



REQUEST FOR PROPOSALS

RESIDENTIAL & COMMERCIAL SOLID WASTE COLLECTION, REMOVAL,
AND DISPOSAL SERVICES

RFP No. 2024-01
Due Date: 10:00 a.m. CST September 25, 2024

Introduction/Overview

Purpose/Objective

The Town of Cashion (hereinafter, "Town") has issued this Request for Proposals (hereinafter, "RFP") for the sole purpose and intent of obtaining proposals from interested and qualified Companies (hereinafter, "Contractor") to provide solid waste collection, removal, and disposal services for a five-year period.

Background

The Town currently operates its solid waste collection services through a Contractor that collects garbage for current residential and commercial customers.

- a. Out of Town Commercial Dumpsters: 5
 - b. Out of Town 95-gallon Poly: 347
 - c. Out of Town 2YD: 40
 - d. Out of Town 4YD: 1
 - e. In-Town Commercial Dumpsters: 14
 - f. In-Town Residential 95-gallon Poly: 388
 - g. In-Town 2YD: 9
 - h. In-Town 4YD: 14
 - i. In-Town 6YD:4
 - j. In-Town 8YD:4
- A. Residential collections:
- a. Contractor shall provide 95-gallon poly carts. Proposals must include a description of new carts along with specifications and photo of cart to be used.
 - b. Collections shall be one time per week per residence.
 - c. Contractor shall provide house-side accommodation for residential units identified by the Town as being occupied by persons with a disability or handicap.
 - d. Each poly cart, container, bag and bundle shall be placed at curbside or street side, as practicable without interfering with or endangering the movement of vehicles or pedestrians, for collections.
 - e. Residential bulk waste pickup to be provided one time per quarter per residence, not to exceed 3 cubic yards. Contractor must describe your bulky waste program.
 - f. Collection of Residential Refuse shall not start before 6:00 a.m. or continue after sunset on the same day. Exceptions to collection shall be affected only upon mutual agreement of the Town and Contractor, or when unusual circumstances make it necessary in order to complete collection on an existing collection route.
- B. Commercial collections:
- a. Contractor shall provide bins for Commercial and Industrial Units whenever customers' request their use. Each bin shall be placed in an accessible, outside location on a hard surface according to Town designation. Contractor may decline to collect refuse in bins not so placed.
 - b. Collection shall take place according to scheduled days, necessary to provide adequate service to all Commercial and Industrial customers. Proposals must include a description of new bins along with specifications and photo of bins to be used.
- C. Town Services:

- a. Contractor will supply adequate services at the following Town operated locations Town Hall, Police Department, Fire Department, PWA Shop, Park, Water Tower.

Inquiries or Questions

102 S Main St.
Cashion, OK 73016
405-433-2243 OFFICE
townofcashion@yahoo.com

Method of Source Selection

The Town is using the Competitive Sealed Proposals method of source selection for this procurement. An award, if made, will be made to the responsible firm whose proposal is most advantageous to the Town, taking into consideration the factors set forth in this RFP. The Town may, as is deemed necessary, conduct discussions with responsible firms that have been determined to be reasonably suspected of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

Minimum Criteria Response & General Questions

Please submit the following information along with Rates and Services

- a. Describe your customer service program in detail.
- b. Provide your most recent audited statement.
- c. Describe your Experience and Qualifications
- d. List the designated Disposal Site available to your Firm and its expected closure date.
- e. Provide references of three (3) cities or towns that are currently served by your company of similar size and scope.
- f. Describe your truck fleet and type of carts/bins that will be utilized as well as a description of the number and qualifications of expected assigned staffing.
- g. Provide a list of materials that can be recycled.
- h. Describe your strategies for retaining staff and minimizing turnover.

Timeline

The PWA intends to finalize the vendor selection process according to the below schedule. The PWA reserves the right to change the schedule.

