



Request for Qualifications

Food Waste Hauling Services

Food Waste Processing

Management of Residential Disbursed Site Composting Program

Climate Smart Communities Certification Actions PE5

City of Plattsburgh, New York

Date of Issuance: 8/4/2025

Qualifications Deadline: 8/25/2025

I. Overview

The City of Plattsburgh is seeking statements of qualifications from regional waste haulers with demonstrated interest and capability to provide dispersed site city-wide food scrap collection, organic waste processing services, and potential assistance in the management of a, yet to be developed, dispersed site city-wide food scrap collection.

As a New York State-certified Climate Smart Community (CSC), the City of Plattsburgh is actively working to complete CSC Pledge Element 5 by developing and implementing a residential food waste program. This program will include strategically located drop-off and/or pick-up sites throughout the City to enhance accessibility, simplify maintenance and management, and improve overall cost-effectiveness.

II. Location

The City of Plattsburgh (hereafter, “the City”) is located in Clinton County, New York, and serves as the county seat and primary population center of the Plattsburgh Micropolitan Statistical Area. Encompassing approximately 6.56 square miles (including water), the City had an approximate population of 19,989 as of the 2010 Census.

Plattsburgh lies about 60 miles south of Montreal and is a popular destination for Canadian tourists. It is accessible by multiple modes of transportation:

- Road: Interstate 87, NY Routes 9 and 22
 - Air: Plattsburgh International Airport (classified as an essential air service site)
 - Rail: Amtrak service to Montreal, Albany, and NYC
 - Water: Ferry access to Vermont via Cumberland Head
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III. Scope of Work

The selected vendor will be responsible for:

- Hauling and processing of food waste
- Providing detailed reports on collection, contamination, and processing outcomes
- Assisting with the implementation or management of a dispersed site city-wide food scrap collection

A more detailed work plan should be included as part of your submission (see Submission Requirements below).

IV. Project Duration

The contract duration and schedule will be negotiated upon selection. All work must receive prior written authorization from the City before commencement. Work completed without written authorization may not be eligible for payment.

V. Project Budget

The selected consultant will assist the Climate Task Force to finalize the design of the program, and develop an estimated budget which will be presented to the City Common Council for review and approval ahead of program initiation.

VI. General Questions for Response

A. Organic Waste Processing

1. List of acceptable materials (e.g., food scraps, meat, yard waste, compostable utensils, etc.)
2. List of non-acceptable materials
3. Processing facility location(s) and address(es)
4. Handling of contaminated organics and its impact on operations
5. Use of de-packaging technology or alternative methods for separating contaminants
6. Description of processing technology (e.g., composting, anaerobic digestion, animal feed, etc.)
7. Final disposition of processed materials (e.g., compost, bio-solids, methane usage, etc.)
8. Handling of recyclable non-organics separated from waste
9. Handling of non-recyclable non-organics
10. Maximum daily/weekly/monthly processing capacity

B. Organic Waste Collection and Transport: If your firm provides collection services, please respond to the following:

1. Description of collection fleet, including fuel type and average fuel efficiency
2. Waste disposal parameters customer would be required to adhere to
3. Provide any provision and certification of bin liners (e.g., BPI-certified) that may be required

4. Bin cleaning protocol – vendor vs. client responsibility
5. Materials and resources provided to clients (e.g., bins, signage, training)
6. Vehicle clearance specifications, if applicable
7. Minimum collection volume/weight required
8. Maximum collection capacity
9. Additional client requirements or constraints
10. Pricing structure: base fees, per-ton, per-bin by bin size, per site, fuel surcharges, etc.

C. Provide any experience with dispersed site city-wide food scrap collection

Please describe your organization's experience related to the management, coordination, or support of dispersed site city-wide food scrap collection programs, including:

1. A description of past or current dispersed site city-wide food scrap collection programs you have operated or participated in
2. Scope of responsibilities held (e.g., site oversight, public education, materials distribution, maintenance, regulatory compliance)
3. Number and location of composting sites managed
4. Approaches used to ensure community engagement and proper usage of the sites
5. Challenges encountered and how they were addressed
6. Any data or metrics demonstrating the effectiveness of the program (e.g., diversion rates, contamination reduction, participation levels)
7. Partnerships with municipalities, community groups, or nonprofits related to dispersed site city-wide food scrap collection programs

VII. Submission Requirements

Please include the following in your response:

1. **Letter of Transmittal (1 page)**
Include a single point of contact, mailing address, phone number, and email address.
 2. **Introduction & Company Summary (2 pages max)**
Brief overview of the firm, including services offered and relevant experience.
 3. **Scope of Work (10 pages max)**
Provide a detailed work plan outlining how the firm intends to meet the Scope of Work outlined above.
 4. **Project Management & Communication (1 page max)**
Describe the project management approach and the preferred method of communicating with City staff.
 5. **Qualifications and References (10 pages max)**
 - Firm profile
 - List of relevant past projects with descriptions
 - One reference per project (name and contact information)
 - Description of public involvement in previous projects
 - Organizational chart for the project team
 - Resumes for each proposed team member
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VIII. Submission Deadline and Instructions

