**Attachment D – Respondent Questionnaire Durable Compostable Bags Manufacturer**

Instructions: Please attach additional pages as necessary to properly respond to the following.

**Respondent Information**

Respondent Company Name:

* Provide a description of the company.
* List key personnel, summarizing their roles in providing the proposed services under this Contract with the Recycling & Energy (R&E) Board, including their experience and qualifications. Specifically identify your proposed Account Manager.

If any subcontractors are to be used, please list each subcontractor name, address, contact person, phone number, and email. Provide a description of each company. List key personnel, their proposed role on your team, a summary of proposed services that they will provide, and their experience and qualifications in providing these services.

Complete the following questions for both the proposed primary Contractor and, if applicable, each subcontractor. Use a separate sheet as necessary.

**Contract Non-completion or Non-performance**

Within the past five years, has the Respondent failed to complete a contract with, or failed to perform any of its significant contract obligations for, a public entity in Minnesota?

☐ Yes ☐ No

If yes, state name of parties to the contract, the date of the contract, and the reason for non-completion. If a bond was posted, state the contact information for the bond company.

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| **Contract Parties** | **Date of  Contract** | **Nature of and Reason for  Non-completion or Non-performance** |
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Has the Respondent or any of its subsidiaries or proposed subcontractors been a party to any lawsuits within the last five years that may affect its ability to perform the obligations described in the Proposal?

☐ Yes ☐ No

If yes, list these lawsuits, the parties involved, and the resolution or status of each.

Within the past five years, has the Respondent, any of your subsidiaries or proposed subcontractors been the subject of any administrative or judicial action in Minnesota? This includes any facility or property owned or operated by your company, subsidiary, or proposed subcontractors. This includes violation of the conditions of a permit issued by a governmental entity or violations in Minnesota of environmental, zoning, or public health laws or regulations.

☐ Yes ☐ No

If yes, state the details and disposition.

**Performance Guarantees**

Respond to each of the items below.

* Number of years of experience in manufacturing durable compostable bags (DCBs) in quantities similar to those requested by the R&E Board. (Distinguish the experience of the proposed prime Contractor vs. any subcontractors.)
* The manufacturer must guarantee the DCB “shelf life” of 18 months. Please clearly state the details of any storage or other conditions affecting the “shelf life.”
* Provide the maximum pounds of acceptable organics the proposed 6-gallon and 13-gallon DCB will hold and maintain integrity through the entire life cycle.
* Documentation of ASTM 6400 Biodegradable Products Institute (BPI) Certification, per Attachment B, Section 4.1.
* Provide documentation that the DCB is per- and polyfluoroalkylated substances (PFAS)-free per Attachment B, Section 4.2.
* Provide minimum gauge thickness of the DCB and that the proposed gauge will provide sufficient durability and strength for the intended co-collection purpose and steps outlined in Attachment B, Section 4.3.
* Provide exact size (in gallons) of DCBs and dimensions of DCBs offered, per Attachment B, Section 4.4.
* Describe proposed label design minimum requirements and process/schedule for finalization of R&E Board customization, per Attachment B, Section 4.5. Provide sample and description of the allowed color(s) for the label.
* Provide a sample and description of the proposed color of green for DCBs, per Attachment B, Section 4.6.
* Describe proposed standard bag opacity, test methods, and acceptable opacity tolerance range, per Attachment B, Section 4.7.

DCBs will be delivered to a third party distributor located in the Twin Cities metropolitan area of Minnesota. Please describe your experience working with third parties for distributions and how you have successfully worked with them in the past.

Please provide a timeline for planning, commissioning (testing), to initial odor fulfillment.

Deliveries to the distributor in Minnesota would be anticipated to be at a minimum monthly. Respondent may provide a less frequent delivery schedule but must describe how DCB integrity will be maintained.

Attachment C includes Acceptable and Unacceptable Items in Ramsey and Washington Counties current food scraps program. Please carefully review the items in Attachment C and answer the following questions:

* Please list any items in the accepted items that are not accepted in the proposed DCBs along with the rationale that the items should not be accepted.

Is compostable paper accepted in the DCBs proposed? ☐ Yes ☐ No

**Sample Requirements**

One hundred sample DCBs must be provided in each bag size as part of the submittal. (See Attachment B, Section 4.4 for size requirements.)