



DEPARTMENT OF PUBLIC WORKS

Environmental Sustainability Division

m e m o r a n d u m

TO: Mayor Laurel Lunt Prussing and Members of the City Council
FROM: Scott R. Tess, Environmental Sustainability Manager
DATE: November 28, 2012
SUBJECT: Truckload sale for compost bins and rain barrels

Concept and Purpose

This memo details a planned one-day truckload sale of backyard compost bins and rain barrels to the public at prices well below retail. Such an event will support the Urbana City Council and Mayor Goals relating to water conservation, waste reduction, and sustainable landscaping and gardening. Specifically, this event will:

1. Promote sustainable practices;
2. Increase the number of residents diverting food scrap from landfills and diverting stormwater from storm sewers by redirecting these materials to home gardens;
3. Allow residents to purchase compost bins and rain barrels at discounted prices; and
4. Not require any monetary contributions from the City.

Event Details

The City will contract with a vendor qualified to conduct a one-day truckload sale of backyard compost bins and rain barrels. The items will be available for purchase at the event by the general public. The price will be \$xx/each for the rain barrels and \$xx/each for the compost bins (including sales tax). These prices are substantially lower than what residents would pay elsewhere, especially for items of a comparable quality and with a significant manufacturer's warranty (compost bins – x years; rain barrels – x years). Each item comes with assembly directions and the compost bin comes with a simple composting guide.

The selected vendor will conduct some pre-event advertising and Environmental Sustainability staff will also help spread the word through a news release, website, e-mail, and other means. A sample of each item will be placed on public display prior to the event, in a public location such as the City Building. On the chosen Saturday we will set up the event site and conduct the sale from 9am to 3pm (or until we run out of supply). A semi-trailer containing approx. xxx rain barrels and an equal number of compost bins will be on-site.

The vendor will supply an event manager who runs the sales event. Environmental Sustainability employees and volunteers will make up the rest of the event staffing. The local unit of the University of Illinois Extension will provide Master Gardener volunteers to help staff the site and answer questions from the public about use of the bins and barrels. Several forms of payment will be accepted by the vendor. The vendor also supplies a security guard since money will be on hand during the event.

Vendor Selection

There are two known vendors that promote their ability to conduct truckload sales of these items (Norseman Environmental Products and Enviro World Corporation). We intend to solicit proposals from both of them and continue to seek out other potential bidders.

Event Consideration Issues

Local vendors: The City has an existing rain barrel rebate program. Urbana residents that purchase rain barrels at Illini FS or Farm & Fleet receive \$25 off the retail price which the City then rebates directly to the store. Rebates will not be available to residents who utilize this event, as these barrels will already be heavily discounted. The rebate program will continue for residents that locally purchase rain barrels, thus continuing support to these local vendors.

Technical assistance: Master Gardeners will be at the event to educate residents on the use of these items. Following the event, Environmental Management staff will be available to assist residents with questions and they can also be referred to the Extension Master Gardeners. The City's website already features some information on rain barrel use, but we may add additional information.

Associated items: We will engage Market vendors and/or Common Ground Food Co-op to offer kitchen food scrap cans as well as native and edible seeds for sale allowing the public to acquire all that they need to begin using their compost bins and rain barrels.

Date: We are considering partnering with the Urbana Market at the Square to hold the sale during the first market day of 2013, May 4. Interim Market Director Natalie Kenny Marquez believes this would be mutually beneficial. All siting details would be handled through the Market.

Past Performance: In 2011, the City of Urbana hosted a one day truckload sale of compost bins and rain barrels where approximately 500 of each were sold.

Attachments: Draft Request For Qualifications

cc: Natalie Kenny Marquez, Community Development



Public Works Department
Environmental
Sustainability Division
706 South Glover Ave
Urbana, Illinois 61802
(217) 384-2342
FAX (217) 384-2400

Request For Qualifications

Release Date: //

Due Date: //

The City of Urbana, IL (the City) hereby requests the submittal of qualifications from vendors to provide a one day 'truckload' sale of compost bins and rain barrels on May 4, 2013 in the parking lot at Lincoln Square in Downtown Urbana in collaboration with the Market at the Square farmers market. The City will not pay the vendor selected for any services related to this Request For Qualifications (RFQ). Submittals must provide the following information to ensure your company is qualified to provide this service.

1. Describe the number of compost bins and rain barrels you will make available for sale on the day of the event.
2. Describe the specifications of the compost bins and rain barrels that you will make available for sale including materials, functioning, weight, and capacity.
3. Describe the pricing you will use for the event. All prices should include tax.
4. Describe the warranties for the compost bins and rain barrels.
5. Describe the assembly directions and composting guide that will accompany the compost bins and rain barrels.
6. Describe the advertising you will perform before the day of the event including the use of sample products placed at strategic locations in the City.
7. Describe the logistics of the event including site plan with space for Master Gardeners' education, set-up, time frames, and numbers of staff, and security measures.
8. Describe the methods of payment you will offer.
9. Describe your experience operating sales events.

Responses to this RFQ must be 15 pages or less. Submittal of qualifications and any questions regarding this RFQ shall be sent to the address below by email, fax, or post:

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Any answers to questions which contain information not generally available to the public which may alter the resulting submissions will be sent to all vendors to which this RFQ has been provided. The selection of a vendor will be based on experience and qualifications.