



# Best Practices for Recycling Contract RFPs

Association of Recycling  
Managers Annual Workshop

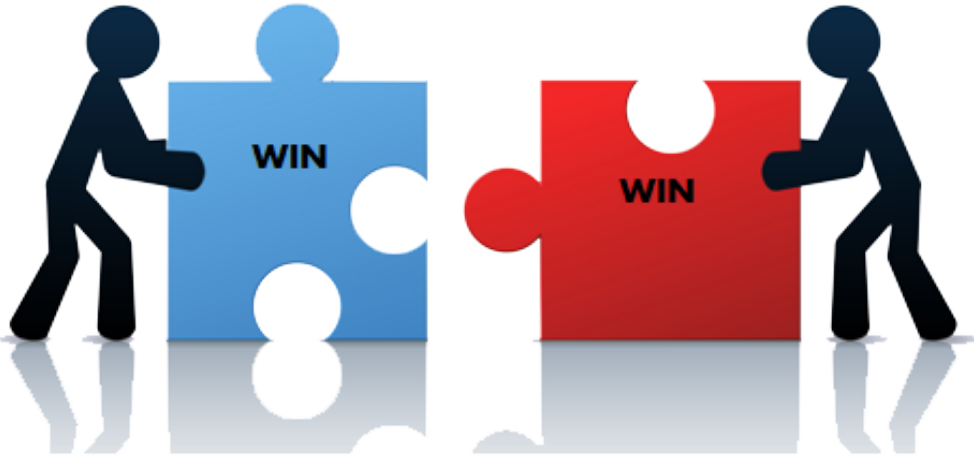
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# Solid Waste Contracting – Renegotiate or RFP?

## NEGOTIATION



- ◆ Prepare, prepare, prepare!
  - Review current contract and past amendments
  - Identify current pain points
  - List (internally) your service “needs” and “wants”
  - Know your walk-away point *before* negotiations
- ◆ Know your timeline (advanced planning is in your favor)
- ◆ Agree on pricing structure comparison
- ◆ Understand market conditions, but don't put too much stock in comparisons to other cities

# Solid Waste Contracting Request for Proposal Steps

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1. Identify goals and objectives with issuing RFP
2. Draft RFP packet (include draft version of contract)
3. Review with County, legal, consultant (if using)
4. Final draft RFP packet
5. City approvals for publishing
6. Hauler notifications
7. Publish RFP
8. Pre-proposal conference
9. Receive proposals
10. Evaluate and rank proposals
11. Interviews with select respondents
12. Select top pick(s)
13. Contract negotiations
14. Sign contract
15. **\*\*\*Contract Implementation\*\*\***

# General RFP Timeline



- ◆ When does your contract end? Consider spring to summer/fall contract end date (e.g., July 1) to avoid winter conditions for cart change out.
- ◆ How long does RFP process take?
  - Generally 18 months
  - Consider internal approval steps

# General RFP Packet Content

- ◆ RFP Body – Schedule, Table of Contents, Contacts, Proposal review process, evaluation criteria, etc.
- ◆ Draft Contract
- ◆ Proposal Forms
- ◆ Vendor Questionnaire
- ◆ Proposed Service Pricing
- ◆ City Specific Attachments (maps, list of public buildings and service level, etc.)



# RFP and Draft Contract Prep Work

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- ◆ Strategic planning for recycling improvements
- ◆ Review previous RFP/contract for “best practices” improvements
- ◆ Establish statutory authority for RFP process
- ◆ Incorporate standard language/terms
- ◆ Standardize RFP schedule
- ◆ Understand how you will evaluate pricing structure
- ◆ Incorporate goals and objectives from county Solid Waste Management Master Plan
- ◆ Obtain current customer lists (residential and commercial)
- ◆ Establish how proposals will be scored and who will be on evaluation committee.

