

# **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.”