



Request for Proposals for Technical Assistance for Business Recycling Program

Posted: July 31, 2026

Questions and answers

A. How many businesses participated in the program in 2025 and 2026?

Answer: The 2025 business program provided technical assistance to 94 businesses, including businesses that were provided employee education only or submitted orders for container labels. Of those, 11 businesses received grant funding from the program. The 2026 business program has provided technical assistance to 41 businesses, with 13 receiving grant funding for waste reduction projects, as of June 30.

B. What Contractor assisted with technical assistance in 2025 and 2026?

Answer: Sustainable Synergy Solutions has been the contractor since September 2025.

C. What additional support is needed to help the remaining 20 businesses finish implementing the program?

Answer: Each business project is different, and each is at a different stage of implementation. The Contractor will take over active grant projects, including in-process applications, scheduled site visits, and provide assistance for all outstanding implementation activities identified in each business's county-approved Application, including to complete county forms (e.g., reimbursement forms, final reports) prior to project close.

D. How many businesses applied in 2025 that were deemed ineligible?

Answer: [The business recycling program guidelines](#) identify ineligible organizations, which includes home-based businesses and also residential multi-unit properties and schools that are eligible for other county grant programs to help with waste reduction improvements. The program has historically had minimal organizations that are ineligible. It is the responsibility of the contractor in collaboration with the county liaison to determine business eligibility prior to the submittal of an application. Therefore, no applications were rejected in 2025 due to ineligibility.

E. It is noted in the RFP that the Contractor will provide technical assistance and assist businesses that request it but are not eligible for the Program. Is there a number of businesses the County expects the Contractor to assist with?

Answer: It is the responsibility of the contractor to respond to all requests for assistance and determine eligibility as outlined in [the business recycling program guidelines](#). There is no benchmark for ineligible businesses served.

F. It is noted the Contractor will strategize program recruitment prioritizing. Does the County have an initial list of interested businesses?

Answer: The Contractor is expected to recruit businesses while prioritizing the areas listed in the RFP. Under Contractor Responsibilities, page (3), the RFP states:

- a. Strategize program recruitment prioritizing:
 - i. High potential for food waste prevention, waste reduction, reuse, and repair projects.
 - ii. Underserved businesses.

The expectation is that the Contractor will recommend recruitment strategies to the County, and the County and Contractor will mutually agree on promotional strategies prior to implementation. Under County Responsibilities (D) in the RFP, the County is responsible for promotions of County resources available for assistance. The County will develop and pay for any online or print promotions.

G. Is the application for businesses to participate in the program the same as the “Business Recycling Program Questionnaire”? If not, can you provide an example application?

Answer: The application is not the same as the “Business Recycling Program Questionnaire”. An example application is attached below.

Attachment G: SAMPLE Program Application

Note: This attachment has been formatted to display the requested information found on the online program application. The actual program application is completed through an online portal.

- Identify the County Consultant specialist that helped complete the Application:
Consultant Name:
- Have you received program funding from the County in the past? (Yes/No)

Applicant information

Identify applicant information.

- Business/Organization Name:
- Registered Business Name (if different):
- Address:
- City, Zip Code:
- # of Employees/Staff at Organization:

Project Coordinator/Liaison

Identify the contact for this project.

- Name:
- Title:
- Phone number:
- Email:

Authorizing Representative

Identify the person who has authority to enter into the recycling incentive project contract on behalf of your business/organization (e.g., owner).

- Name:
- Title:
- Phone number:
- Email:

Eligibility Verification

1. Is the business/organization facility physically located in Dakota County? (Yes/No)
2. Is the business/organization classified in sectors 31-81 within North American Industry Classification System? (Yes/No)
3. Does the business/organization contract for 4 or more cubic yards of trash per week? (Yes/No)

4. For the properties within businesses/organization being served under this application, is the applicant responsible for managing the recycling and trash hauling contract for the properties (i.e., applicant owns, rents, leases, manages or maintains the property)? (Yes/No)

Project Objective

Please check all that apply.

