

PARISH OF NATCHITOCHES REQUEST FOR PROPOSALS



PARISH OF NATCHITOCHES TRANSFER STATION HAULING AND DISPOSAL AND SERVICING RESIDENTIAL COURTESY SITES

ISSUED: DATE 4-30-2026

DUE: DATE 5-28-2026

The Parish of Natchitoches, Louisiana seeks proposals from qualified vendors to provide hauling and disposal of the Natchitoches Parish Transfer Station Solid Waste. Also to provide service to Natchitoches Parish Residential Courtesy sites to be hauled to the Natchitoches Parish Transfer Station.

These will be separate quotes. RFP documents/questions can be obtained by contacting Mr. John Salter at 200 Church Street, Room 210, Natchitoches La jsalter@npgov.org

ISSUED BY:

Parish of Natchitoches

PRIMARY CONTACT:

NAME- John Salter

TITLE- Parish Administrator

NOTICE TO PROPOSERS

Pursuant to local or state law sealed proposals will be received by the Parish of Natchitoches, until May 28, 2026 (until 2:00 pm CST) at which time they will be considered for the following:

**TRANSFER STATION HAULING AND DISPOSAL AND OR HAULING OF RESIDENTIAL MSW FROM
RESIDENTIAL COURTESY SITES THRUOUT THE PARISH TO THE NATCHITOCHES PARISH
TRANSFER STATION FOR A TERM OF 5 YEARS**

**Start date to be determined but no later than 90 days from 5-28-2026, chosen provider must
be able to start performance within 30 days of contract signing.**

Proposals may be mailed to the Parish Council Government Office, Attn: John Salter, 200 Church Street, Room 210 Natchitoches La Address, or may be delivered in person or by express mail to Address.

Plans, specifications, locations, estimated tonnages, etc. may be obtained in the Parish of Natchitoches Council Office, Address between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email request to JSalter@npgov.org

The Parish reserves the right to reject any or all bids and to waive all informalities concerning bid or award bid to the lowest, responsive, responsible bidder or bidders, taking into consideration quality, performance, and the time specified in the proposals for the performance of the contract.

Parish of Natchitoches

NAME- John Salter

TITLE- Parish Administrator

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I. Introduction and Project Overview

The Parish of Natchitoches, Louisiana ("***Parish***") seeks proposals from qualified firms ("***Proposer***") to supply services listed in Notice to Providers above.

The Parish owns a municipal solid waste transfer station located at 4597 HWY 1 Natchitoches La. The Parish aims to secure a new agreement that ensures efficient, environmentally sound, and economically beneficial hauling of the transfer station for the long term to a properly licensed and permitted landfill of Haulers choice as well as the safe service of our Residential Courtesy Bin locations meeting the same above criteria.

This Request for Proposals is intended to identify a Proposer with expertise in waste management....

II. Community Overview

Parish Community information can be found on the Parish's Website

III. Scope of Services

The Consultant will provide professional services encompassing the following tasks:

Task 1 –Hauling and Disposal of MSW generated from the Natchitoches Parish Transfer Station

- **Subtask A- Provider to supply truck and trailers for the above task**
- **Subtask B- Provider to supply Disposal Cost for above work, tonnage rate for the hauling and separate tonnage rate for disposal**
- **Subtask C- Listing of Landfill in which Provider is quoting rate.**

Task 2 – Name of Task- Servicing of Natchitoches Parish Provided Residential Courtesy Stations located thru out the Parish. (addresses and container count as well as schedule available from the Parish Administrator) Parish owns and supplies Containers.

- **Subtask A- Servicing front load containers at each site.**
- **Subtask B- Servicing Compactors and Rolloff's**
- **Subtask C- Reporting and monitoring of these locations to ensure proper use to the Parish Council.**

IV. Insurance Requirements

Please provide current Certificate of Insurance in response. Levels of coverage will be a consideration of choosing provider.

V. Bonding Requirements

A performance bond will be needed after the contract is awarded but before commencement date equal to the value of 1 year of total charge to Parish.

VI. Proposal Submittal Instructions

To achieve a uniform review process and obtain the maximum degree of comparability, proposals must be organized and contain all information as specified below:

- **Cover Letter (2 pages maximum)** – Provide an executive summary and confirm the firm's understanding of the assignment, commitment to schedule, and acceptance of the Parish's standard terms (or identify exceptions).
- **Firm Profile** – Company overview, office locations, number of employees, and areas of specialization relevant to solid waste procurement.
- **Project Team** – Organizational chart and brief résumés. Clearly identify the Project Manager and key personnel, including any sub-consultants.
- **Relevant Experience** – Describe THREE (3) comparable transfer station or long-term solid waste contract procurements completed by key personnel in the last ten years, including client name, project description, your firm's role, contract value, and client reference.
- **Project Understanding & Approach** – Narrative describing methodology for each Task, anticipated challenges, and proposed solutions.
- **Work Plan & Schedule** – schedule illustrating milestones through contract execution needed to begin.
- **Cost Proposal** – Complete the attached Cost Proposal Form, included as Attachment A, to this RFP. OPTION A- hauling and disposal of Transfer Station MSW and OPTION B- Servicing of Parish Residential Courtesy Stations

VII. Selection Criteria

The Parish intends to engage the most qualified Proposer available that demonstrates a thorough understanding of the Parish's needs and will use the following criteria to identify the proposal that, in its sole and absolute discretion, will be in the best interest of the Parish and its residents:

- Demonstrated understanding of requirements and recommended approach.
- Qualifications and experience of the Consultant and individuals to be assigned to this project in providing requested services.
- Representative portfolio work, references, and reputation.
- Price.

The Parish may interview the most competitive proposers and may negotiate components of both cost and scope before a recommendation is considered by the Parish Council.

VIII. RFP Timeline

The Parish anticipates the following timeline for the RFP selection process:

Action Item	Date
RFP Issued	4-30-2026
Questions Regarding the RFP Due	5-15-2026 by 2:00 pm
Responses to Questions/Addendum Posted	5-19-2026
Proposals Due	On or before 5-28-2026 at 2:00 pm

IX. Submittal Instructions

The Proposer is to submit their proposal, One original and 5 copies no later than the date and time specified above, to John Salter at 200 Church Street, Room 210 , Natchitoches, La 71457. Proposals to be printed and bound and enclosed in a sealed envelope or mailing container with the Heading of (Transportation of Natchitoches Parish Transfer Station and Servicing of Residential Courtesy Stations.)

Proposers should seek answers to questions or clarifications of any ambiguity, conflict, omission, or other error in this proposal in writing. Written questions should be sent via email to jsalter@npgov.org by no later than 2:00 pm 5-15-2026. Answers provided to all questions will be shared promptly via an addendum to the RFP, which will be posted to the Parish website and via e-mail to all known interested parties. If you would like to receive any addenda, please submit an email to EMAIL before the written question deadline.

X. Reservation of Rights

The Parish reserves the right to accept any and all proposals including the proposal that, in its sole and absolute judgement, is the best and most favorable proposal to the Parish and its residents; to amend this RFP by addendum prior to the final proposal submittal date; to waive irregularities and informalities; and to request additional information necessary in order to evaluate the responsibility and responsiveness of proposers and their proposals, whether in the form of a presentation, interview, or consultation with references. All proposals will become property of the Parish, and no payment or reimbursement will be made for any proposal submitted. Parish also reserves the right to reject any and all proposals if deemed not in the best interest of the Parish.

Attachment A: Cost Proposal Form