1. **Deadline to Submit Qualifications: Monday August 25, 2025 by 4pm**
2. **Deadline to Submit Questions: Friday, August 15, 2022**
3. **Qualifications Format:**

Submit one (1) electronic copy by email, or in a universally accessible digital format (i.e. CD or flash drive). All submissions become property of the City of Plattsburgh and New York State Department of State upon submission.

Submissions may be emailed to CCTFCoordinator@CityofPlattsburgh-NY.gov or hand delivered or mailed to:

Planning Office City of Plattsburgh, Planning Office
ATTN: Climate TaskForce Coordinator
41 City Hall Place
Plattsburgh, NY 12901

4. Qualifications Selection Criteria:

REVIEW CRITERIA	SCORING WEIGHT
Qualifications & References	30%
Presentation & Understanding of Scope	25%
Cost Reasonableness	20%
Availability & Capacity to perform services	25%

VIII. Additional CRITERIA AND CONDITIONS FOR CONSIDERATION:

Submission of responses by Minority and Women Owned Business Enterprises is strongly encouraged.

The selection of the consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation.

The selected consultant shall comply with all applicable federal, state, and local laws and regulations in the performance of service.

EEO Requirements

The City of Plattsburgh is an Equal Employment Opportunity employer. Successful respondents will be required to comply with the federal Equal Employment Opportunity Act.

Insurance Requirements

Proof of General Liability Insurance, Automobile Liability, Worker's Compensation and NYS Disability Insurance will be required from the consultant prior to commencing any work.

Liability insurance coverage shall be in the amount of \$2,000,000 aggregate (combined single limit or equivalent), with the City of Plattsburgh named as additional insured.

Modifications to the RFQ

Any material clarifications or modifications to the RFQ or the selection process will be made in writing and provided to all persons who submit proposals ("proposer"). It is the responsibility of the proposer teams, before submitting a response to the RFQ, to ascertain if the City has issued any notices, clarifications, addenda, or other communications to proposers. Oral explanations or instructions from City staff, officials or consultants shall not be considered binding on the City.

Reserved Rights

The City reserves the right to:

- Modify or cancel the selection process or schedule at any time.
- Waive minor irregularities.
- Reject any and all responses to this RFQ and to seek new proposals when it is in the best interest of the City to do so.
- Evaluate the proposals as to their veracity, substance and relevance to project and seek clarification or additional information from proposer and independent sources as it deems necessary to evaluate the response, including evidence of the Proposer's financial status.
- Incorporate this RFQ and the selected Proposer's response to this RFQ as a part of any formal agreement between the City and the Proposer.

Hold Harmless

By participation in this RFQ process, Proposer agrees to hold harmless the City of Plattsburgh, its officers, employees and consultants from all claims, liabilities and costs related to all aspects of the selection process.

Public Information

All documents, conversations, correspondence, etc. between the City and Proposers are public information subject to the laws and regulations concerning disclosure that govern the New York State municipalities, unless specifically identified otherwise.

Expenses

All expenses related to any Proposer's response to this RFQ, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of the Proposer. The City will not, directly or indirectly, assume responsibility for these costs. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or outside

consultant associated with the project for purposes of influencing consideration of a response to this RFQ.

Interview Guidelines

Interviews may be required at the discretion of the City to provide an opportunity to obtain an understanding of:

The consultant/firm's depth of knowledge of the subject matter of the RFQ and understanding of the City's needs

- The overall proposed work plan and approach to project
- The respondent's ability to pull together individuals with the necessary skills and expertise to contribute to the successful completion of the project
- The primary features and benefits of the proposal
- The public presentation skills of the proposers

The interview/presentation format is left to the discretion of the City. Interviews will be limited to 1 hour, which includes time for questions.

Notification of Award

The successful respondent will be notified by phone, followed by written confirmation. For those proposals that are not accepted, respondents will be notified in writing, via email.

The City of Plattsburgh will authorize the award of a contract to the successful respondent. In the event a contract cannot be finalized 30 days after the award, the City of Plattsburgh reserves the right to enter into negotiations with another respondent.

Liability

The City of Plattsburgh is not liable for any costs incurred by any individual or firm(s) for the work performed to prepare its proposal or for any travel and/or other expenses incurred in the preparation and/or submission of its proposal or participation in subsequent interviews or presentations. Further, the City of Plattsburgh is not liable for any costs incurred prior to approval of the contract.