



Finance

Purchases and Supplies

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City of Toledo

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REQUEST FOR QUOTATION

Goods and Services

Food Waste Collection and Composting Program

Purchase Requisition Number 10007887

Issued By

Department of Public Service / Division of Solid Waste

Date Issued

May 2, 2025

Response Submission Date and Time

Tuesday, May 20, 2025 at 1:30 PM EDT

Bids will be read at 2:00 PM EDT

Submit online through PlanetBids:

<https://pbsystem.planetbids.com/portal/22576/portal-home>

SCOPE AND SPECIFICATIONS

The City of Toledo is seeking proposals from qualified vendors to manage a permanent food waste drop-off program for residents and City employees. Building on the success of a two-year pilot program conducted at three (3) locations (Glass City Metropark, Swan Creek Metropark, and Toledo Botanical Gardens), the City aims to establish a long-term, sustainable solution for diverting food waste from landfills and supporting a circular economy.

Pilot Program Summary

In November of 2023, the City of Toledo began a 2-year pilot program for residential food waste collection. Three (3) drop-off locations were selected to serve Toledo and area residents: Glass City Metropark (701 Front Street), The Toledo Botanical Gardens (5430 W Bancroft Street), and Swan Creek Metropark (4301 Airport Highway). Under the pilot program, food waste from all three (3) drop-off locations was collected on a weekly basis. The following pounds of food waste were collected during the pilot. See Attachment A for detailed collection records:

	2023*	2024	2025**	Total
Glass City Metropark	808	9,216	1,253	11,277
Toledo Botanical Gardens	5,089	41,386	9,820	56,294
Swan Creek	3,576	25,510	5,304	34,389

* Food waste collection began October 25, 2023

** Food waste collected as of March 5, 2025

Permanent Program Scope and Specifications

1. Site Installation

Applicants should demonstrate the ability to install and maintain up to four (4) drop off locations for residents to use. Sites may or may not be the same locations that were used during the pilot program. Sites will be selected by City of Toledo staff before the vendor is to commence work. Each site shall contain:

- At least four (4), green, 96-gallon totes. More may be required based on volume collected.
- Compostable plastic liners in each tote to be replaced after each collection.
- One (1) waste bin with signage instructing users to dispose of non-compostable items, especially single use plastic bags.

2. Collection, Transportation, and Processing

The City wishes to continue collections on a weekly schedule. During each collection, the vendor will be responsible for:

- Maintaining a weekly collection schedule for up to four (4) sites;
- Inspecting sites during each weekly collection and correcting any issues to ensure the sites are clean, safe, and accessible to residents;
- Inspecting each individual tote and ensuring they are clean and not in disrepair;
- Collecting the food waste from each tote and replacing compostable liners after each collection event; and,
- Using vehicles suitable for organic waste collection and transportation, and ensure compliance with local health and safety regulations.

Residents must be able to drop off any of the following compostable items at all food waste drop off stations:

- Egg Shells & Paper Packaging
- Dairy or Oils

- Beans & Nuts
- Plants
- Meat, Bones, Seafood, & Shellfish
- Fruit & Veggies
- Baked Goods & Pasta
- Coffee & Tea Grounds
- Food-Soiled Paper, Wax Paper
- BPI Certified Plastics & ASTM 6400 Compliant Materials

Any items that are collected and are not compostable must be properly disposed of at the on-site disposal bin.

Vendor must collect and transport all food waste to an approved composting, anaerobic digestion, or other sustainable processing facility. The City shall receive once per month a summary of services for the previous month, including:

- Itemized invoice of services for previous month,
- Summary monthly report detailing the collected volumes, contamination rates, and processing issues for each site.
- Documentation of the volumes of food waste accepted at the licensed composting facility (i.e., manifest, etc.).

3. Community Engagement

The City would like to see proposals that outline a plan for local composting partnerships, public outreach and education recommendations, and experience with marketing strategies to strengthen the success of the program.

NOTE: The City reserves the right to advertise for new bids, award or reject in part or whole any part of bids, if it is in the city's best interest.

PRE-BID MEETING

There will be a pre-bid meeting held on May 7, 2025 at 1 PM EDT at Glass City Metropark 901 Front Street. *Attendance is strongly encouraged.*

LOCAL PREFERENCE

The description of and procedure to apply local preference to responsive bids received by the City of Toledo can be found under Toledo Municipal Code section 187.34.

The Toledo Municipal Code can be found by searching for the City of Toledo webpage toledo.oh.gov and clicking the "Government" link, then clicking the "City Code" link.

REVIEW AND SELECTION CRITERIA

This bid is evaluated and selected based on "lowest and best" offer. The following factors determine "lowest and best:" bid price, past work/experience with the City of Toledo, MBE participation*, local preference, if applicable and a demonstrated ability to provide the items outlined in the Scope and Specification.

*The City of Toledo encourages all bidders to achieve a 10% MBE/WBE participation on all goods & services contracts. The MBE/WBE companies must be registered with the City of Toledo for these percentages to count towards this goal. For MBE/WBE information and a current list of MBE/WBE registered companies, please visit the Office of Diversity, Equity & Inclusion's website at

<https://toledo.oh.gov/business/how-to-do-business-with-the-city/mbe-wbe> or contact Tiffany Whitman at 419-936-2375/ tiffany.whitman@toledo.oh.gov .

QUESTIONS

All questions regarding the plans and specifications must be in writing submitted through the PlanetBids website Q&A tab. The City's responses will be posted through PlanetBids.

BID SUBMISSION

Bids for this project will be accepted via e-bid through the City of Toledo's PlanetBids portal. Bid submittals or other transmissions of information have not been completed until an email confirmation of the transmission has been issued by PlanetBids. Bid prices shall be to two (2) decimal places (i.e. \$0.00). Only one (1) price per line item will be accepted.

In order to be responsive, all bids must have the following uploaded with submittal in Planetbids:

- Project Paperwork*
- Line Items – will auto-populate with e-bid
- Bid Guaranty (bid bond or certified check / cashier's check on a solvent bank) – see instructions below
- Signed Contract by the Vendor*
- Child Support Affidavit*
- Bureau of Worker's Compensation Certificate
- Insurance Certificate, naming the City of Toledo as an additional insured / Certificate Holder – requirements available on the "Documents" tab of PlanetBids
- Detailed proposal to implement project scope
- Experience on other projects with references

**Located on "Documents" tab in PlanetBids*

Bid Guaranty requirements are located on the "Bid Information" tab on PlanetBids. The bid guaranty shall be in the form of a cashier's check/official check on a solvent bank or a bid bond. If using a check as the bid guaranty, the check must be scanned and uploaded with your bid. In addition, the check must be received by the Division of Purchases and Supplies no later than the due date and time to be deemed responsive. No Company / No Personal checks will be accepted. Checks shall be made payable to "City of Toledo." If your company is using a bid bond, scan and upload with bid; the original does not need to be received by the City of Toledo. **If your company does not provide a bid guaranty, your bid submittal will be deemed non-responsive. (TMC 187.09)**

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BID OPENING MEETING

Bids will be open at 2 PM EST on the due date of this bid via Zoom Meeting at:

<https://link.edgepilot.com/s/72026a0a/vScHndadGUqgTn8jHzPYIQ?u=https://toledo-oh-gov.zoom.us/j/96570601158>

This meeting is available to all interested parties. Preliminary Bid results will be available within one day on the PlanetBids website after bid opening. Bid results will be published to the PlanetBids website once awarded.