DETRITUS

Waste services RFP template

Fill it in, delete what you do not need, and send it to at least three bidders.

Use one RFP for all sites. Bidders price the same scope on the same form so the bids can be compared line by line.

1. ISSUER AND TIMELINE

Company or agency

Contact name, email, phone

Questions due by (date)

Pre-bid meeting or site walk (date)

Proposals due (date and time)

Intended award date

Contract start date

Initial term and renewal options

2. SCOPE OF WORK

Describe what you want hauled, how often and from where. State whether bidders may bid on some sites or must bid on all of them.

Site name and address	Service	Container type and size	Pickups per week or on call	Materials	Access notes

3. SERVICE LEVEL REQUIREMENTS

- [ ] Pickup window and how missed pickups are reported
- [ ] Missed pickup corrected within a stated number of hours
- [ ] Container swap or extra pickup lead time
- [ ] Contact for dispatch and escalation, with after hours number
- [ ] Container condition, labeling and replacement
- [ ] Driver conduct, site safety and gate access rules
- [ ] Overfilled or blocked container procedure
- [ ] Holiday and weather schedule changes

4. PRICING FORM (BIDDERS COMPLETE EVERY LINE)

Ask for every charge that can appear on an invoice, even if the bidder says it is zero. Require each rate to be quoted per site type.

Charge	Basis (per pull, per ton, per month, flat)	Bidder rate	Included in base rate?	Notes
Base service or monthly rate				
Haul or pull charge				
Disposal or tipping charge				
Weight allowance and overage				
Fuel surcharge method and index				
Environmental or regulatory fee				
Container delivery and removal				
Rental or extended hold charge				
Extra pickup, trip or dry run charge				
Contamination or overfill charge				
Annual rate adjustment and cap				
Any other charge not listed				

5. CONTRACT TERMS TO REQUIRE

- ☐ Rate lock for the initial term, with a stated cap on increases
- ☐ Fuel surcharge tied to a published index, with the formula shown
- ☐ Termination for convenience and for missed service, with notice period
- ☐ Insurance limits and certificate of insurance before service starts
- ☐ Indemnity and compliance with local, state and federal rules
- ☐ Invoicing by site, with scale tickets or weights on request
- ☐ Audit right on weights and charges
- ☐ Auto renewal removed or limited
- ☐ Disposal facility named, with a change notice
- ☐ Payment terms and dispute process

6. REPORTING AND DIVERSION

- ☐ Monthly report by site: pickups, weights, diverted material
- ☐ Recycling or diversion goals and how they are measured
- ☐ Documentation for regulated waste or special streams
- ☐ Annual business review

Tip: send a draft to likely bidders before it is final. Questions and answers go to every bidder, so nobody has an information advantage.

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Bid scoring sheet.

Score every bidder on the same criteria before you look at price. Set the weights before bids arrive, and set any pass or fail minimums first.

PASS OR FAIL MINIMUMS

- [ ] Operates in every site market, or names the local provider who does
- [ ] Meets the insurance requirement
- [ ] Meets the minimum years of experience you set
- [ ] Completed the full pricing form

WEIGHTED SCORING (SCORE EACH 1 TO 5, MULTIPLY BY THE WEIGHT)

Criterion	Weight	Bidder A	Bidder B	Bidder C
Total cost on the pricing form, same volumes for each				
Coverage and local capacity at every site				
Service levels and missed pickup process				
Contract terms, rate cap and exit rights				
Reporting, invoicing and audit support				
Diversion and compliance support				
References from similar sites				
Total weighted score				

NOTES AND FOLLOW UP QUESTIONS

Bidder	Strengths	Concerns	Questions to send

Check the final contract against the RFP before signing. Anything a bidder agreed to in writing should appear in it.