

REQUEST FOR PROPOSALS (RFP)

Solid Waste Collection Services

Pittsburg Co. Rural Water District No. 20
Carlton Landing, Oklahoma

Issue Date: August 20, 2026

Proposal Due Date: September 30, 2026 at 3:00 PM

1. Introduction

Pittsburg Co. Rural Water District No. 20 ("District") is soliciting proposals from qualified solid waste collection providers to furnish weekly residential and limited commercial trash collection services for a growing residential community located in Carlton Landing, Oklahoma.

The District currently serves approximately **370+ residential connections** and is experiencing growth of approximately **30 new homes per year**. The District also requires service for a limited number of commercial businesses utilizing dumpsters.

The District seeks a reliable, technology-enabled provider capable of delivering high-quality service in a dense, pedestrian-oriented lake community.

2. Scope of Services

A. Residential Collection

Contractor shall provide:

- Weekly collection of municipal solid waste: availability for 2nd pick-up upon request.
- Service to approximately 370+ homes at contract start
- Estimated growth of approximately 30 additional homes per year
- Service to homes utilizing minimum 1 rolling cart per residence

Mandatory Collection Day Requirement

Due to high weekend occupancy and activity levels, residential trash collection must occur on either:

- **Monday OR Tuesday of each week (required)**
- **Friday of each week under option for second weekly pick up**

Proposals that cannot accommodate a Monday or Tuesday collection day will not be considered.

B. Commercial Collection

Contractor shall provide dumpster service to a limited number of businesses within the District.

Proposals must include:

- Available dumpster sizes (2-yard, 4-yard, 6-yard, 8-yard, etc.)
- Recommended service frequency
- Monthly pricing by dumpster size and pick-up frequency
- Overage and contamination policies

3. Collection Access Conditions

Most residential carts are accessed via **rear alleyways** rather than front curbside placement.

Contractor must:

- Demonstrate ability to safely operate collection vehicles in narrow alley conditions
- Provide vehicle specifications appropriate for alley access
- Ensure drivers are trained in maneuvering tight residential layouts
- Avoid damage to adjacent fencing, landscaping, utilities, or structures

Any damage caused by Contractor operations shall be promptly repaired at Contractor expense.

4. Required Service Features

4.1 Individual Cart Identification

Due to the close proximity of homes and frequent movement of carts between properties, the District requires individual cart tracking.

Each residential cart must include:

- A unique bar code and/or RFID chip
- Cart identification linked to a specific address/account
- Tracking capability for lost or relocated carts

Contractor must provide:

- Administrative reporting access to the District
- Missed pickup verification capability
- Cart replacement tracking
- Address-specific service data upon request

Proposals that do not include individual cart identification technology will not be considered.

4.2 Wildlife Mitigation

The community experiences frequent wildlife intrusion (including raccoons).

Contractor must provide:

- Rolling carts with secure, tight-fitting lids
- Durable, wildlife-resistant cart design
- Replacement of broken lids within five (5) business days of being reported
- Cleanup of debris resulting from damaged carts or collection operations

5. Service Standards & Performance Requirements

Contractor shall:

- Provide consistent weekly service on the approved collection day(s)
- Maintain clean alleyways and collection areas
- Ensure no loose debris remains after pickup
- Provide recovery for verified missed pickups within 24 hours
- Maintain vehicles in safe, clean, and properly covered condition
- Comply with all applicable federal, state, and local regulations
- Maintain vehicle insurance and workers compensation

5.1 Inclement Weather & Service Disruption Notification

Contractor must provide advance notice (minimum 24 hours when possible) of service disruptions to the District due to:

- Severe/inclement weather
- Equipment failure
- Other emergency conditions

Notification must include:

- Direct email notification to the District
- Clear explanation of disruption
- Revised service schedule
- Catch-up plan

Service interruptions must be remedied within 48 hours when conditions allow.

Failure to communicate service disruptions may be considered a performance deficiency.

6. Reporting & Customer Service

Contractor must provide:

- Dedicated-service contact for the District
- Redirect any phone calls made to the vendor to the District
- Response to complaints within 1 business day
- Monthly reporting to the District including:
 - Number of active accounts

- Growth additions
- Missed pickups
- Cart replacements
- Commercial service summary

If available, Contractor should describe online portal capabilities.

7. Growth & Scalability

The District is growing at approximately 30 homes per year.

Proposals must:

- Demonstrate and confirm ability to scale services accordingly
Adding new customer accounts to provided sanitation services shall be at the same rate as listed in the Pricing Structure.
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8. Pricing Structure

Proposals must clearly identify:

Residential Pricing

- Monthly rate per home (1 cart) per once a week pick up
- Monthly rate per additional cart per once a week pick up
- Special request pick-up fee
- Cart delivery for new homes, if applicable
- Cart replacement fees
- Fuel surcharge formula (if applicable)
- Escalation schedule (CPI-based preferred)
- Optional cost to increase to twice a week pick up

Commercial Pricing

- Monthly rate by dumpster size
- Service frequency pricing
- Overage fees
- Contamination fees

All fees must be transparent and clearly itemized.

9. Contract Term

The District seeks:

- Initial contract term of 3 years
- Optional renewal periods
- Fixed pricing preferred for a minimum of 24 months
- Clear, predictable escalation formula thereafter
- No penalty for termination of Contract for performance issues

10. Vendor Qualifications

Proposals must include:

- Company overview
- Years in operation
- Oklahoma service footprint
- Experience serving similar-sized or master-planned communities
- Minimum three (3) references – municipal or other Master/multi-account customer of similar size or larger
- Fleet description
- Insurance certificates
- Regulatory compliance documentation

11. Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with RFP requirements
- Mandatory cart tracking capability
- Ability to meet Monday/Tuesday service requirement
- Alley-access operational capability
- Pricing transparency and competitiveness
- Service reliability and references
- Growth scalability
- Optional recycling capabilities (if offered)

The District reserves the right to reject any or all proposals, request clarification, and negotiate final terms.

12. Questions / Submission Instructions

Questions regarding the RFP or for clarification should be sent to admin@carltonlandingok.gov..

Proposals must be submitted electronically in PDF format to:

Greg Buckley
Administrator
Rural Water District No. 20
admin@carltonlandingok.gov

Deadline: September 30, 2026 at 3:00 PM

Late submissions will not be accepted.