Clinton, OK

Solid Waste Authority

Request for Proposals

for the

Operation, Maintenance, and Management

of the

Solid Waste Collection & Disposal Services

Date: July 31, 2025

Request for Qualifications

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REQUEST FOR PROPOSALS
Clinton Solid Waste Authority
Solid Waste Collections & Disposal Services

The Clinton Solid Waste Authority (SWA) invites qualified firms to submit qualifications describing their technical and financial ability to provide full-service operations, maintenance, and management of the Solid Waste Collections & Disposal Services. Subject to approval by the SWA, the contract term under consideration is for five years with two optional five-year renewals. Qualification statements for Solid Waste Collections & Disposal Services for Clinton SWA will be received by the City of Clinton, Office of the City Clerk, at 415 West Gary, Clinton, OK 73601, until 10:00 AM on Thursday, September 25 2025**.** The outside envelope should be labeled "Qualification Statement for the Operation, Maintenance and Management of the Clinton SWA Solid Waste Collections & Disposal Services."

The full-service contract operation requires the Contractor to provide all staff and pay all hauling and disposal costs. The Contractor will be responsible for:

- All aspects of asset management, operation, and maintenance and for all costs including hiring, training and administering all personnel-related issues.
- Furnishing and maintaining vehicles and light duty service trucks to carry on daily operations.
- Maintaining all land, buildings, improvements, and permanent equipment. Equipment maintenance shall be performed by the Contractor in accordance with manufacturer's recommendations, and the Contractor will be required to provide proof thereof to the satisfaction of the SWA.
- Meeting all regulatory requirements for operating, maintaining, and managing the Solid Waste Collections & Disposal Services in compliance with all other applicable local, state and federal laws and regulations.

Response shall be organized in accordance with the format outlined in the Request for Proposals (RFP) document and is to be bound into one (1) volume. Each Qualification Statement should respond to all information requested in the RFP document. A submittal may be rejected by the Clinton SWA if the Qualification Statement is not completed in its entirety and/or is not organized as outlined in the RFP document. Any Proposal received after the time and date specified shall not be considered. Questions pertaining to this Request for Proposals must be submitted to in writing by letter or email to pwadirector@clintonok.gov to be received no later than 10:00 am on August 21, 2025. Questions not received in writing by that deadline shall be forever waived. Digital copies of the REQUEST FOR PROPOSALS may be obtained from the Clinton SWA at no charge. Contact Gene Mccullough at (580)323-1678 or email pwadirector@clintonok.gov to obtain an electronic copy of the Request for Proposals document.

1.0 Introduction

The Clinton Solid Waste Authority (herein after referred to as the "SWA") is issuing this Request for Proposals (RFP) to solicit statements of qualifications and technical approach from firms capable of providing full-service operations, maintenance, and management of the Solid Waste Collections & Disposal Services as described in Section 1.4 of this document.

This RFP, issued in accordance with the provisions of the laws of the State of Oklahoma, invites qualified firms to submit qualifications statements describing their technical and financial qualifications to provide the services described. Subject to approval by the SWA, the contract term under consideration is for five (5) years with two optional five-year renewals.

1.1 Background and Objectives

The SWA is currently operating the Solid Waste Collections & Disposal Services. The SWA desires to exercise its due diligence and explore the market for efficiencies in operations and costs. The objectives of continuing outsourcing of operations include:

- Managing operating and capital expenses
- Providing technical assistance to address the SWA's existing assets, future capacity and regulatory issues
- Removing the SWA' s day-to-day burden of operating the services

A full-service contract operation requires the Contractor to provide all Solid Waste Collections & Disposal Services operation and maintenance staff and pay all hauling and disposal costs. The Contractor will be responsible for:

- All aspects of collection and disposal and for all costs including hiring, training and administering all personnel-related issues.
- Furnishing and maintaining vehicles and light duty service trucks to carry on daily operations.
- Maintaining all land, buildings, improvements, and permanent equipment. Equipment maintenance shall be performed by the Contractor in accordance with manufacturer's recommendations, and the Contractor will be required to provide proof thereof to the satisfaction of the SWA.
- Meeting all regulatory requirements for operating, maintaining, and managing the Solid Waste Collections & Disposal Services in compliance with all other applicable local, state and federal laws and regulations.

The SWA expects to select the most qualified, responsive, resourceful, and experienced Contractor based on the review by the SWA and its evaluation/selection committee. The overall most responsive firm will be selected at the sole discretion of the SWA based on the review of and scoring of the Contractors' overall submittals.

