



TOWN OF  
LITCHFIELD  
Solid Waste Committee

Two Liberty Way, Suite 1 Litchfield, NH 03052-2345  
TELEPHONE: (603) 424-4046  
FAX: (603) 424-3014

December 5, 2007

[Recipient Name]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [Recipient Name]:

The Town of Litchfield, New Hampshire Board of Selectman has assembled a committee of citizens to research the possibilities of enhancing our town services with curb side collection and disposal services. We are currently seeking vendors that have a past history of providing such services and can respond to this "Request for Information" about your service options.

We are interested in the following types of services:

1. Curbside Pickup – Based on 3,000 households and 50 lbs per household per week.
2. Compactor Service – located at existing town facility, 2,000 tons.
3. Trailer Service – Based on 2,000 tons.
4. Bulk and Demolition Service – Based on 600 tons and 5 ton loads.

Considering that we are just in the beginning stages of this research, any information that you can provide us on your company's standard community services or any "best practices" learned in other communities would also be welcomed.

We are tentatively planning to close this RFI process at the end of February 2008; and move into a review and proposal stage of the effort. We would like all responses back to us by January 11<sup>th</sup>, 2008. So your attention to this request would be greatly appreciated. Please send all responses to one of the methods:

US MAIL: Solid Waste Committee  
c/o John Brunelle  
6 Bear Run Drive  
Litchfield, NH 03052

E-MAIL: [john@litchfieldnh.net](mailto:john@litchfieldnh.net)

We look forward to working with your company in the future; and if you have any questions regarding this request, please don't hesitate to reach me at 603.424.8628.

Sincerely,  
[Your Name]

[Title]

CC: George Lambert, Selectman  
CC: Office of Selectman