

## Vendor Questions

This worksheet contains a list of questions to help guide your conversation with a potential recycling vendor. It can also be used as an aid if conducting research online. Read through the questions ahead of time to make sure each question is appropriate to ask the vendor you are contacting.

BEFORE YOU START ASKING THESE QUESTIONS make sure that the vendor can provide services to your school. If you are considering a pick-up vendor, you should have your school's physical address available.

- What types of material does the recycling service provider accept for recycling? Are these the same materials that your school is looking to recycle? Be as specific as possible.
- How should the recyclables be prepared for collection? Is there a minimum quantity requirement for pick up?
- Will they provide collection containers and/or dumpsters for recyclables? Do they provide a slotted dumpster for cardboard? Do these cost extra?
- What would be the collection frequency and estimated costs for the amount of recyclable materials from your school? Will this cost vary depending on which materials you choose to recycle?
- Does the recycling service provider require a contract, or is it an informal arrangement?
- Can you negotiate an "on call" pick up for waste collection? Now that you will be generating less waste, will you see a decrease in your current disposal costs?