

Contracting and Negotiations

NRC Congress and Exposition
September 23, 2008
Pittsburgh, Pennsylvania



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Do's

- Do your homework
- Know the markets
- Be specific
- Include all potential service providers



Do's continued

- Allow for changes/revisions to your program
- Check references/qualifications
- Stack the deck in your favor
- Close the loopholes
- Reduce everything to writing



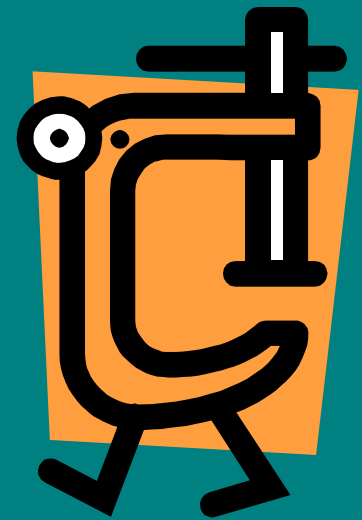
Don'ts

- Enter into an agreement without a bid/contract
- Speculate
- Use generic terms/conditions



Don'ts continued

- Be afraid to ask questions
- Agree on a handshake
- Assume anything
- Commit to long term contracts



Benefits

- Encourages competition
- Maximizes potential revenue
- Creates cost effective, environmentally sound recycling programs
- Provides secure/stable markets for materials
- Demonstrates your community's commitment to recycling
- Ensures proper processing and marketing of materials
- Provides protection from market fluctuations



Final Advice

If it sounds too good to be true, it probably is!

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