Upon selection of the finalist, the SWA will immediately begin scope clarifications, draft agreement revisions and final price negotiations with the most responsive Contractor. Should the negotiations fail to result in an executed agreement with the most responsive Contractor, the SWA may elect to terminate negotiations with the most responsive Contractor and begin negotiations with the second most responsive Contractor (and so on) or cancel the procurement process.

It is understood that each firm interested in providing the services shall evaluate and inspect the facility and review data that the SWA has available, including design reports, permits, compliance reports, operating budgets, audit reports, and other pertinent data. Arrangements for the inspection and/or copying of the documents shall be coordinated through the Public Works Director once a Contractor is selected for negotiations.

1.2 Purpose of Solicitation

In issuing this RFP, the SWA is seeking to ensure the overall efficiency and operation of the services by contracting with a firm having the technical and financial resources to perform the required operations, maintenance, and management services. The SWA's ultimate objectives for operation of the current and future services is to select a Contractor who will provide a strong technical support team, operate in compliance, improve maintenance, and provide efficiencies. In addition, the SWA wants to continue reducing its exposure to risks from possible operator errors related to compliance and safety.

Price adjustments to reflect process and/or scope modifications will be negotiated after selection for implementation by the SWA and clarification of the scope of services and terms and conditions of the agreement.

Qualification Statements submitted by firms in response to this RFP will be evaluated in accordance with the criteria outlined in Section 4 of this RFP. Based on the SWA's evaluation of the RFP, a Contractor will be selected by the SWA for contract negotiations.

1.3 Overview of Requested Services

The SWA is seeking qualified Contractors capable of providing operation, maintenance, management, and other related services for the facilities. The Contractor ultimately selected from the Contractors pursuant to the SWA's comprehensive procurement process shall be required to provide various services associated with all or a portion of the facilities. This may include, but not be limited to, provision of:

- Labor and benefits
- Solid Waste collection and disposal services
- Routine maintenance of facilities and associated equipment
- Reporting to regulatory agencies
- Management of the operations and maintenance

The Contractor will be responsible for satisfying the State of Oklahoma regulatory requirements and for operating, maintaining, and managing the facilities in compliance with all other applicable local, state and federal laws and regulations and valid operation certificate. Services for the operation, maintenance and management of the facilities shall be provided in a safe, secure, effective, and efficient manner. Workplace safety shall be maintained at all such facilities according to best practices in these types of facilities nationwide.

1.4 Description of the Services Requested

1. Accounts

a. Commercial In-Limits – Commercial customers inside City limits that have access to 3 yard dumpster(s). Currently **269** accounts.
b. Commercial Out-Limits – Commercial customers outside City limits that have access to 3 yard dumpster(s). Currently **56** accounts.
c. Residential In-Limits – Residential customers inside City limits that have access to 95 gallon polycarts or 3 yard dumpsters. Currently **3061** accounts.
d. Residential Out-Limits – Residential customers outside City limits that have access to 95 gallon polycarts or 3 yard dumpsters. Currently **334** accounts.

2. Community
   a. Convenience Site
      1 x 30 yard roll off emptied as needed.
   b. Clean Up Events
      Quarterly provide access to roll offs for bulk disposal.
   c. Special Events
      Allow access to extra polycarts/dumpsters for sponsored events of the City and Community.
3. City Facilities
   a. Water Maintenance Shop
   b. Cemetery
   c. RO Water Treatment Plant
   d. Lake Water Treatment Plant, Foss, OK
   e. Waste Water Treatment Plant
   f. City Hall/Police Department
   g. Fire Department
   h. Frisco Conference Center 3x3yard
   i. Streets Maintenance Yard 2x3yard
   j. McLain Rogers Park 3x3yard
   k. Acme Fitness Center/Ballfields 6x3yard
   l. Airport
   m. Riverside Golf Course
   n. Downtown Trashcans

2.0 Description of Procurement Process

2.1 Pre-Submission

Questions regarding the information requested in the Request for Proposals (RFP) must be submitted in writing and prior to August 21, 2025. Each interested Contractor should ensure that they meet or exceed the Minimum Operational Requirements set forth in this document.

2.2 Procurement Process and Schedule

A summary procurement schedule of the major activities associated with this solicitation process is presented below. This schedule is based on the SWA's intent to enter into an agreement with the selected Contractor that will begin on January 1, 2026.

