

# PRO P **FACT** Sheet

## Bid Specifications for Recycling Service

It is beneficial, for both waste collection companies and waste generators, to spell out specific requirements for the collection of solid waste and recyclable items in institutions and commercial establishments. Clear specifications will protect the interests of both parties following are offered as a guideline to assure that all details are covered in bid specifications or written agreements.

1. List the specific address of the institutional or commercial establishment.
2. Clearly state the beginning and ending dates of the contract.
3. List the specific locations for both trash and recycling containers.
4. Clearly describe the arrangements for containment of recyclable materials.
5. Be sure that the specifications clearly spell-out the details for protecting paper recyclables from the weather.
6. Based on past experience, decide on the optimal size of containers and spell this out clearly in the specs.
7. If you wish to limit the hours in which waste and recyclables may be collected, be sure to list this in the contract. (This may be especially important if the establishment is near a residential neighborhood or if parking might congest the area around containers.)
8. Also list any time periods that collection will not be required. (For example, if the business establishment is closed for holidays or vacation.)
9. Be sure to clearly state whether the containers need to be emptied on a specific schedule or by call.
10. If the containers are to be emptied on call, clearly specify how much notice must be given for collection.
11. Provide some flexibility in the contract to allow mutually agreeable changes if situations merit some adjustments in the program. It is beneficial for both sides to clearly state how such changes will be made and what charges might be attached to them.
12. Also, clearly state how other special arrangements will be taken care of. Specifically, discuss the handling of bulky wastes and freon containing appliances. It would also be beneficial to both sides to reiterate the requirement of local and County licenses and compliance with local, state, and federal regulations regarding the collection transport and disposal of solid waste and recyclable materials.



13. Provide clear language as to how services will be discontinued if the contract or agreement is violated.
14. Clearly state the provisions for the discontinuing of services for delinquent payments. Also clearly spell out the charges associated with late payments.
15. At the end of your specifications, state the requirements for the submission of the bid itself. Inform bidders if faxed or e-mailed quotations are permissible. Accept no bids after the deadline date and time.
16. Be sure to state that you reserve the right to refuse all bids if cost or service requirements are not met.
17. Describe how the services are to be billed, when they should be billed, and to whom bills and payment should be sent.

The services which are needed in various commercial, institutional, residential, and construction/demolition projects vary considerably. Bid specifications or agreements for one customer may not be well suited to another. Be sure to keep such principles in mind as you formulate specification or agreements.

*This fact sheet was developed by the Professional Recyclers of Pennsylvania, P.O. Box 25, Bellwood, PA 16617. For more information, visit our website, [www.proprecycles.org](http://www.proprecycles.org), or contact us by email at [prop@proprecycles.org](mailto:prop@proprecycles.org). We do our part to close the recycling loop and print all our publications on recycled paper.*