OKLAHOMA ENVIRONMENTAL MANAGEMENT AUTHORITY

P.O. DRAWER 189 – EL RENO, OK 73036
(405) 262-0161 – fax (405) 262-2523

PUBLIC NOTICE

The Oklahoma Environmental Management Authority will receive sealed bids at 1505 S. Rock Island (P.O. Drawer 189, if mailing), El Reno, OK 73036, until 11:00 AM CST., TUESDAY, DECEMBER 1, 2026, for the following:

GRAPPLE TRUCK SERVICES

This bid will cover a period of six months from January 1, 2027 to June 30, 2027. Sealed envelopes must be marked on the front: SIX MONTH BID - GRAPPLE.

For further information contact David Griesel, General Manager, at (405) 262-0161. The Oklahoma Environmental Management Authority reserves the right to waive any informalities in the bidding, or to reject any and all bids, whichever is in the best interest of the Oklahoma Environmental Management Authority.

TRUSTEES
Chairman, Timothy Rooney, Mustang • Vice Chairman, T.J. McCullough, Jr, Union City
Calumet, Jeremy Estep • County Commissioner, Tomas Manske • El Reno, Lindsey Grigg-Moak
Okarche, JD Mueggenborg • Piedmont, Joshua Johnston • Yukon, Rick Cacini
General Manager, David Griesel

REQUEST FOR PROPOSAL (RFP)

Hourly Grapple Truck Services for Citywide Cleanup

Issuing Entity: Oklahoma Environmental Management Authority (OEMA)
Proposal Due Date: December 1, 2026 11:00 AM CST

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1. Introduction
OEMA invites qualified contractors to submit proposals to provide **grapple truck services on an hourly, as-needed basis** for citywide cleanup efforts and bulk waste collection. Contractors must supply equipment, operators, fuel, insurance, and all necessary support to perform services safely and efficiently.

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2. Purpose and Background
OEMA currently conducts semiannual cleanup events for The City of Mustang and The City of El Reno to maintain public health, safety, and community appearance. The demand for large-item and debris removal often exceeds the capacity of OEMA-owned equipment. This RFP aims to establish a contract with one or more vendors capable of providing reliable grapple truck services when needed.

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3. Scope of Services
The selected Contractor(s) will provide:

- **Grapple truck(s)** with operator(s) billed at an hourly rate.
- All necessary **fuel, maintenance, safety equipment, and insurance**.
- Transportation of collected debris to the OEMA landfill in Union City, OK.
- Daily coordination with OEMA staff regarding assigned areas and operational priorities.

3.1 General Service Requirements

- The Contractor shall provide services primarily on four (4) to ten (10) Saturdays within the six-month period. Additional service days, including Monday through Friday, may be requested as needed.
- Contractor must be able to respond within **48 hours** of a service request.
- Contractor shall provide a **daily activity log**, including:
    - Locations worked
    - Hours of operation
    - Loads hauled
    - Issues encountered
- Contractor shall comply with all applicable OSHA, DOT, and City safety requirements.

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4. Equipment Requirements
Each grapple truck used in service must meet the following minimum criteria:

- Heavy-duty truck chassis suitable for bulk waste hauling.
- Grapple boom with a **min. 20–25 ft reach**.

- Grapple capable of lifting **minimum 3,000 lbs**.
- Functional safety lighting, backup alarm, and reflective markings.
- GPS or route-tracking capability (preferred).
- Body with minimum of 65 yards or larger capacity.
- Trucks must be maintained in sound mechanical and safe operating condition.

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5. Contractor Requirements

Contractors submitting proposals must:

- Possess all required state and local business licenses.
- Provide proof of **insurance**, including:
    - General liability
    - Automobile liability
    - Workers' compensation
- Employ operators who:
    - Are trained and qualified to operate grapple trucks safely.
    - Hold all required CDL endorsements.
    - Follow all OEMA and departmental policies while on assignment.

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6. Proposal Submission Requirements

A complete proposal shall include:

1. **Cover Letter** with company name, address, and primary contact information.
2. **Hourly Rate(s)** for:
    - Grapple truck with operator
    - Travel/mobilization charges (if applicable)
    - Standby time (if applicable)
3. **Equipment List** detailing:
    - Year/make/model
    - Boom reach and dump capacity
    - Safety features
4. **Operational Availability** (response time, staffing, and truck availability).
5. **Company Qualifications & Experience**, including prior municipal contracts.
6. **References** (minimum 3) from similar contracts within the last five years.
7. **Insurance certificates** or proof of insurability.

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7. Evaluation Criteria

Proposals will be evaluated based on:

- Hourly service rates and overall cost
- Equipment capability and condition
- Contractor qualifications and safety record
- Response time and availability
- Relevant experience and references
- Completeness and clarity of proposal

OEMA reserves the right to award multiple contracts if deemed in its best interest.

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8. Contract Term
This bid will cover a period of six months from January 1, 2027 to June 30, 2027.

