSAL REQUIREMENTS

The proposal should focus on addressing the vendor's ability to provide the services outlined in the Scope of Work. Vendors must provide the following information:

1. Cover Letter - a letter signed by an officer of the firm, company, or corporation, binding the firm/company/corporation to all comments made in the proposal. Include a primary contact person for the proposal.
2. Qualifications and Experience - Provide a description of the history, experience and qualifications of your firm/company/corporation and any proposed subcontractors to perform the Scope of Work. Please include:
 - a. Resumes and biographies of all principals assigned to the project.
 - b. List of capabilities corresponding to the Scope of Work.
 - c. List of similar/relevant projects your firm/company/corporation has undertaken, including results achieved.
 - d. References from similar projects your firm/company/corporation has undertaken.
3. Approach to Scope of Work - Provide a detailed description of your approach to each Scope of Work element.
4. Service Timeframes - Provide a detailed description of services to be performed by the vendor based on the Scope of Work and the average timeframes required to complete each.

BUDGET

The project should not exceed \$30,000

Please send written proposals and estimates to: Ohio Department of Agriculture, Attn: Sarah Huffman, 8995 E. Main St., Reynoldsburg, OH 43068, or email to Sarah.Huffman@agri.ohio.gov by March 30 at 4:30pm.