

# **SUGGESTED TIPS AND LANGUAGE FOR RECYCLING HAULING SERVICES BID SPECIFICATIONS**

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The following suggestions may be helpful when discussing collection options with a potential hauler or in developing bid specifications. *Consult the NERC Toolkit for additional information "Selecting a Recycler."*

- 1) Know the facility's waste stream and generation amounts.
  - Talk with other healthcare facilities in the region to see what they pay for services and discuss the services they have.
  
- 2) Determine the waste management needs for the facility.
  - Consistency and reliability of service.
  - Cost of service.
  - Flexibility of service—to add more bins, increased collection frequency, or add other materials for recycling.
  - Aesthetics of containers.
  - Types of materials to be collected (now and future possibilities).
  - Length of contract.
  - Ability to modify waste hauling contract to negotiate downward service requirements to reflect increased recycling.
  
- 3) Include in the bid or request for proposals (RFP):
  - A brief description of the facility, including the locations of recycling containers.
  - Monthly tonnages of each material generated.
  - Times for materials to be collected (e.g., in the early am, 2 days per week).
  - Equipment you have and need (e.g. storage bins).
  - Length of contract and cancellation provisions.
  - Any particular requirements you have of the contractor (e.g. insurance information, waste license numbers, references, etc.).
  
- 4) What are container and collection options?
  - Ask vendors to review all options for containers. This will help in providing options when expanding or modifying the recycling efforts.
  - Does or should the facility lease, own, or lease to own containers?
  - Who does the maintenance on the containers?
  - Who sanitizes the containers and how often?
  - Does the facility want to change the size, style, or color of the recycling containers?
  - Does pick-up frequency need to be modified?
  - Are container signs adequate?
  - If using a compactor, ask for pressure gauges on compacting dumpsters to know when they are full.
  - Make sure that all equipment meets OSHA safety standards.

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- 5) What additional services are requested of the collection provider?
- Contact person to assist with program development, improvement, employee trainings, etc.
  - Weight or volumes reported on a monthly basis.
  - Designated time and days of service and/or on-call service.
  - Designated response time for on-call or emergency pickups.
  - Cleanup of collection area.
  - Name of recycling facility, landfill, transfer station, MRF or incinerator used for contract.
  - How are collection costs determined—flat fee, fee per pickup or per size of container, fee per ton or volume?
- 6) Consider whether you want companies to bid on trash and recycling separately. Using one company for both may be a convenient option; however, having two separate companies may help you save more on overall waste disposal.
- 7) Send the RFP to as many companies as possible, including the current hauler.
- 8) If none of the bids received is satisfactory, call the one or two top contenders to let them know their bid is being considered and negotiate with them.
- 9) Set-up a pre-bid meeting
- Review contract specifications.
  - Take potential haulers on a tour of the facility.
- 10) Establish an “out” in the final contract
- If the contractor fails to meet contract needs.
  - If the service needs modifying.
- 11) Additional considerations
- Work with purchasing agents to get language that supports recycling placed in contracts that are already written or in new bids as they go out.
    - Construction work or renovation work can include contracts that include green or sustainable building language, and recycling of construction debris.
    - Contracts for the vending machines should include recycling language.
    - Contracts for food service providers should include provisions requiring reusable and recyclable packaging be used for all materials generated from the contract.
  - Work with suppliers to receive supplies in reusable/returnable shipping containers. Encourage suppliers to limit packaging materials.
- 12) Consult the NERC Recycling Makes Sen\$e Toolkit [http://www.nerc.org/recycling\\_makes\\_sen\\$e.html](http://www.nerc.org/recycling_makes_sen$e.html) for additional information, specifically the sections entitled “Selecting a Recycler” and “Understand the Dollars and Cents of Waste Management.”