(Put on School Letterhead)

To Whom It May Concern;

RE: Request for quote for trash, recycling and organic waste collection

\_\_\_\_\_\_\_ school is seeking competitive bids to manage solid waste and recycling services at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert address).

It is the school’s goal to implement a three stream, comprehensive recycling program. Please provide price quotes for the following levels of service. Leave blank any services levels which your company does not offer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Material Type | # of Bins | Size of Bin  (cubic yards) | Frequency | Cost $ |
| Trash Option 1 |  |  |  | $ |
| Trash Option 2 |  |  |  | $ |
| Recycling Option 1 |  |  |  | $ |
| Recycling Option 2 |  |  |  | $ |
| Organic Waste Option 1 |  |  |  | $ |
| Organic Waste Option 2 |  |  |  | $ |

**Please provide responses to the following questions:**

1. Can your company provide source separate recycling services? Yes 🞐 No 🞐
2. Can your company provide separate food scrap recycling? Yes 🞐 No 🞐
3. Does your company allow food scraps to be collected with Yes 🞐 No 🞐

yard trimmings for organic processing?

1. Can your company provide 64/96 gallon bins for onsite Yes 🞐 No 🞐 use/movement of materials? If yes, what is the cost per bin, per month?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Can your company offer a residential-type service, consisting Yes 🞐 No 🞐 of a flat rate for a 96 gallon each for trash, recyclable and green waste collected weekly? If yes, what is the cost per each set, per month? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Are there any free or complimentary services included? If yes, please describe

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please select all materials that are accepted for placement in the recycling bin.

🞐 Beverage Containers 🞐 Mixed Paper 🞐 Cardboard

🞐 Unsoiled paper towels 🞐 Mixed Plastics #1 & #2 🞐 Mixed Plastics #3-#6

🞐 Aluminum foil 🞐 Glass containers 🞐 Aseptic containers

🞐 Coated paper/magazines 🞐 Plastic bags 🞐 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide any additional information or recommendations in the following space.

Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email quote to email or fax to fax xxx-xxx-xxxx no later than date/time. For more information, please contact name of contact.

Thank You,

Salutation