Date	Schedule
08/23/2024	RFP Issued
09/09/2024	Deadline for Questions – 10:00 AM CST
09/25/2024	Sealed Bids due by proposal opening @10 AM CST
10/07/2024	Potential Award of Contract
11/01/2024	Contract Start Date

General Description of Required Performance Outcomes

At a minimum, the contractor must achieve and maintain the performance outcomes listed below, and remain consistent with performance standards agreed to by all parties through a contract as a result of this RFP. Contractors may also propose additional performance outcomes beyond those minimally required.

Scope of Work

Service(s) to be provided include commercial and residential solid waste, yard waste, and potentially recycling, disposal services.

General Description

Contractor will furnish proper and suitable material, and equipment required for the collection and removal of garbage, rubbish, refuse, and waste materials, cans, bottles, rags, waste paper, grocery and ordinary household refuse, hedge trimmings, garden weeds, grass cuttings and brush (excepting materials accumulated as the result of building operations or alterations, whole trees, tree stumps, stones, earth, industrial waste or hazardous or medical waste) from all dwellings, business properties, schools, public buildings, and all other building and/or structures within the Town for a period of five (5) years.

Free of Charge

- A. Contractor will make available a minimum of five 30-yard roll-off containers, free of charge, for Town clean up twice per year. (Please provide price quote for additional roll-off containers in excess of above-mentioned five.)
- B. Contractor will make available twenty additional polycarts for special events and collect said polycarts on the following regular trash service day. .
- C. Contractor will make available one 30-yard roll-off container for the annual Clean-up Event.

Physically Limited Customers

Contractor agrees to assist physically limited customers who cannot move their trash containers near the street or alley. As of this RFP, there are approximately 5 customers that require assistance with moving their polycart to the curb and back to the residence.

Educational and Promotional Programs

The Contractor shall provide a customer informational brochure to each household describing the service they are providing at the beginning of the contract, and to new Town subscribers prior to initiation of service.

Proposal Cost Format

Rates must include all fees, charges, surcharges, and extra pick-ups. Contractor may offer Town other offerings or service enhancements as part of the proposal. Contractor may include additional pages and/or charges as they deem necessary. All charges should be on a monthly basis unless stated otherwise. In the event a contractor desires to offer a service not specifically listed on this form, please enter said service on this form or an additional sheet and attach. All polycarts and dumpsters are presumed to be owned by the contractor.

The Contractor may petition the Town for rate adjustments on the basis of unusual changes in the cost of doing business: such as revised laws, regulations permit requirements and/or fees imposed by any governmental agency. The base rate shall be adjusted annually, effective on the first day of the anniversary month of the contract, based on the Customer Price Indexes (CPI-U) with a maximum annual increase not to exceed (5%) five percent.

All fees presently in effect will be paid by the contractor, for Landfill for Disposal.

Constraints on Contractor

The Contractor shall perform service in accordance with Articles of the Town of Cashion Garbage and Refuse located in Part 17, Chapter 4 in the Cashion Town Code. Said code can be viewed at www.cashionok.org.

Contractor's Personnel Requirements

The Contractor must provide a central point of contact person(s) to ensure coordination of each service and/or program, as well as individuals that have the necessary expertise to solve or remedy any problems with service.

Contractor's Responsibilities

Before submitting a proposal, each Contractor shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful Contractor from any obligation to comply with every detail and with all provisions and requirements of the contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the Contractor.

Terms and Conditions of Contract for Services

A contract resulting from this RFP shall be offered to the Town from the successful contractor and be subject to the terms and conditions set forth herein as well as any terms negotiated during the contract process.

Instructions for Proposal

Compliance with the RFP

Proposals must be in strict compliance with this Request for Proposal. Failure to comply with all provisions of the RFP may result in disqualification.

Contractor must maintain and send copy of the following to the Town of Cashion with their bid proposal:

- a. Worker's Compensation Insurance.
- b. General Liability Insurance.
- c. Automotive Liability Insurance.
- d. Proof of the ability to provide a performance bond as required below.