Activity	Date
Issue Request For Qualifications	July 31, 2025
Receive submittals from Contractors	September 25, 2025
Evaluation of submittals complete/Contractor Selected	October 23, 2025
Initiate contract negotiations with most qualified Contractor	November 3, 2025
Award contract	December 4, 2025
Commence Service	January 1, 2026

2.3 SWA Rights and Options

The SWA, at its sole discretion, reserves the following rights:

- To supplement, add to, delete from and change this solicitation document.
- To determine which Contractor, if any, should be selected for negotiations.
- To reject any or all proposals or information received pursuant to this RFP.
- To supplement, amend, substitute, or otherwise modify this RFP at any time.
- To cancel this RFP with or without the substitution of another RFP or pre-qualification process.
- To request additional data or information after the submittal date, if such data or information are considered pertinent, in the SWA's sole view, to aid the review and selection process.
- To conduct investigations with respect to the qualifications and experience of each Contractor.
- To take any action affecting the RFP or the services or facilities subject to this RFP that would be in the best interests of the SWA.
- To require one or more Contractors to supplement, clarify or provide additional information for the SWA to evaluate the RFPs submitted.
- To waive any defect or technicality in any submittal received.
- To reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise.

2.4 Expense of Submittal Preparation

The SWA accepts no liability for the costs and expenses incurred by the Contractors in responding to this RFP, preparing responses for clarification, attending interviews, participating in contract development sessions, or meeting and presentations required for the contract approval process. Each Contractor that enters the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the SWA for the costs and expenses associated with the procurement process.

2.5 Information Disclosure to Third Parties

The public disclosure of the contents of each proposal submitted in response to this RFP is generally governed by state law. By responding to this RFP, Contractors waive any challenge to the SWA's decisions in this regard.

If any submittal contains confidential technical, financial, or other types of information, the Contractor must clearly label the specific portions sought to be kept confidential and specify the exemption that the Contractor is relying upon. Marking all, or substantially all, a response as confidential may result in the response being considered non-responsive by the SWA.

Notwithstanding the foregoing, Contractors recognize and agree that the SWA will not be responsible or liable in any way for any losses that the Contractor may suffer from the disclosure of information or materials to third parties.

2.6 Questions/Clarifications Request

No interpretation or clarification of the meaning of any part of this RFP will be made orally to any Contractor. Contractors must request such interpretation or clarification in writing from the SWA.

If any Contractor has questions concerning the proposed project, finds discrepancies or omissions in the solicitation document, or otherwise requires clarification, such matters should be submitted in writing no later than 10:00 a.m. local time on August 20, 2025:

Gene McCullough
Public Works Director
415 W Gary Blvd.
Clinton OK 73601
Office: (580) 323-1678
pwadirector@clintonok.gov

Only written or emailed contacts will be acknowledged.

All such interpretations, responses to questions/clarifications, and supplemental instructions will be made in the form of written addenda which will be sent to all recipients of the RFP and shall become part of this RFP. If possible, copies of all questions and answers, and any addenda to supplement the RFP, will be sent by email to Contractors no later than three (3) days prior to the Qualifications Statement due date. Only formal written responses to properly submitted questions will be binding.

Contact with SWA officials and/or Trust Board Members is not allowed and will be considered as grounds for disqualification from the selection process.

2.7 Equal Opportunity Requirements

The selected Contractor, in the performance of all services, will not discriminate on grounds of race, color, religious creed, national origin, age, sex or handicap in employment practices in the selection or retention of subcontractors, or in the procurement of materials and rentals of equipment.

3.0 Submittal of Qualifications Statements

3.1 General Instructions and Submittal Deadline

Contractors are requested to submit one (1) electronic PDF, one (1) hard copy original and three (3) hard copies of the submittal to:

Office of the City Clerk
City of Clinton

415 W Gary Blvd
Clinton, OK 73601

Submittals are due on September 25, 2025, by 10:00 a.m. local time. No facsimile copies will be accepted. The package should be clearly labeled "Qualification Statement for the Operation, Maintenance and Management of the Clinton SWA Solid Waste Collections and Disposal Services."

