

City of Bartlesville, Ok



REQUEST FOR PROPOSALS (RFP)

Operation of a Municipal Drop-Off Recycling Center

RFP No.: 2025-26-01

Issue Date: 2/19/2026

Proposal Due Date: 3/16/2026

Issued by:

Keith Henry

Director of Public Works

City of Bartlesville, Ok

401 S. Johnstone Bartlesville, OK 74005

1. PURPOSE

The **City of Bartlesville, Ok.** is requesting proposals from qualified recycling service providers to operate a **municipal drop-off recycling center** on property owned by the Municipality. The selected proposer shall be responsible for staffing, collection, hauling, and proper handling of recyclable materials in accordance with this Request for Proposals (RFP).

2. MUNICIPAL PROPERTY

The Municipality will provide the use of its property located at **1000 SW Virginia Ave. Bartlesville, Ok.** for the operation of the drop-off recycling center. The property shall be used exclusively for recycling-related activities approved by the Municipality.

No leasehold or ownership interest is conveyed through this RFP. Final terms will be established through a written agreement.

3. SCOPE OF SERVICES

The successful proposer shall provide all labor, supervision, equipment, materials, and transportation necessary to perform the following services:

- Operate a drop-off recycling center a minimum of **three (3) days per week**
 - Maintain operating hours at least from **7:00 a.m. to 3:00 p.m.**
 - Open at a minimum Monday, Wednesday and Friday excluding holidays
 - Staff the site with **a minimum of one (1) on-site employee** during all operating hours
 - Provide all containers, bins, signage, and operational equipment
 - Collect, transport, and haul all recyclable materials
 - Maintain the site in a clean, safe, and orderly condition
 - Remove overflow, debris, and contamination associated with operations
 - Comply with all applicable local, state, and federal laws and regulations
-

4. ACCEPTED RECYCLABLE MATERIALS

Proposers shall clearly identify the recyclable materials to be accepted, which should include but are not limited to:

- Paper and cardboard
- Plastics
- Metals
- Glass

Any exclusions, limitations, or contamination policies must be clearly stated.

5. TERM OF AGREEMENT

The anticipated term of the agreement shall be **one (1) year** with the option for renewal at the sole discretion of the Municipality, subject to satisfactory performance.

6. INSURANCE AND INDEMNIFICATION

The successful proposer shall maintain, at its own expense, insurance coverage acceptable to the Municipality, including:

- Commercial General Liability
- Workers' Compensation
- Automobile Liability (if applicable)

The proposer shall indemnify and hold harmless the Municipality, its officials, employees, and agents from all claims arising from the proposer's operations.

7. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include the following:

1. Company name, address, and contact information
 2. Description of experience and qualifications
 3. Operational plan, including staffing and hauling methods
 4. List of recyclable materials accepted
 5. Days and hours that the site will be open to the public
 6. Proof of licenses, permits, and insurance
 7. References from similar municipal projects
-

8. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Experience and qualifications
 - Ability to meet operational requirements
 - Compliance with regulations
 - Completeness and clarity of proposal
 - Overall benefit to the Municipality
-

9. SUBMISSION INSTRUCTIONS

Proposals must be received no later than:

March 16, 2026 by 2:00 p.m.

Submit proposals to:

Keith Henry
Director of Public Works
City of Bartlesville, Ok.
918-338-4103
kbhenry@cityofbartlesville.org

Late proposals will not be accepted.

10. RESERVATION OF RIGHTS

The Municipality reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed to be in the best interest of the Municipality.
