



Request for Qualifications for:

Reusable Foodware Technical Assistance Contractors

and

Reusable Foodware Systems and Service Providers

Release Date: October 21, 2021

Qualifications Due/First Review Date: November 29, 2021

About the Agency

StopWaste works on behalf of 17 member agencies in Alameda County, serving 1.7 million citizens. We're a public agency governed by the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council.

Since 1976, we've been helping residents, businesses, schools, and governments to become better stewards of the environment by preventing waste, saving energy, conserving resources, and taking action to increase community resilience to climate change.

Programmatic Context

Single-use food service ware items, often made from non-recyclable plastic, compostable plastic, or fiber, are prevalent in daily life and result in significant impacts to human health and the environment. Single-use foodware is resource-intensive to produce, has a short useful life (often only used for minutes) and then has considerable downstream costs and impacts associated with its proper management and disposal.

Reusable foodware has the potential to significantly reduce consumption of single-use foodware, and public agencies, businesses, and nonprofits alike are launching innovative policies, services, and solutions to reduce consumption of single-use items in the food service sector. Developing a local infrastructure and overall capacity for reusables in Alameda County so that the services are more accessible and convenient to businesses and consumers is what is needed now and critical to building momentum in this space.

However, to help these efforts gain traction in Alameda County, local infrastructure and overall capacity for reusable foodware needs to be established. With this goal in mind, StopWaste formed the Reusable Foodware Project to focus on the development of policy, infrastructure, and capacity for greater adoption of reusable foodware in Alameda County. The purpose of the program is to explore and test models that replace single-use foodware with reusable foodware alternatives and foster widespread adoption of successful systems. The goal is to develop local services and solutions that make reuse accessible and preferable to disposable foodware for both food service operators and consumers, without increasing costs or compromising convenience. Solutions may include dishwashing services, cup and container rental, reusable foodware systems for takeout and delivery, and more.

Purpose and Goals

The purpose of this request for qualifications is to identify providers of reusable foodware solutions who can help StopWaste understand the financial, environmental, operational, and social impacts of switching from single-use to reusable foodware and support the following activities:

- **Catalyze and launch pilot projects.** Test reusable food ware products and services in several targeted real-world food-service scenarios and gather information on financial, operational, and environmental impacts.

- **Provide technical assistance to food service operators.** Some food service businesses use single-use items for on-site dining. With direct support many of these operators can shift to reusables and realize cost savings while also reducing consumption and waste.

Through the above activities, StopWaste intends to:

- **Identify successful outreach and communications strategies for encouraging the use of reusable foodware by food service operators and consumers.**
- **Identify solutions that are scalable countywide.** Alameda County is large and diverse, geographically, economically, and in population and can benefit from interoperable/compatible systems or other approaches that can maximize the availability of reusables to consumers.
- **Develop reusables infrastructure.** Reusable foodware offers the potential to significantly reduce consumption of single-use foodware, but local infrastructure for reusables is not well developed in Alameda County. Significant investment is needed to support the growth of services and solutions that facilitate the use of reusables for takeout dining, such as dishwashing services, cup and container rental services, reusable foodware for both dine-in and takeout, and more.

Description of Services

StopWaste is seeking responses from businesses, nonprofits, and individuals that can provide and implement solutions for establishments serving food in Alameda County that enable a transition to reusable food service ware and eliminate single-use food service ware for both dine-in and takeout dining. Entities offering services appropriate for the activities and scenarios listed below are encouraged to submit qualifications documenting their expertise and experience.

A. Pilot Projects that Build Reusables Infrastructure

StopWaste seeks respondents with demonstrated expertise and capability to submit qualifications for one or more of the following scenarios:

Solution/Service		Target Audience
1.	Add or expand dishwashing capacity to enable the use of reusable foodware (e.g., mobile/off-site dishwashing service or reusable foodware systems).	Dine-in restaurants and food service operations that lack dishwashing capacity. <ul style="list-style-type: none"> • Business districts • Concentrated areas/heavy traffic zones • Large fast-food chains • Festivals/events