3.2 Qualifications and Technical Approach

The Qualifications and Technical Approach document must provide the following information and be organized into sections that include at least the following:

- Cover Letter
- Qualifications
- Minimum Operational Requirements (including staffing, equipment, and contractor provided support)
- Technical approach of operation, including biological understanding of the plant to achieve discharge limits, biosolids treatment, and means to achieve maximum dewatering
- Appendices (primarily for supporting financial information)

Narrative pages are to be 8-1/2 x11 inches and all materials shall be bound into one volume. A clear and concise presentation of information is encouraged.

Contractors are required to organize the information requested in this RFP in accordance with the format outlined. Failure of the Contractor to organize the information required by this RFP as outlined may result in the SWA, at its sole discretion, disqualifying the Contractor from further consideration.

3.2.1 Cover Letter

The submittal must include a letter of transmittal attesting to its accuracy. The cover letter should provide the name, address, email, and telephone number of the Contractor along with the name, title, address, email, and telephone number of the executive that has the authority to contract with the SWA.

3.2.2 Qualifications

Contractors shall demonstrate their ability to undertake the SWA's project by providing the technical qualifications of the Contractor, individual team members and principal subcontractors, if applicable. The SWA reserves the right to conduct an independent investigation of the Contractor's technical qualifications by contacting project references, accessing public information, inspecting facilities, or contacting independent parties. Additional information may be requested during the evaluations of technical qualifications. The Contractor shall provide the following information to demonstrate its technical qualifications:

Corporate Profile

- Include the full name, tax identification number, main office address, telephone numbers, and email addresses of the Contractor and the principal contact person. This profile shall include a description of the firm or organization (corporation, partnership, joint venture, etc.) that will serve as the contracting party: A project organization chart clearly delineating lines of authority within

the organization is required. The history, ownership, organization, and background of the Contractor shall also be provided.

- If the Contractor is a joint venture, the required information shall be submitted for each member of the joint venture firm. The Contractor shall describe the history of relationships among team members, including a description of past working relationships.
- The proposal shall also identify which portions of the work, if any, will be subcontracted. If subcontractors are proposed, the proposed contractual relationships between the Contractor and all major partners and subcontractors relative to the project shall be outlined in the proposal.
- Identify when the Contractor was organized and, if a corporation, where incorporated and how many years engaged in providing contract operations, maintenance, and management services under that name.
- Provide a description of the circumstances, if any, related to any SWA employee, Trust Board Member or other officer, employee or person who is payable in whole or in part from the SWA that has or had any direct or indirect personal interest in the Contractor.

Financial Qualifications

- Submit audited financial statements for the past three (3) fiscal years. The financial statements must include income statements, balance sheets and statements of cash flow.

Relevant Experience and References:

- Provide information about the Contractor's overall experience with operating wastewater treatment facilities and wastewater lift stations in the United States. Provide details (size, duration of relationship and processes utilized) on representative treatment facilities the Contractor operates under a private contract operations and maintenance arrangement in the United States.
- Describe the Contractor's experience and capacity to serve communities in the region.
- Provide a complete list of the Contractor's current projects with information about the contracted scope of services, contract start date and client reference with complete contact information.
- Describe the Contractor's experience operating plants during capital upgrades and replacements.
- Describe any Contractor operating permit violations for facilities within Oklahoma. Include an explanation of the cause(s) and means/timeframe required to resolve them.

Additional Capabilities:

- Detail the Contractor's capability to provide additional resources to assist in technical troubleshooting and capital planning. Explain how these resources are sourced (i.e., from affiliate companies, subcontractors) and whether these services are provided as part of the services offered under the base operating fee (as opposed to hourly billing).
- Highlight other capabilities of the Contractor that could be brought to bear on this project.

3.2.3 Minimum Operational Requirements

This section establishes standards of experience and financial capabilities that the SWA requires for a Contractor to be considered qualified. The SWA, at its sole discretion, will decide if a Contractor meets the standards. Full-service public-private contracts for operation, maintenance and management means, providing all labor and management, providing operations resources (i.e., computers, laboratory

supplies, vehicles, and other equipment) paying all operation and maintenance expenses and guaranteeing performance including regulatory agency compliance.

