

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Vendor Name]
[Vendor Address]
[City, State, Zip Code]

Subject: Request for Proposal (RFP) for Waste Management and Recycling Services

Dear [Recipient Name],

[Company Name] is formally inviting your company to submit a proposal for comprehensive waste management and recycling services at our facility located at [Facility Address]. We are seeking a partner who can provide efficient, cost-effective, and environmentally responsible disposal solutions.

1. Scope of Work

The selected vendor will be responsible for the following:

- Scheduled collection and disposal of general municipal solid waste.
- Collection and processing of recyclable materials (e.g., paper, plastic, metal, glass).
- Provision of necessary containers, compactors, and bins.
- Monthly reporting on waste diversion rates and total tonnage.
- [Optional: Hazardous waste or e-waste disposal].

2. Proposal Requirements

Your proposal should include the following information:

- Company profile and experience with similar commercial contracts.
- A detailed service schedule and frequency of pickups.
- Pricing structure (including monthly fees, tipping fees, and any surcharges).
- Description of recycling programs and sustainability initiatives.
- Proof of insurance and relevant environmental permits/licenses.
- References from at least three current commercial clients.

3. Submission Timeline

All proposals must be submitted no later than [Time] on [Date]. Please send your proposal via email to [Email Address] or by mail to the address listed above.

4. Selection Criteria

Proposals will be evaluated based on cost, service reliability, sustainability practices, and the ability to meet our specific volume requirements.

We look forward to reviewing your proposal. If you have any questions or would like to schedule a site visit, please contact [Contact Person] at [Phone Number/Email].

Sincerely,

[Signature]

[Your Printed Name]