2.	Food delivery in reusable containers that are collected back for reuse. Typically “closed-loop,” i.e., empties are collected during the next delivery event.	<p>Closed-loop meal delivery services</p> <ul style="list-style-type: none"> • Meals on Wheels • Caterers • Restaurant delivery orders
3.	Reusable cups (cold and hot) and containers for use in restaurant takeout and delivery.	<ul style="list-style-type: none"> • Meal delivery apps • Delivery-only restaurants (i.e., “ghost kitchens”) • Food trucks • Restaurant/cafe takeout
4.	Reusable cups and containers for on-site use at special events and large gatherings or other events.	<ul style="list-style-type: none"> • Festivals & fairs • Stadiums/arenas • Large event venues
5.	Reusable foodware services for institutional on-site dining.	<ul style="list-style-type: none"> • Schools • Healthcare facilities • Corporate cafeterias • Hotels
6.	Shared/pooled reusable foodware services for dine-in at multiple food establishments in a concentrated area.	<ul style="list-style-type: none"> • Food courts • Marketplaces • Plazas
7.	Other opportunities to replace single-use foodware with reusables	<ul style="list-style-type: none"> • Reusables for internal operations (e.g., delivery of prepared items from a central kitchen to satellite locations for final prep/serving).

B. Technical Assistance for Food Service Operators

The Agency is also seeking responses from organizations and individuals that can provide technical assistance (TA) services to help food establishments make the switch to reusable foodware for on-site dining. TA services may also be sought to support the above pilot projects. Qualified respondents will be able to demonstrate expertise and capacity to target and engage food service establishments in diverse communities throughout the county to reduce single-use food service ware and facilitate a transition to reusable alternatives. Specific activities may include:

- Identify food service businesses to target for outreach
- Establish contact and relationships with decision makers

- Working closely with StopWaste, develop outreach strategies and create materials to encourage the use of reusable foodware by food service operators and consumers.
- Provide technical assistance and information to food service operators to facilitate the transition to reusables, such as:
 - Information on source reduction best practices and recommendations
 - Direct training and tools to food service operators and their staff
 - Information on and support for securing financial incentives when applicable
- Analyze and report project progress, including:
 - Measurement and tracking inventory of single-use items pre- and post-project implementation
 - Verification that changes are implemented and tracking of metrics, such as annual disposable packaging reduction, greenhouse gas emissions reduction, and cost savings
- Develop case studies highlighting successful implementations

Submittal and Selection Process

Reusables service providers that offer the services listed above (Pilot Projects and/or Technical Assistance) should submit qualifications documenting their expertise and experience including specific details on how the proposed service can be implemented to address each relevant scenario outlined.

Based on qualifications gathered through this RFQ process, Agency staff will identify project opportunities and facilitate partnerships between city staff, reusable foodware service providers, technical assistance providers and participating food service operators. Staff will consider a number of factors when considering which responses are qualified to participate in a pilot project. Evaluation criteria can be found in Appendix B.

As a result of this process, StopWaste will compile a list of qualified reusable foodware service providers for each of the Pilot Projects and for Technical Assistance. It is anticipated that, depending on expertise, multiple respondents may be selected to engage in discussion about various potential projects.

Funding

StopWaste has allocated \$300,000 to support this effort. The funds will be divided between professional services contracts for Pilot Projects and for Technical Assistance.

Timeline

This RFQ aims to help StopWaste build a list of pre-approved, qualified providers of the services listed above. Specific projects have not yet been identified at this time, but are projected to be informed by the responses received to this RFQ and selected and funded through a separate solicitation process open only to providers on the pre-approved list, starting in early 2022.

Submittal Requirements

The Agency encourages local small businesses with ties to the community and women- and BIPOC-owned and run entities to apply. Organizations or individuals responding to this RFQ must provide:

1. Clear indication of what the respondent is submitting qualifications for (Pilot Project or Technical Assistance consulting or both), including identifying the Pilot Projects for which they believe they are qualified.
2. Examples of three (3) projects that best demonstrate the respondent’s expertise. Explain the role the respondent played in each project. Examples may include work previously performed for StopWaste.
 - A. Describe elements of project, tools or resources developed, consulting services provided, and project cost. Include metrics used to assess the impact of the project, (e.g., number of customers affected, amount of single- use items replaced with reusables.)
 - B. Provide a client reference for each project. Please provide the client reference’s name, title, employer, email, and phone number. Include a description of partnerships, if applicable.
 - C. Provide websites and/or samples of outreach materials, if available, for projects discussed.
3. A summary of the respondent organization proposing to provide services. Please include brief resumes for the primary contact and key personnel.
4. A professional fee schedule for the primary contact and the key personnel identified above who would be working on any future projects that result from the RFQ process.
5. Appendix A: Required Contract Elements Certification (attached).

The Agency assumes that any qualified respondents to this RFQ are willing and able to comply with the Agency’s insurance requirements and standard service contract as specified in Appendices A and C of this RFQ. The Agency will also assume that any work product developed as a result of contracting with Agency will become the property of the Agency.