Contractor Must:

- Have been in the business of providing full-service public-private contracts for operation, maintenance and management of solid waste collections and disposal for at least five (5) years.
- Have existing full-service public-private contracts for operation, maintenance and management of solid waste collections and disposal that have been in effect for at least three (3) years.
- Have managed collections and disposal operations that are comparable in size and complexity to the SWA's facilities.
- Have experience utilizing business systems in full-service public-private contracts for operation, maintenance and management of solid waste collections and disposal. Describe the systems and cite examples of past and present utilization.
- Have experience in successfully implementing risk management plans.
- Have a record of health, safety and environmental compliance. Provide the Contractor's information about any health, safety or environmental violations within the last three (3) years. Describe the Contractor's approach to meeting and guaranteeing permit compliance.
- Be able to furnish liability and property damage insurance of not less than $2,000,000 combined single limits for bodily and/or property damage. Submit evidence of the ability to provide coverage in this amount.
- Be able to secure a performance bond from a surety licensed in the State of Oklahoma in an amount equal to the annual contract value. The Contractor shall provide a letter from surety indicating the ability to secure this bonding.

3.2.4 Technical Approach

In this section, Contractors will address their approach to operating, maintaining, and managing the Facilities, including:

- Management Team who will be accountable for the project and the technical personnel that will support the project
- The proposal shall identify individuals for Key Positions. After execution of the Contract, personnel changes in Key Positions will require SWA prior approval.
- Transition Approach
- Operating Plan
- Maintenance
- Weekly operations reporting
- Monthly and yearly reporting applicable to local, state and federal laws and regulations.

4.0 Review and Evaluation

Submissions received in response to the RFP will be evaluated based on the Contractor's:

Corporate capabilities and ability to perform the proposed services
Experience in providing these and/or similar services
Financial qualifications

Technical approach

Each Contractor's submission will be reviewed for completeness and responsiveness to the RFP requirements. Based on its review and evaluation of the proposals, the SWA will select the most qualified Contractor to begin negotiations. The selection will be based on the Contractor's demonstrated ability to technically and financially perform the services outlined in this document. Specifically, proposals will be evaluated based upon the criteria presented in the subsequent paragraphs.

4.1 Evaluation Criteria

In evaluating the RFP, the SWA will utilize the requirements outlined in this section to identify the Contractor best qualified to perform the services.

Corporate Profile Qualifications - The Contractor will be evaluated based on the breadth of its capabilities, project organization structure and years of experience providing similar services. The Contractor shall demonstrate that the company, either under its current name or its predecessor, has provided similar operation and maintenance services for a minimum of three (3) years.	10%
Experience & Technical Qualifications - The Contractor's experience will be evaluated based upon its past history (such as number of projects and plant sizes) of successfully providing operations and maintenance services for similar facilities. Available supporting services and personnel will be evaluated. The response will be evaluated based on the number of similar facilities operated and maintained under similar scenarios and the number of contracts, duration of the contracts and size of the facilities serviced. References may be contacted to verify satisfactory performance on other similar projects.	35%
Financial Qualifications - Financial information will be evaluated to determine the overall capacity of the Contractor to carry out the contractual commitments for the requested services. At a minimum, the Contractor must demonstrate tangible net worth, in each of the past three (3) years, of at least $3 million. The Contractor also will be evaluated based upon its ability to secure a performance bond in the amount of the annual service fee to provide services in accordance with the agreement.	10%
Technical Approach - The Contractor will be evaluated based upon the capability and experience of the proposed management team in operation, maintenance, and supervisory positions for projects of a similar nature.	45%

4.2 Evaluation of Proposals

Each proposal will be reviewed against the terms of this RFP to determine if the submittal is complete and responsive and how well the Contractor satisfies the evaluation criteria. The SWA may reject any submittal found to be incomplete, unresponsive, or not in compliance with the format requirements set forth in this RFP. A submittal may be determined to be unresponsive if any aspect is found to be unacceptable or contrary to the best interests of the SWA.

The SWA regards the submission of the technical approach portion of the submittal in response to the RFP as the most important factor in the selection of a Contractor to provide services for the operation, maintenance, and management of the current scope of services and their capabilities to provide innovative improvements at a future date. The SWA reserves the right to add to or eliminate any portion of the listed services that are in the best interests of the SWA. The SWA reserves the right to reject any or all responses to the RFP and is under no obligation to award a contract.

The SWA intends to select the most responsive and highly qualified Contractor and to negotiate the terms of an Agreement, then the price with this firm. However, should the negotiation with the most responsive Contractor not produce an acceptable contract arrangement, the SWA will request the next most responsive Contractor to begin negotiations.

The responsibility for the final selection and negotiation rests solely with the SWA. The SWA shall not be liable to any Contractor for costs associated with responding to the RFP for the Contractor's participation in any oral interview, or for any costs associated with the negotiations.