Contractor may submit its standard wording for a hauling contract. The Authority and the Contractor will negotiate the final terms and conditions of the contract.

Acknowledgement of Insurance Requirements

The Contractor will obtain and keep continuously in effect public liability and property damage insurance in an amount of not less than \$2,000,000.00 for any person, and \$1,000,000.00 for any one accident, and not less than \$100,000.00 for property damage insurance, which policy or policies will name Town as co-insured.

Contractor must provide and maintain in full force for the period covered by the contract, a Performance Payment, and Guarantee bond with a recognized Surety Company licensed to do business in the State of Oklahoma and approved by the Town of Cashion in the amount of \$100,000.00

Delivery of Proposals

All proposals are to be sealed and delivered before 4:00 p.m. Central Standard Time (CST), on September 25th, 2024, in the below format to:

Town of Cashion
102 S Main St.
Cashion, OK 73016

All Contractors shall provide the Town with five (5) copies of their bid package, sealed in one package. The bid package must be delivered to the Town Clerk in a sealed envelope, marked clearly on the outside: "Sealed Proposal – Solid Waste Collection, Removal, and Disposal. To be Opened on September 25th, 2024, 10am.

The Town will not accept any proposals received after the date/time stated herein, and shall request Contractor to make arrangements to retrieve late proposals. The Town shall not bear the responsibility for proposals delivered past the stated date and/or time, or to an incorrect address by Contractor's personnel or by the Contractor's outside carrier.

Evaluation of Proposals (Procedure)

All Proposals will be opened in public at the Cashion Community Center, 316 W Boulevard, Cashion, Oklahoma September 25th, 2024, 10am. Proposals received after this date and time will not be considered.

The Town will first examine proposals to eliminate those that are clearly nonresponsive to the stated requirements. Therefore, Contractors should exercise care in reviewing the proposal format required for this RFP.

Town Officials shall then rank all proposals based upon the evaluation factors detailed Herein.

The Sanitation Contract Award will be considered by the Trustees of the Cashion Public Works Authority on October 7th, 2024 at the 7:00 p.m. Regular Scheduled Meeting of the Cashion Public Works Authority, Cashion Community Center, 316 W Boulevard, Cashion, Oklahoma.

The Town of Cashion reserves the right to withdraw this RFP at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

Receipt of a proposal by the Town of Cashion or a submission of a proposal to the Town of Cashion offers no rights upon the Contractor nor obligates the Town in any manner.

The Town reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the Town. Any such waiver shall not modify any remaining RFP requirements or excuse the Contractor from full compliance with the RFP specifications and other contract requirements if the Contractor is awarded the contract.

Ambiguity, Conflict, or Other Errors in the RFP

If a Contractor discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, they shall immediately notify the Town of such error in writing and request modification or clarification of the document. Town Officials will make modifications by issuing a written revision and will give written notice to all known parties who have received this RFP.

The Contractor is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.

Proposals and Presentation Costs

The Town will not be liable in any way for any costs incurred by any Contractor in the preparation of its proposal in response to this RFP, nor for the presentation of its proposal and/or participation in any discussions or negotiations.

The Contractor awarded the bid will pay the legal cost of the contract preparation.

Rejection of Proposals

The Town reserves the right to accept or reject in whole or in part any or all proposals submitted. The Town shall reject the proposal of any Contractor that is determined to be non-responsive. The unreasonable failure of a Contractor to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

Acceptance of Proposals

The Town shall accept all proposals that are submitted properly. However, the Town reserves the right to request clarifications or corrections to proposals.

Requests for Clarification of Proposals

Requests by the Town for clarification of proposals shall be in writing. Said requests shall not alter the Contractor's pricing information contained in its proposal.

Validity of Proposals

All proposals shall be valid for a period of ninety (90) days from the submission date.

END OF REQUEST