Application Deadline and Instructions

Release of RFP:	October 21, 2021
Qualifications Due for First Review:	November 29, 2021, 9PM PT
Short list Interviews (virtual):	TBD
Notification of Selection for Qualified List:	TBD

The deadline for application submittal is via e-mail received by the Agency prior to **9:00 p.m. (Pacific Standard Time) on November 29, 2021**, for inclusion in the initial review process. After this date, applications will continue to be accepted and reviewed on a rolling basis. Firms added to the list of service providers after the initial list will be eligible for consideration for reusable foodware projects initiated after they have been added to the list.

Submittal

Email proposals to: RFQ@StopWaste.org with the subject line clearly marked “**Reusable Foodware Support and Services RFQ.**”

Upon submittal, you will receive an automatic confirmation of receipt. If you do not receive this confirmation, please immediately contact **Ben Duggan** at bduggan@stopwaste.org and include a copy of the proposal.

Potentially qualified candidates may be asked to participate in an interview. As a result of this process, the Agency will select firms and/or individuals to be placed on the prequalified vendors list. The Agency reserves the right to continue to accept and review applications on a rolling basis.

Direct questions to **Ben Duggan** (bduggan@stopwaste.org).

Attachments

Appendix A: Required Contract Elements Certification

Appendix B: Evaluation Criteria

Appendix C (linked): [ACWMA Standard Service Contract](#)

Appendix A - Required Contract Elements Certification

Professional Services Agreement including Insurance Requirements and Statement of Economic Interest

It is a requirement of StopWaste that any individual or firm selected to provide professional consulting services must be able to comply with the terms of our professional services agreement (attached as Appendix B), which includes the following insurance requirements:

- A. **Comprehensive general liability insurance:** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis including products and completed operations, personal & advertising injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be at least \$2,000,000. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- B. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), bodily injury and property damage liability insurance covering owned, non-owned (Code 9), rented, and hired (Code 8) cars. The combined single limit for bodily injury and property damage shall at least \$1,000,000.
- C. **Statutory workers' compensation and employer's liability insurance** as required by state law with a limit of at least \$1,000,000 per accident for bodily injury or disease. Neither Contractor nor its carrier shall be entitled to recover any costs, settlements, or expenses of workers' compensation claims arising out of this agreement. The Employer's Liability policy shall be endorsed to waive any right of subrogation against the Agency, its employees or agents.
- D. **Professional Errors and Omissions Liability Insurance.** The limit of liability shall be at least \$1,000,000. If the policy is written on a "claims made" basis, Contractor must maintain required coverage for a period of three years after the expiration of this agreement. Contractor may satisfy this requirement by renewal of existing coverage or purchase of either prior acts or tail coverage applicable to said three-year period.

In addition, the individual or firm's project manager may be required to submit a Statement of Economic Interest Form (Form 700) as required by the State Fair Political Practices Commission. For a copy of a Form 700, please see the California Fair Political Practices Commission website at <http://www.fppc.ca.gov>

Please sign the statement below to indicate that you and your firm understands and will comply with the terms of the Authority's professional services agreement including the required insurance policies and will submit a Statement of Economic Interest Form if requested by Authority staff.

I have reviewed and will comply with the terms of the Authority's professional services agreement and certify that my firm has the ability to obtain the required insurance policies and submit the Statement of Economic Interest Form.

I understand that failure to comply with any of these requirements will result in the Agency's refusal to enter into a contract for services with my firm.

Name: _____

Title: _____

Firm: _____

Signature: _____ Date: _____

Appendix B: Evaluation Criteria

Organizational Capacity & Commitment

Does the respondent seem to have adequate capacity, have they demonstrated adequate experience and readiness to implement the project?

Responsiveness and Qualifications

Is the response clear and comprehensible? Are the qualifications appropriate and responsive to the needs of the project?

Alignment with goals/partners

Does the project improve/create upstream infrastructure?
Does the project propose partnerships with our Member Agencies and other potential partners (e.g., BIDs, food businesses)? Is there opportunity to collaborate?
Does it complement or duplicate existing Agency programs?

Scalability/Model for Others

Is the applicant in a unique position to influence policy, markets, or behavior with this project? Does the project have the potential to scale up beyond the initial pilot?; does it experiment with a new concept/idea? Does it provide a model for others?

Potential Project Impact

- GHG reduction potential
- Impact on single-use food ware reduction
- Measurability