# RFP and Draft Contract “Best Practices”

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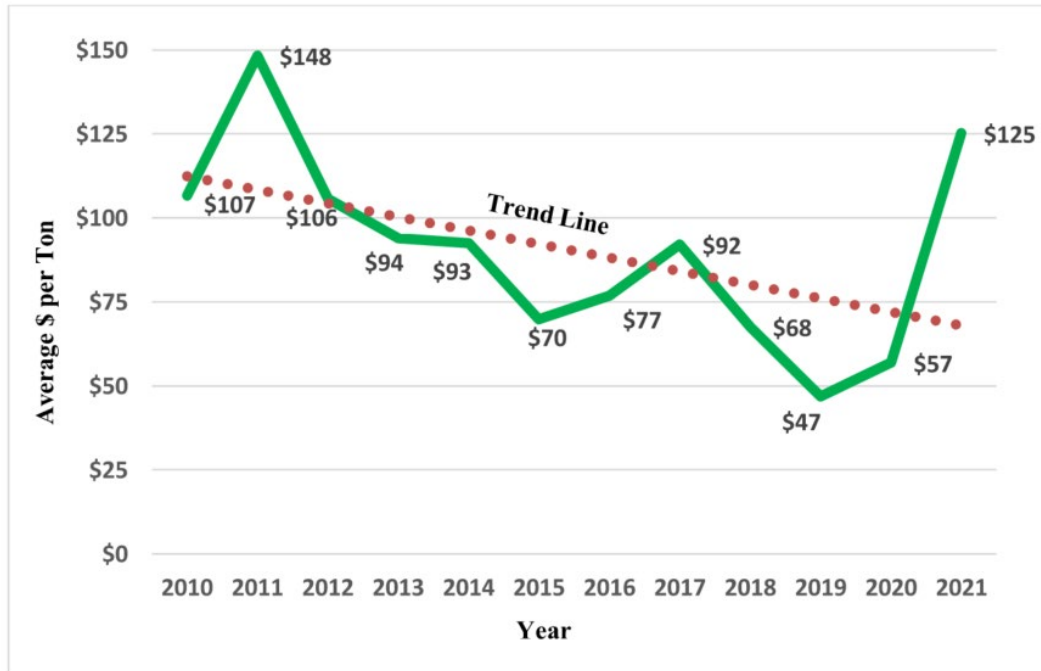


- ◆ Contract duration
- ◆ Pricing Structure
- ◆ Specificity in service language – collection routing, schedule, frequency, education expectations
- ◆ Only include requirements that will be enforced
- ◆ Openness for future additional service lines (organic waste/food scraps, etc.)
- ◆ Performance standard expectations & remedy steps

# Risk/Revenue Sharing for Recycling Markets

**Blended Ton Value of Total Recycling Stream**

(Source: RecyclingMarkets.net)



- ◆ Fixed recycling fee vs. “risk/revenue sharing”.
- ◆ Option to include as alternate proposal to the RFP.
- ◆ Evaluate proposal prices on base recycling collection fees.
- ◆ Know your city’s risk tolerance.



# Solid Waste Industry Labor Shortage

ST. PAUL

## After thousands of missed pickups, St. Paul demands answers from trash haulers

St. Paul officials are considering "every remedy available" to address service failures.

By **Katie Galioto** Star Tribune | JUNE 13, 2022 — 6:12PM | [Listen](#)

NORTH METRO

## Robbinsdale residents fuming after yard waste pickup no-show

Waste Management said it would pick up yard waste last weekend, but never showed.

By **Tim Harlow** Star Tribune | JUNE 22, 2022 — 3:39PM

## Roundup: Driver shortages hamper local waste collection, US recycling infrastructure begs \$17B expansion

Plus: California's budget surplus yields \$130 million proposal for recycling infrastructure, New York City progresses on solutions for its curbside trash problem, and more municipal news.

Published May 20, 2021



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SOLID WASTE ASSOCIATION OF NORTH AMERICA

# Strategies in Contracting for Staffing Issues

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- ◆ Complaint resolution
- ◆ Schedule of liquidated damages
- ◆ Insurance
- ◆ Missed collections
- ◆ Oversight provision
- ◆ Cancel contract
- ◆ Municipalization



# Questions & Answers

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