

Sample Waste and Recycling Request for Proposal

Sample Cover Letter

Note: This document is not meant to serve as the contract between buildings and haulers. It is a document to request waste and recycling services. If you have any questions or concerns about this sample Request for Proposal, it may be appropriate to have it reviewed by an attorney first.

Date:

To: (See Vendor Contact List in Step 2 of the Recycling Toolkit for Vendor Options)

Address:

Re: Request for Waste and Recycling Services

To Whom It May Concern:

The (property owner, building manager, or condominium association) for the building located at _____ is requesting a proposal for waste and recycling services.

Please respond in the format indicated in the request for proposal that is attached to this letter. Upon submittal, the (property owner, building manager, or condominium association) will review your submittal. The decision to contract with a recycling hauler will be determined based on the information provided in the vendor proposal including but not limited to quality of service, assistance regarding increasing recycling, and providing recycling information to tenants. In addition, the vendor should be available to add additional containers to collect recyclables, reduce solid waste collection containers, or increase the frequency of collection.

If you would like to visit the building or have any questions, please contact _____ at _____.

Thank you for your prompt attention to this request for proposal.

Sample Request for Proposal to Provide Waste and Recycling Services

1. SCOPE OF SERVICES

The (property owner, building manager, or condominium association) is requesting proposals for the pick-up and disposal of solid waste and collection of recyclables located at (Insert building address). This proposal should be presented in accordance with the specifications listed below.

Service to be Performed

The Contractor will be required to provide waste removal and source-separated (single stream) recycling services for (Insert building address).

The Contractor agrees that the (property owner, building manager, or condominium association) has the right to modify the contract by adding or deleting service levels as required, and will amend the contract as needed.

The Contractor shall remove all waste and collected recyclables from containers supplied by the Contractor under this proposal.

The Contractor will clearly label each container as trash or recycling. All recycling containers will also have labels showing what is acceptable for recycling.

The Contractor shall leave the areas surrounding each serviced container free of trash and recyclables.

The Contractor will provide timely feed back, suggestions and resolutions for problems presented by the (property owner, building manager, or condominium association).

All work is to be performed between the hours of _____through_____. It is essential that the contractor service these containers between the designated times, or property management has the right not to compensate the Contractor if service is not performed between the designated times.

The Contractor must furnish with the proposal a copy of the required insurance certificate. Evidence of insurance must be provided by the Contractor, covering waste and recycling transport, waste and recycling management and waste incineration sites.

The Contractor shall possess all state licenses required to collect waste materials and recyclables. In addition, the Contractor must possess all Illinois Department of Transportation licensing for transportation of waste materials and recyclables.

It is the Contractor's responsibility to have equipment of suitable type, and in proper condition to operate and maintain uninterrupted schedules. The Contractor shall maintain collection vehicles in a clean and safe working condition.

The Contractor will accept all legal liability for the proper transport of solid waste and recyclables collected from the property.

The Contractor certifies that it will handle, transport and dispose of all waste, and transport recyclables to a recycling facility herein in accordance with all applicable governmental regulations. Further, the (property owner, building manager, or condominium association) will be held harmless from any action by the Contractor, in the performance of waste disposal and recycling collection for the property, which does not conform to government regulations for waste disposal and recycling collection.

The Contractor shall be responsible for the acts of its employees and agents while on the property. Accordingly, the Contractor agrees to take all necessary measures to prevent injury and loss to persons or property located on the building premises. The Contractor shall be responsible for all damages to persons or property caused by the Contractor or any of its agents or employees. The Contractor shall promptly repair, to the specifications of the property, any damage that it, or its employees or agents, may cause to the property premises or equipment. If the Contractor fails to do so within the timeframe established by the (property owner, building manager, or condominium association), (property owner, building manager, or condominium association) may repair such damage and the Contractor shall reimburse the property management and/or owners promptly for the cost of repair.

The Contractor agrees that, in the event of an accident of any kind on the premises, the Contractor will immediately notify the (property owner, building manager, or condominium association)and thereafter furnish a full written report of such accident.

Reports and Other Deliverables

The Contractor will submit the Semi-Annual Refuse Hauler Report to the (property owner, building manager, or condominium association) as required by the current City Ordinance.

APPENDIX A: PRICING PROPOSAL

The Contractor's response to this appendix will be incorporated into the final Contract. The contract will be a fixed fee for two years, with the option of (2) one-year extension periods, not to exceed the maximum increase of 3.5% each year. The adaptability of the Contractor who can accommodate the building's service needs will be weighted accordingly during selection on a contractor.

1. METHOD AND RATE OF PAYMENT

1.1 Solid Waste Price

Indicate the price per month at which the Contractor will provide all services and materials as specified in the RFP. Include the following information:

- Type and number of containers
- Location of containers
- Service times per week

1.2 Recycling Collection

Indicate the price per month at which the Contractor will provide all services and materials as specified in the RFP. Include the following information:

- Type and number of containers
- Location of containers
- Service times per week