



### **Project Background and Overview:**

On January 1<sup>st</sup>, 2022 Louisville's Bag Tax (BT) went into effect. This tax applies a \$0.25 tax on every disposable bag (paper, plastic or compostable) provided to a customer by a Louisville retailer. A retailer may retain ten cents (\$0.10) of each disposable bag tax collected and is required to remit \$0.15 of the tax to the City.

The City is developing five bag tax funded waste diversion programs for compliant bag tax businesses. Each eligible business will be able to take advantage of a \$1,000 stipend towards the waste reduction program of their choice. The City is seeking to spend \$1,000 per enrolled business for the contracted services.

One of the program options is a "Subscription to Hard-to-Recycle Services", (or HTR) which requires a contractual agreement between the City and the selected contractor for these services that will be provided to the commercial sector. The goal of the HTR program is to allow commercial businesses the opportunity to place an HTR pop-up display either inside or outside their businesses that allows residents and employees to drop off their HTR items. Installing HTR pop-up displays around the City is a high-impact action that increases waste diversion.

Aside from the direct diversion of hard-to-recycle items that will come from this program; the Sustainability Division wants to promote our local business community through this program. To do this, part of the project overview includes a communications agreement with the selected contractor and interested businesses, meaning the contractor will be responsible for cross-promoting the businesses through various communication channels (ie; socials, newsletters, etc.).

### **Scope of Services:**

1. Provide enrolled businesses with hard-to-recycle pick-up services, included but not limited to: plastic film, batteries, light bulbs and threads/clothes. Ideally, the collections will be related to the business (i.e., dog collar collection at a pet store, battery collection outside an electronics store).
2. Provide businesses with publicly accessible pop up displays to collect hard-to-recycle items.
3. Ability to create, provide and share promotional materials through various communications channels, to encourage residents to visit the business and drop off their HTR items.
4. Ability to pick-up the hard-to-recycle items on a bi-weekly basis.
5. Ability to track, quantify, and report the amount (in lbs., tons etc.) of diverted items, including total amount diverted and individual collection (i.e., lbs. of plastic film.).
6. Add value services that may not be listed above.
7. Provide a cost estimate for the services above, not to exceed \$1,000 per participating business.

### **Response Requirements:**



Respondents shall reply with up to three written pages of information including:

- Business and Contact Information
- Statement of Interest
- Specialized experience
- Project Approach that aligns with Scope of Services
- Cost Proposal

**Bidding Timeline:**

All bids are due to [HMiller@LouisvilleCO.gov](mailto:HMiller@LouisvilleCO.gov) by no later than September 1<sup>st</sup>, 2023 at 5:00 p.m.

- Posted to website on August 21, 2023.
- Emailed copies to identified vendors on August 21, 2023.

The winning bidder will be contacted no less than two weeks after September 1<sup>st</sup>, 2023 to start the contractual process.

**Other Relevant Information:**

For more information regarding the general guidelines and commonly asked FAQs for bag tax, visit [Disposable Bag Tax | City of Louisville, CO \(louisvilleco.gov\)](#).

For more information regarding bag tax for businesses, visit- [Disposable Bag Tax for Businesses | City of Louisville, CO \(louisvilleco.gov\)](#)