

# Waste and Recycling RFP Checklist

## Anchor Resource Group

### Multi-site procurement worksheet

Give every bidder the same scope, records, evidence requirements, and commercial rules. Mark each item **Complete**, **Needs input**, or **Not applicable**. This is a planning aid, not legal advice.

**Units and jurisdiction:** Use US pounds (**lb**) for weights. Label estimates and methods. Review every country, state, province, municipality, and other applicable authority worldwide. Local review remains necessary.

**Privacy:** Do not submit a completed checklist containing confidential site, pricing, security, or custody information through a general web form. Use your approved secure process.

## 1. Sites, markets, and streams

- ☐ Site register: name, address or service area, legal entity, local contact, hours, access, security, loading, and start date.
- ☐ Market and jurisdiction list: country, state or province, municipality, responsible reviewer, and local requirements.
- ☐ Current services: containers, sizes, frequency, pickup history, missed service, contracts, and notice dates.
- ☐ Streams by site: landfill, mixed recycling, organics, cardboard, confidential, universal waste, electronics, construction debris, textiles, used cooking oil, and other applicable streams.
- ☐ For each stream: container or service format, presentation, contamination response, emergency contact, and exclusions.
- ☐ Data room: invoices, service records, descriptions, contamination or residue notes, weights in **lb**, period covered, and gaps.

## 2. Operator verification, permits, insurance, and scale

- ☐ Bidder names its role and each independent operator for collection, transport, transfer, processing, recovery, recycling, reuse, or disposal.

- ☐ Bidder identifies permits, authorizations, registrations, facility approvals, and how each requirement applies locally.
- ☐ Insurance, limits, additional insured terms, indemnity, and incident reporting are stated for legal review.
- ☐ Proposed facilities show acceptance scope, capacity, location, backup, and audit or visit access.
- ☐ Weighing method covers certified scales where applicable, tare or net basis, **lb**, estimates, and reconciliation.
- ☐ Response includes comparable multi-site experience, evidence, staffing, safety, and escalation. Do not imply Anchor owns trucks or yards.

### 3. Service, equipment, and logistics

- ☐ Site-level plan: equipment, staffing, access, routes, frequency, and backup coverage.
- ☐ Standards for on-time service, missed pickup, unsafe conditions, contamination, overflow, weather, and emergencies.
- ☐ Equipment requirements: type, size, labels, locks, compactors, balers, scales, inspection, maintenance, and safety controls.
- ☐ Handoff rules identify who presents, loads, seals, receives, weighs, and records material at each transfer.
- ☐ Transition plan: data validation, site walk or briefing, communications, equipment changeover, cutover, and continuity.
- ☐ Change process for new sites, changed volumes, new streams, temporary projects, regulation, and service exceptions.

### 4. Economics, index, rebates, and fees

- ☐ Price model separates recurring service, transition, equipment, transport, processing, disposal, projects, contamination, adjustments, and optional education.
- ☐ Each line states included work, unit, assumptions, minimums, exclusions, taxes, pass-throughs, and change triggers.
- ☐ Volume and weight measurement uses **lb** and explains estimates, mixed loads, residue, rejected loads, and contamination.
- ☐ Index or escalation names the index, base period, cap or floor, notice, evidence, timing, and extraordinary-cost treatment.

- ☐ Rebates, revenue share, credits, deposits, and commodity adjustments state basis, calculation, timing, audit, and market treatment.
- ☐ Contract terms cover term, renewal, termination, records, confidentiality, audit, dispute process, and payment for legal review.

## **5. Custody, destruction, no resale, and exceptions**

- ☐ Chain of custody tracks pickup through transfer, processing, reuse, recycling, recovery, or disposal with tickets, manifests, scales, facilities, and disposition.
- ☐ For destruction or no resale: approved outcome, authorization, intake and seal controls, method category, processing date, and evidence package.
- ☐ Method category is generic unless approved: shredding, crushing, dismantling, separation, or another approved method.
- ☐ No-resale controls cover access, segregation, release, inventory reconciliation, photos if permitted, and downstream restrictions.
- ☐ Exceptions cover short shipment, damaged or unmatched seal, missing weight, rejected load, hold, contamination, unmatched lot, route change, and nonreceipt, with owner and resolution.
- ☐ Hazardous or regulated material follows the applicable manifest, permit, and regulatory record. A certificate does not replace a required form.

## **6. Reporting, contract, and transition**

- ☐ Reporting calendar: site and portfolio views, pounds by stream, service events, exceptions, destination, route, estimates, and period changes.
- ☐ Diversion definition: numerator, denominator, period, destinations, contamination and residue, and separate reuse, recycling, composting, recovery, landfill, incineration, and waste-to-energy.
- ☐ Scope 3 Category 5 request separates mass from emissions and requires route, geography, period, factors, boundary, and method.
- ☐ Evaluation weights cover service, compliance, data, destination transparency, experience, transition, and cost. Label pass or fail, scored, or informational.
- ☐ Procurement calendar includes questions, site walk or briefing, addenda, proposal validity, award schedule, and secure submission method.