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9. Submission Instructions
Submit **sealed proposals** labeled:
"Grapple Truck Services"
Deliver to:
OEMA
Attn: Jennifer Denham
1505 S. Rock Island
El Reno, OK 73036
Proposals must be received no later than December 1, 2026 at 11:00 AM CST**.** Late proposals will not be accepted.

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10. Questions
Direct all questions regarding this RFP to:
David K. Griesel, General Manager
Email: dgriesel@oemaok.org
Phone: 405-822-1031

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11. Additional Terms & Conditions

- OEMA reserves the right to reject any or all proposals.
- Contractors are responsible for proposal preparation costs.
- Award does not guarantee a minimum number of hours.
- Contractor must comply with all applicable laws and safety regulations.

VENDOR RESPONSE FORM

RFP – Hourly Grapple Truck Services for Citywide Cleanup
Time Period – January 1, 2027 to June 30, 2027

Vendor Name: _____
Business Address: _____
City/State/ZIP: _____
Primary Contact Person: _____
Title: _____
Phone: _____ Email: _____
Website (if applicable): _____

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1. Company Information
Legal Business Name: _____
Type of Business:
☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietor ☐ Other: _____
Years in Operation: _____
Number of Employees: _____
State Contractor License No. (if applicable): _____
Federal Tax ID (EIN): _____

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2. Hourly Rates
Please provide all applicable hourly rates below.

Service Description	**Hourly Rate**
Grapple Truck with Operator	$_____ / hr
Additional Labor (if used)	$_____ / hr
Travel/Mobilization Fee	$_____
Standby Time	$_____ / hr
Other Fees (describe): _____	$_____

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3. Equipment Information
List each grapple truck available for this contract.

Unit #	**Year**	**Make/Model**	**Boom Reach (ft)**	**Dump Capacity (yd^3)**	**Safety Features**

Attach additional pages if necessary.

4. Availability & Response
Normal Response Time: _____
Emergency Response Time: _____
Days/Hours Available: _____
Number of Units Available for City Use: _____

5. Qualifications & Experience
Provide brief descriptions or attach documentation.
Relevant Experience with Municipal or Government Contracts:

List Three References (similar work preferred):

1. **Organization:** _____
   Contact Person: _____
   Phone/Email: _____
2. **Organization:** _____
   Contact Person: _____
   Phone/Email: _____
3. **Organization:** _____
   Contact Person: _____
   Phone/Email: _____

6. Insurance & Compliance
Do you meet the insurance requirements listed in the RFP?
☐ Yes ☐ No (explain): _____
Provide copies of the following (check all included):
☐ General Liability Insurance Certificate
☐ Auto Liability Insurance Certificate
☐ Workers' Compensation Certificate
☐ OSHA/DOT Compliance Documentation (if applicable)

7. Authorized Signature
I, the undersigned, hereby certify that the information provided in this response is accurate and complete. I further certify that our company agrees to comply with all requirements outlined in the RFP and any resulting contract.

Authorized Representative Name: _____
Title: _____
Signature: _____ Date: _____

CERTIFICATE OF NONDISCRIMINATION

In connection with the performance of this contract, the vendor agrees as follows:

(A) Not to discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, or ancestry. Vendor shall take affirmative action to ensure that employees are treated without regard to their race, creed, color, sex, age, national origin, or ancestry. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, rates of pay or other forms of compensation and selection for training including apprenticeship.

(B) In the event of the noncompliance with the nondiscrimination clause, the contract may be canceled or terminated by the O.E.M.A. Vendor may be declared by the O.E.M.A. ineligible for further contracts with said agency until satisfactory proof of intent to comply shall be made by vendor.

(C) Vendor agrees to include this nondiscrimination clause in any subcontract connected with the performance of this agreement.

(D) The vendor further certified that neither the corporate officers, nor any major stockholder,
i.e., any stockholder owning in excess often percent (10%) of said corporation, or any partner or principal is related by either affinity or consanguinity within the third degree to the Governing Body of the O.E.M.A.

I have read the above-mentioned clauses and agree to abide by its requirements.

_____
BUSINESS NAME

BY: _____
PRESIDENT/OWNER

ATTEST:

_____
SECRETARY/NOTARY PUBLIC

AFFIDAVIT FOR PAYMENTS IN EXCESS OF $1,000.00

STATE OF OKLAHOMA
COUNTY OF _____.

The undersigned architect, contractor, supplier or engineer:, of lawful age, being first duly sworn, on oath says that this invoice number _____ has been completed or supplied in accordance with the plans, specifications, orders or requests furnished by the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elect official, officer or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other thing of value to obtain payment.

_____
AFFIANT

Subscribed and sworn to before me this _____ day of _____, 20_____.

_____
NOTARY PUBLIC

My commission expires: ____ / ____ / ____.

NOTE:
A copy of this affidavit must be attached to any invoice submitted by an architect, contractor, engineer, or supplier of material in excess of $1,000.00.