

**CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA**

AMENDED REQUEST FOR PROPOSAL

**DISPOSAL OF MUNICIPAL SOLID WASTE (MSW) AND
PROCESSING OF RECYCLING COMMODITIES**

**City of Norman
225 North Webster Ave.
Post Office Box 370
Norman, Oklahoma 73070**

**DEPARTMENT OF UTILITIES
RFP- 2324-31**

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I. INTRODUCTION

A. Requesting Entity Information

The Department of Utilities of the City of Norman, Oklahoma, with municipal offices located at 225 North Webster Ave., P.O. Box 370, Norman, Oklahoma 73070, is the requesting entity.

B. Project Overview and Objectives

1. The Norman Municipal Authority (NMA), an authority of the City of Norman (population of approximately 128,000), is soliciting proposals for disposal of municipal solid waste (MSW) at a Subtitle D landfill approved for disposal of solid waste by the Oklahoma Department of Environmental Quality (DEQ) and/or for processing and marketing of recycling of commodities. The NMA is requesting that proposers submit according to the following alternatives: MSW disposal
2. MSW disposal and commingled recycling commodities
3. MSW disposal and separate recycling commodities
4. MSW disposal and commingled and separated recycling
5. Commingled recycling
6. Separated recycling
7. Commingled and separate recycling

The Solid Waste Division of the NMA located at 2301 Goddard in Norman expects to dispose of approximately 115,000 tons of MSW during the contract year. It is our objective to establish a working relationship with a Contractor capable of providing disposal services at a reasonable and competitive rate to the NMA. The NMA will continue MSW collection services and will transport MSW to the landfill. Transportation costs will be a factor in the ranking analysis.

The Norman Municipal Authority (NMA) will begin operating its residential commingled curbside collection recycling August 1, 2024 and is seeking material recovery facility (MRF) services. In addition, NMA operates multiple multipurpose recycling collection centers (Drop Centers) and numerous other corrugated cardboard recycling containers at major retailers in the City of Norman. The Drop Centers are voluntary citizen drop-off points at several locations in Norman. The NMA currently provides all equipment and manpower necessary to operate the Drop Centers and transport these materials to an independent recycling center for processing and marketing. The anticipated quantities are approximately 350 tons per month for residential commingled and 150 tons per month for Drop Centers.

The NMA shall evaluate and determine the best alternative or combination of alternatives on how to proceed which may include a single contract or contracts with multiple entities.

C. Project Funding

The NMA budgets sufficient funds on an annual basis to fund current and future disposal and recycling processing costs.

D. Method of Payment

MSW Disposal

The Contractor will submit an invoice monthly and the NMA shall pay the Contractor monthly on a unit price basis defined in the resulting agreement and based upon the weight of the MSW delivered to the landfill. Records of the delivered tonnage shall be maintained by the Contractor for every NMA vehicle disposing of MSW. A record of the tipping weight and vehicle number shall be submitted by the Contractor to the NMA for payment.

The Contractor shall provide a statement in the proposal regarding the methodology for collecting flow fees, if applicable, imposed by others and how the fees will be billed to the NMA. Flow fees must be separated from the disposal fee on all billings.

Recycling

The Contractor will submit an invoice monthly and the NMA shall pay the Contractor monthly on a unit price basis defined in the resulting agreement and based upon the weight of the recycled commodities delivered to the facility. Records of the delivered tonnage shall be maintained by the Contractor for every NMA vehicle delivering recycled commodities. A record of the tipping weight and vehicle shall be submitted by the Contractor to the NMA for payment.

The Contractor shall provide a statement in the proposal regarding the methodology for processing fees, disposal fees for nonrecyclables, and flow fees, if applicable, imposed by others and how the fees will be billed to the NMA. Flow fees must be separated on all billings.

For recycling commodities generating revenues, describe the revenue sharing process for specific commodities, if proposed.