- Reduce or prevent waste, including food donation
- Start recycling (e.g., cardboard, paper, metal, plastic, glass)
- Improve existing recycling activities
- Start organics recycling (e.g., food waste, soiled paper), or
- Expand organics recycling:
 - Composting
 - Food-to-people
 - Food-to-animals

Project Narrative (3-5 sentences)

1. Describe the current state of recycling efforts. Why and how does it need to be improved?
2. Explain how the funding will be used.
3. County funds should be used to implement the following best management practices (BMPs) to help maximize recycling program improvements. Please identify your current and planned program enhancement with use of County funds in the following areas:
 - a. **Best management practice: Collect a designated list of recyclables.**
 - Current practice:
 - Planned enhancement with use of funds:
 - b. **Best management practice: Label trash and recycling/organics containers.**
 - Current practice:
 - Planned enhancement with use of funds:
 - c. **Best management practice: Pair and place trash and recycling/organics containers in strategic locations.**
 - Current practice:
 - Planned enhancement with use of funds:
 - d. **Best management practice: Educate employees, customers, and others on the waste reduction/recycling/organics program.**
 - Current practice:
 - Planned enhancement with use of funds:

Sustaining the Project

1. Describe actions such as ongoing education, policy changes or budgeting that the business or organization will take to sustain the project after it is completed (approximately 3-5 sentences).

Project Budget

- A. **Pre-Selected Recycling/Organics Bins/Containers.** List below the total cost below for containers.
- B. **Specialized Recycling/Organics Bins/Containers.** List any containers not identified that the applicant will purchase and request reimbursement from the County.
- C. **Bin/Container Labels.** List any custom labels that the applicant will purchase and request reimbursement from the County in the table below.
- D. **Other Eligible Expenses.** List below items the applicant will purchase and request reimbursement from the County.

Other Eligible Expenses	Description	Proposed Cost
Employee Training <i>Multiply average staff wage by number of staff expected to attend training</i>		
Supplies <i>Include shipping cost in the proposed cost</i>		
Equipment <i>Include shipping cost in the proposed cost</i>		
Educational Materials		
Organics Hauling Services <i>Up to 6 months service is covered</i>		
Other		

TOTAL FUNDS REQUESTED (Not to exceed \$10,000)		
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Ship to information

1. Facility name (if different):
2. Address:
3. City, Zip Code:
4. Contact Name:
5. Contact phone number:
6. Email address?
7. Is there a loading dock? (Yes/No)
8. Is the loading dock area secure? (Yes/No)
9. What are delivery hours? (Yes/No)

Participant Pledge

Participants are expected to implement BMPs listed below to help maximize recycling program improvements. To indicate your commitment to these practices as a program participant, please check each of the following:

- Make recycling convenient. Trash and recycling/organics containers will be properly labeled, placed in common areas and other convenient locations, and located side -by-side to the extent possible to make sorting easy and effective.
- Ensure material is recycled as planned. Recycling and/or organics will be separated from the trash and delivered to a facility for proper management.
- Use no or clear bags for recycling. If bags are used to collect recycling (cans, bottles, paper), clear or translucent bags (not black bags) will be used in accordance with recycling facility requirements.
- Communicate recycling program to employees and businesses. We will promote new or improved recycling/organics-related practices to all employees.
- Obtain waste and recycling data to help right-size collection services. We will work with our waste hauler to obtain and report data on quantities of trash, recyclables and/or organics collected at the beginning and end of the project.
- Sustain the recycling program. We will sustain efforts by embedding recycling practices in our general operational policies.
- Retain equipment. We will make a concerted effort to retain equipment and containers that have been provided by Dakota County.
- Allow program recognition by the County. We will allow public recognition of program participation through published case studies and other recognition efforts developed by the County to showcase and reward participation.

Participant Name:

Date: