

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.”