II. Project Requirements

A. Scope of Work

MSW

The selected Contractor must have a disposal facility or facilities that is/are properly licensed to operate over at least a five-year period and be in a position to accept the City of Norman's MSW on a daily basis, Monday through Saturday and specified holidays, commencing September 1, 2024.

The disposal facility or transfer station provided by the Contractor shall, at a minimum:

1. Be permitted, licensed and operated in accordance with Oklahoma DEQ regulations;
2. Have adequate disposal cell capacity to serve the NMA during the initial term of the contract;
3. Be open six days a week, Monday through Saturday including all holidays except Thanksgiving Day, Christmas Day, and New Year's Day;
4. Have operating hours convenient to the NMA; the NMA expects the facility to be operational between 5:30 a.m. and 5:30 p.m. These hours may be negotiable with the selected Contractor.
5. Have operable scales certified by the Oklahoma Corporation Commission (OCC) to measure MSW weight and must be open for inspection by the NMA during working hours;
6. Process vehicles through the scale-house in an efficient and timely manner; and
7. Provide an all-weather access road to the disposal cell(s).

The Contractor will utilize a scale at the disposal facility or transfer station to weigh tonnage of the MSW. If the scales are broken or inaccurate, the NMA will require repair or replacement of the scales within a 20-day period, and will stipulate a penalty in the contract for the contractor if repair or replacement is not accomplished within that time frame. During that period the scales are not in use, the NMA and the Contractor agree to allow the trucks to be weighed at the City of Norman Transfer Station.

Recycling Commodities

The selected contractor must have a recycle facility or facilities that is/are properly licensed to operate over at least a five-year period and be in a position to accept the City of Norman's recycled commodities on a regular basis, Monday through Friday and specified holidays, commencing September 1, 2024 (per amended contract). Saturday availability will be seen as favorable if able to be a part of this contract.

The recycling facility(ies) provided by the Contractor(s) shall, at a minimum:

1. Be permitted, licensed and operated in accordance with Oklahoma DEQ regulations;

2. Accept, depending on the alternatives proposed, at a minimum:
 - a) Aluminum
 - b) Plastics – 1 & 2
 - c) Steel Cans
 - d) Paper (Mixed office paper and newspaper)
 - e) Cardboard
 - f) Comingled recycling (combination of items a-e)
3. Have adequate capacity to serve the NMA during the initial term of the contract;
4. Be open five days a week, Monday through Friday including all holidays except Thanksgiving Day, Christmas Day, and New Year's Day with Saturday availability seen as favorable;
5. Have operating hours convenient to the NMA; the NMA expects the facility to be operational between 5:30 a.m. and 5:30 p.m. These hours may be negotiable with the selected Contractor.
6. Have operable scales certified by the Oklahoma Corporation Commission (OCC) to measure recycling commodity weight and must be open for inspection by the NMA during working hours;
7. Process vehicles through the scale-house in an efficient and timely manner;
8. Provide an all-weather access road with documentation on maximum vehicle size that can be accepted at the facility; and
9. Allow the NMA and its customers to participate in a separate program for recycling of materials not included within resulting contract(s) for recycling commodities. Items include, but are not limited to glass, film, compostables, Styrofoam, other non-collected plastics, etc.

Residential Commingled Curbside Collection

Three Residential collection trucks will have a capacity of approximately 6 to 8 tons of co-mingled recyclables daily gathered from approximately 18,000 homes per week. Each truck will deliver up to one truck load per day or NMA might consolidate commingled recycling product and deliver via tractor trailer.

Drop Centers

Each NMA Recycling Center is currently equipped with one 20-foot long by 8.5 feet wide by 7-foot tall, caged roll off for the transport of aluminum, plastic and steel. Two 4-cubic yard rear load covered containers are provided for newspaper and five 8-cubic yard covered containers are provided for cardboard.

