



ADDENDUM #2
Public Works – Resource Conservation
Zero Waste Services at the 2020 Boulder County Fair
RFP # 7140-20

May 15, 2020

The attached addendum supersedes the original Information and Specifications regarding RFP # 7140-20 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: Due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.

1. Question: In the past has it been all-volunteer for zero waste team? How many people have been used to staff the fair on heavy days?

ANSWER: About 65% of the recruited “Zero Waste Champions” (ZW Champs) have been paid staff (i.e. Resource Conservation Division staff, Youth Corps members, and other county staff). The remaining 35% have been volunteers from the community. Traditionally, a significant portion of paid ZW Champs are Youth Corps members (44% in 2019); however, the Youth Corps program has been cancelled this summer, so an increase in recruitment efforts will be necessary. Between 25-35 ZW Champs are needed on heavy days; 5 to 7 people per 3-4 hour shift.

2. Question: Does the fair have lead volunteers to assist zero waste team?

ANSWER: No. Lead *volunteers* have not been assigned. In past years, the Resource Conservation Division’s (RCD) Education & Outreach Specialist organizes and leads all volunteer-related duties, which includes training each ZW Champ prior to their first working shift. RCD also utilized a part-time paid

intern for the 2019 Fair to assist the Education & Outreach Specialist with these duties.

Additionally, the Fair Board recruits their own volunteers to assist with other aspects of the event, but those volunteers do not assist the ZW team.

3. Question: When does the Fair Board education take place? Are training sessions all in the fair event week time frame?

ANSWER: The one-time Fair Board ZW education training should take place prior to the start of the Fair OR during the first day of the event (Friday, July 31). The selected vendor must schedule the training in advance with the Boulder County Fair Coordinator and/or Fair Board President.

Yes; all other training sessions occur during Fair dates. Detailed information specific to training sessions is below:

ZW Champs

It is expected that ZW Champs are provided educational information explaining the importance and basics of ZW via email a week prior to the event. Before each ZW Champs' first shift, a 30-minute hands-on training should be given to explain the check-in/out process, demonstrate proper sorting of discarded materials at trio stations, familiarize ZW Champs with the Fairgrounds, help identify special waste collection sites, and explain duties while manning the ZW education booth.

Food Vendors

It is expected that food vendors are provided information specific to the county's ZW policy and resources for ZW food serviceware via email months prior to the event. A 30-minute "ZW Food Serviceware" in-person training should be scheduled with vendors through the Fair Coordinator on the first day of the event (Friday, July 31). The training should thoroughly explain the county's ZW policy as well as provide the opportunity to review non-accepted/accepted serviceware items with food vendors.

4. Question: Who provides content for kids' day going green programming?

ANSWER: The vendor will be responsible for generating content and organizing the Goin' Green kids' day activity. This event is scheduled for Wednesday, July 5 from 10 a.m. to noon. An event description and photo should be sent to the Fair Coordinator in June.

5. Question: Where do animal shavings, baling twine, cooking oil, manure go?

ANSWER:

- Animal shavings and manure are hauled by Livestock Enterprises to various farms throughout Boulder County. This is coordinated by the Fair Coordinator and Fairgrounds Manager, not RCD.
 - Bailing Twine is hauled by Waste-Not Recycling and recycled at their facility in Johnstown, CO through their Twine Recycling program.
 - Cooking Oil is hauled to ClearEcos in Boulder to be recycled.
6. Question: Will infrastructure be provided (liners, barrels, etc) and who is responsible for deployment/set up of existing infrastructure?

ANSWER: Yes; infrastructure such as ZW trio stations (recycle, compost, trash), bin liners, ClearEcos oil collection drums, and roll-off dumpsters will be set up and provided. The Fairgrounds is managed by Boulder County's Parks & Open Space department and the Fairgrounds Manager is responsible for providing this infrastructure. Parks and Open Space staff are responsible for emptying bins as they fill and reporting high levels of contamination to the ZW services vendor. The vendor is expected to collaborate with the Fairgrounds Manager to determine proper placement and/or rearrangement of trio stations as necessary throughout the 10-day event. If additional trio stations are needed at the Fairgrounds, the vendor shall rent or lease trio stations from a local company to set up and manage.

It is the responsibility of the vendor to coordinate and install infrastructure (including signage) for special waste collections (i.e. bailing twine and film plastic); hauling of film plastics to Eco-Cycle is also required.

Submittal Instructions:

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on May 22, 2020.**

Please note that email responses are limited to a maximum of 50MB capacity. NO ZIP FILES ALLOWED. Electronic Submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as **RFP # 7140-20** in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

May 15, 2020

Dear Vendor:

This is an acknowledgment of receipt of Addendum #2 for RFP #7140-20, Zero Waste Services at the 2020 Boulder County Fair.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that **due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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