1. Aluminum is placed in a 7.5-cubic yard compartment of the caged trailer.
2. Steel Cans: Steel cans are placed in a 7.5-cubic yard compartment of the caged trailer.
3. Plastic: #1 and #2 plastic containers are co-mingled and are placed in two 7.5-cubic yard compartments (15 cubic yards total) of the caged roll-off. The caged roll-off is transported to the processing facility when either of the aluminum, steel, or plastic compartments become full. Generally, the plastic compartments fill first; approximately 30 to 36 trips per month are made to the processing facility.
4. Cardboard: Cardboard is collected in covered 8-cubic yard front load containers and is transferred to a front-loaded refuse truck for compaction and transportation to the processing facility. Approximately 20 to 25 trips per month are made to the processing facility. This includes cardboard collected from other retail locations.
5. Magazines/Mixed Office Paper: The materials are commingled and stored in a covered 30-cubic yard roll-off container. Approximately 6 to 8 trips per month are made to the processing facility.

The NMA will periodically deliver the recycled commodities to the processing facility. The NMA has a strict record keeping protocol that provides a permanent record for the weights of all materials collected and delivered with weights for comingled and by commodity for separated recycling.

The Contractor's scope of work is generally divided into processing, marketing and record-keeping as described below.

1. Processing: The processing fee will include weighing, separating for comingled recycling, record keeping, reporting, and processing of payments. The Contractor shall perform all functions necessary to process, separate, transport and deliver recycled commodities to the end market. This may include, among other work items, weighing (multiple times), unloading, separating (for comingled), storing, compacting, baling, loading, and transporting said recycled commodities throughout the term of the agreement.
2. Marketing Services: Marketing Services shall include the marketing of the recycled commodities to insure the NMA receives the best price possible. All Contractors submitting a proposal shall provide any attachments necessary in support of their proposal.
3. The NMA prefers that the Contractor utilize unit pricing for each recycled commodity based on a published national or regional index, or a set unit price. Unit pricing tied to specific, verbally quoted end market prices are discouraged but not disallowed; verbal quotes must be documented in writing to the satisfaction of the NMA. The monthly summary prepared by the Contractor may utilize (1) commodity pricing effective on the 15th of each month from a published index, (2) based on a fixed unit price, or (3) documented quotes effective at the end of the month. If you plan to provide for the disposal of materials that may not be economically recycled, please provide specific unit pricing and information concerning the transportation method and location of the permitted disposal facility. In general, the NMA desires that commodities delivered to the Processing Facility be recycled. However, the NMA reserves the right to determine final disposition of the various commodities.
4. Record-Keeping: Submit monthly reports, due no later than five (5) working days after the end of the preceding month. Monthly reports will include the following at a minimum:
 - a. For each recycled material, provide a summary indicating the date the material was received at the processing facility, the weight of the material received that date, the total processed that month; and the ultimate disposition of each material.
 - b. For each recycled material, provide a summary indicating total weight processed that month, the unit price agreed to by Contract, the gross revenue to the NMA, any applicable processing or disposal fee, and the net revenue to be received by the NMA.
5. Tables 1-3 provide annual totals for recycling commodities for the previous three years separated by type of collection.

Table 1 – Residential Comingled Recycling Annual Totals			
Material	2021	2022	2023
Aluminum	64.07	82.46	82.61
Plastics (#1 PET)	188.46	171.65	171.98
Plastics (#2 Natural)	55.22	46.71	46.79
Plastics (#2 Color)	55.81	69.84	69.97
Newspaper	0	0	0
Glass Containers	646.83	423.67	424.46
Mix Paper	1726.77	1248.27	1250.64
Plastic Film	108.18	25.25	25.29
Metal	25.34	12.61	12.64
Rigids	56.88	10.95	10.95
Tin-Steel Scrap	80.29	90.04	90.19
Trash	1090.3	1174.24	1176.47

Table 1 – Residential Comingled Recycling Annual Totals			
Material	2021	2022	2023
OCC	597.32	851.58	853.17
Totals	4695.47	4207.27	4215.16

Table 2 – Drop Center Recycling Commodity Annual Totals			
Material	2021	2022	2023
Aluminum	10.56	14.87	10.98
Plastics (1 & 2)	91.81	88.16	73.33
Steel Cans	21.49	11.12	6.56
Mixed Office Paper	301.62	176.15	103.04
Cardboard	514.67	572.16	479.76
Totals	940.15	862.46	673.67

Table 3 – Commercial Recycling Commodity Annual Totals			
Material	2021	2022	2023
Metal	48.92	47.69	28.73
Cardboard	812.99	870.15	666.65
Totals	861.91	917.84	695.38

B. Option

Options for primary/secondary landfills will be accepted by the NMA. The primary/secondary landfill option will contain minimum tonnage requirements, and tables indicating prices based on tonnage.

The Contractor may, at their option, propose modifications to the proposed work scope that might benefit the NMA and the Contractor. All such modifications shall be in addition to the work scope requested in this RFP. Contractor must provide sufficient information to allow the NMA to determine the advantages and disadvantages if the NMA were to implement the alternative proposal.

C. Contract Term

The initial term of the contract shall be for five years commencing on September 1, 2024 and ending August 31 2029; provided that the NMA shall have the option to extend the contract for five additional one-year terms upon thirty days' notice to the contractor prior to the expiration of the current term. The NMA shall also have the option to cancel the contract with thirty days prior notice to the Contractor.

Contractor shall coordinate and schedule activities associated with the work and promptly communicate problems anticipated or encountered with the NMA manager.

D. Proposed Project Schedule

Contractor selection is expected to be completed in accordance with the following schedule:

Activity	Completion Date
Issue Request for Proposal	5/3/2024
Issue Amended Request for Proposal	5/31/2024
Proposals Due	6/20/2024

Evaluate and Rate Proposals	6/28/2024
Complete Selection / Begin Contract Negotiation	7/01/2024
Finalize Contract	7/15/2024
Contractor Contract on NMA Agenda	8/13/2024
Contractor Initiates Work	9/1/2024

RFP CRITERIA

A. General Requirements

Proposals will be accepted at the receptionist desk in the Utilities Department until 2:00 P.M. on June 20, 2024. The office is located at 225 North Webster, Norman, OK 73069, or by mail at P.O. Box 370, Norman, Oklahoma, 73070.

A duly authorized official of the Contractor must sign proposals. A minimum of five (5) paper copies of the proposal, and one digital copy must be submitted. No reimbursement will be made for any cost incurred in preparing the proposal or any cost prior to a formal notice of award.

B. Prohibited Interest

No member, officer, employee of the City of Norman, or member of its governing body during his or her tenure, or one (1) year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

C. Equal Employment Opportunities

In connection with this proposal, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

The Contractor shall furnish all necessary information and reports and shall permit access to its books, records and accounts by the NMA for purposes of investigation to ascertain compliance with the nondiscrimination/minority business provision of any resultant contract.

D. Insurance Requirements

The Contractor will be responsible for obtaining insurance as required by the NMA and the State of Oklahoma to protect and hold harmless NMA employees and the NMA from liability in cases of accident and injury to persons or property. At a minimum, the following amounts of insurance coverage are required during the life of the contract:

1. Worker's compensation insurance for Contractor's employees as required by Oklahoma Workers Compensation Statutes.
2. Comprehensive general liability insurance with a minimum of \$125,000 for bodily injury or death and \$25,000 for property damage, per person, and \$1,000,000 per occurrence.
3. Comprehensive automobile liability insurance with a minimum of \$125,000 for bodily injury or death and \$25,000 for property damage, per person, and \$1,000,000 per occurrence.
4. Professional Liability (errors and omissions) insurance with a minimum policy value of \$1,000,000.

E. Maximum Size of Proposal

The proposal shall be no larger than 40 pages including covers, dividers, text and any other materials used to represent a company's qualifications.

F. Minimum Content of Proposal

At a minimum, the proposal shall contain the following elements:

1. Transmittal Letter

2. Table of Contents
3. Executive Summary
4. Proposed Service Approach
5. For MSW disposal alternatives included in the Proposal, experience in MSW Disposal and available landfill life (volume or capacity) expressed in years at current incoming volumes.
6. For recycling commodities alternatives included in the Proposal, experience in recycling commodities processing and marketing.
7. Location of disposal and/or transfer facility(ies) and/or recycling facilities; the proposed route and distance from the Norman Transfer Station located at 3901 S. Chautauqua and average driving time for our transfer trucks.
8. Map of disposal facility (to scale) to include disposal cells the NMA would use during the contract period and the surface condition, width and slope of the on-site access roads. For transfer or recycling facilities, also provide map (to scale) showing access and surface conditions.
9. Other client cities and the daily number of trucks using the disposal facility, transfer station, and/or recycling facility.
10. Tipping Fee Rate/Ton of MSW, flow fees, recycling process fees, recycling residuals disposal, and/or other applicable fees for the term of the contract.
11. Methane recovery method and statistics and proposed revenue sharing (if applicable).
12. Documented experience in processing recycled materials, comingled and/or separated
13. Insurance Coverage
14. Appendices Containing Exhibits, maps, etc.
15. References: Provide reference list with contact names, phone numbers, and detailed description of similar work performed in the last 5 years. Include contract duration MSW volume and/or recycling commodities volumes.

III. Selection Process

A. Right to Reject

The NMA retains the right to reject any or all proposals and to re-solicit if deemed in the best interest of the NMA.

B. RFP Review Process

The NMA will review responses to this RFP that meet the requirements enumerated and are received prior to the designated closing date. Firms without adequate insurance to protect the NMA's interest may not be considered or evaluated.

Upon review of all qualified contractors, the selection committee will, through its own judgment and process, rank all the proposals. The selection committee will then select a Contractor for the proposed MSW disposal work and may select the same Contractor or a different Contractor(s) for recycling commodities. However, MSW disposal will only be provided by a single Contractor.

The NMA will negotiate a contract based on the following process:

1. The Contractor will be contacted and contract negotiations will begin.
2. If the NMA is unable, after good faith efforts, to negotiate a satisfactory contract with the Contractor, the NMA will formally end negotiations with that Contractor and may begin negotiations with the next highest ranked Contractor.

C. Keynotes

MSW

Emphasis will be placed upon the time required to transport MSW to the facility, the Contractor's ability to process vehicles through the scale-house, provide all weather access to the facility, hours of access, maintain compliance with disposal facility regulations, provide a long term disposal solution and provide a reasonable disposal cost to the NMA.

Recycling Commodities

Emphasis will be placed upon the NMA's ability to promptly deliver, weigh, and unload recycled materials at the Contractor's facility. Accurate and timely monthly reporting as well as the net value of the recycled commodities will also be highly weighted along with past performance of the Contractor in marketing and achieving beneficial reuse of recycling commodities.

D. Ranking Criteria

Ranking Criteria	Possible Points
Lowest Disposal/Transfer Cost/Processing Fees	35
Cost of Transportation and Time	35
Quality of Physical Facility (Accessibility, scales, etc.)	20
Past Experience / References	10
Total	100

E. Inquiries:

Questions, requests for clarification or requests for information about this RFP or process must be submitted in writing or via email to the NMA's contact person by 4:00 pm, June 10, 2024. All questions and requests for more information and the NMA's responses will be summarized in writing and forwarded to all prospective proposers prior to end of business June 13, 2024.

<u>Name</u>	<u>Position</u>	<u>Telephone</u>	<u>Email</u>
Nathan Madenwald	Utilities Engineer	405-366-5443	nathan.madenwald@NormanOK.gov