



**REQUEST FOR PROPOSALS
FOR
RECYCLING SERVICES**

AS PART OF CRCL'S

OYSTER SHELL RECYCLING PROGRAM

New Orleans Pick-up Route

PROPOSAL DUE DATE/TIME:

February 25th, 2026

5:00 PM CST

Prospective bidders are encouraged to notify Fiona Lightbody of their intent to submit a proposal in advance of the proposal deadline. Notification may be submitted by email or phone at:

fiona.lightbody@crcl.org, (504) 708-4245

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1 GENERAL INFORMATION

1.1 Purpose

The intent of this Request for Proposal (RFP) is to identify and select an operator (“the Contractor” and sometimes referred to as “bidder”) with whom the Coalition to Restore Coastal Louisiana (CRCL) will enter a contract (“the Contract”) for providing oyster shell transportation services to support CRCL’s Oyster Shell Recycling Program (OSRP) New Orleans pick-up route.

CRCL may modify this RFP if deemed necessary. CRCL may choose to award the contract and CRCL may choose not to issue any contract based on this RFP process.

1.2 Background

Launched in June 2014, CRCL’s Oyster Shell Recycling Program collects oyster shells from New Orleans- area restaurants and uses that shell to restore oyster reefs that help protect Louisiana’s eroding coastline. Participating restaurants in the New Orleans region agree to separate oyster shell (from cooked and raw oysters) from the rest of their trash stream in designated recycling receptacles (sometimes referred to as “containers” and/or “bins”). The filled receptacles are then collected from the restaurants, and the shell is deposited and held at CRCL’s oyster shell curing site in Violet, Louisiana. Once the material is cured, the recycled shell is used for habitat restoration projects across coastal Louisiana.

The purpose of this RFP is to select a contractor to perform oyster shell recycling services in New Orleans.

1.3 Required Services

Shell Collection Materials

CRCL currently uses 35-gallon bins to hold the separated shell.

The Contractor is responsible for financing containers used to perform the services in accordance with this RFP. The Contractor shall provide and maintain shell collection containers for participating restaurants, public drop-off locations and special events at its own cost, with the expectation that, because additional restaurants may be onboarded into the OSRP at any given time, additional containers may be required. All containers must be appropriately labeled with CRCL’s Oyster Shell Recycling Program logo. CRCL shall submit a logo to the Contractor to be displayed on every container used to perform the services in accordance with this RFP.

CRCL will not assume any liability for the transport, maintenance, and delivery of containers. The Contractor will assume all liability for damages to property or injury to third parties while performing works specified under the terms of the Contract.

CRCL assumes no responsibility for the condition of containers, but expects that the Contractor will maintain containers, including all costs for sanitation chemicals and/or security devices. The Contractor assumes responsibility for adequately securing containers, which may include locking containers in place or installing safety devices on bin lids. CRCL assumes no responsibility for loss or necessary replacement of the containers.

Shell Collection Logistics

The Contractor is responsible for collecting all containers in a timely and efficient manner in accordance with the pick-up schedule established with participating restaurants. The Contractor must demonstrate the ability to pick up and transport all containers in vehicles suitable to the type of container used.

Service will occur on a minimum of three-day and maximum of five-day per week pick-up schedule. CRCL will give restaurant partners the option to receive pick-ups three- or five-days per week. The Contractor must develop a logistics plan to fulfill these needs. The Contractor must acknowledge that pick-up locations, container quantity, and volume may vary seasonally, due to unforeseen circumstances, or as the program expands. The Contractor should indicate a maximum service capacity in terms of number of pick-up locations, containers, and frequency explicitly to CRCL during the bid process as part of the submitted proposal.

To help the Contractor develop a logistics plan, **Attachment I** details CRCL's current New Orleans pick-up route and estimated volume of shell and number of bins collected per pick-up day.

Shell Transport

The Contractor is responsible for transporting all shell to CRCL's Restoration Headquarters at 6207 E. St Bernard Hwy, Violet, La 70092 in a timely manner.

Shell Collection Administrative Duties

The Contractor will be responsible for recording oyster shell collection data and submitting daily reports to CRCL. At each restaurant partner location, the Contractor will record the fill level of each container during each pick-up instance. CRCL currently uses a mobile software app to receive daily pick-up logs. An example of the pick-up log is provided in **Attachment II**. This data recording system is subject to change. Bidders are welcome to suggest alternative data reporting software and/or systems in response to this RFP.

The Contractor is expected to develop and maintain professional relationships with restaurant partners and engage in regular communications with restaurant partners to ensure the highest quality of service. The Contractor is responsible for managing the daily logistics of the program and working in partnership with CRCL to resolve issues. The Contractor shall serve as a point of contact for restaurant partners relating to daily pick-up logistics and is responsible for reporting all matters to CRCL in a timely manner.

The Contractor is expected to perform all services with care, skill and diligence, in accordance with the applicable professional standards currently recognized by the waste industry, and be responsible for the professional quality, technical accuracy, completeness and coordination of all services, logs, reports, and/or other items and services furnished under the Contract.

Special Events

The Contractor may be asked to service irregular special events such as fundraisers, parties etc. All special events will be organized on a case-by-case basis and CRCL will communicate with the Contractor in advance to arrange logistics. Proposals should include a line-item for special event pick-up services to account for drop-off and pick-up of bins and, occasionally, signage, to support oyster shell recycling at special events.

2 ADMINISTRATIVE INFORMATION

2.1 Term of Contract

The period of any contract based on this RFP is tentatively scheduled to begin between announcement of Contractor selection and shell collection start date. Shell collection will begin on May 1, 2026. The time between contract execution and shell collection is designed to allow the Contractor the opportunity to organize logistics and work with CRCL to prepare for oyster shell collection. At the culmination of the provisionary 12-month contract period, or an otherwise agreed-upon contract period longer than 12-months, CRCL may opt to renew the terms of the existing contract or release an updated RFP to procure new bids.

2.2 Contractor Inquiries

Questions regarding RFP requirements must be submitted to the Oyster Shell Recycling Program Senior Coordinator, Fiona Lightbody, by email or phone at: fiona.lightbody@crcl.org, (504) 708-4245.

Inquiries must be received by February 20, at 5:00 p.m. Central Standard Time (“CST”), as specified in the Schedule of Events. Only Fiona Lightbody has the authority to officially respond on behalf of CRCL to Contractor’s questions regarding this RFP.

Prospective bidders are encouraged to notify Fiona Lightbody of their intent to submit a proposal in advance of the deadline. Notification may be submitted by email or phone at: fiona.lightbody@crcl.org, (504) 708-4245.

2.3 Schedule of Events

<u>Event</u>	<u>Date</u>
Advertise Request for Proposal	January 8, 2026
Deadline for Contractor inquiries	February 20, 2026
Deadline for receipt of proposals from bidders	February 25, 2026
Announce award of Contractor selection	March 18, 2026
Contract execution	After award date, 2026
Shell collection begins	May 1, 2026

3 PROPOSAL INFORMATION

3.1 Proposal Content

Proposal should demonstrate how the Contractor will perform the services as described in Section 1.3.

3.2 Minimum Qualifications of Contractor

The selected Contractor must meet the following minimum qualifications:

- Financial resources for performance, or the ability to obtain such required resources;
- Insurance – Bidders must carry appropriate insurance coverage for the duration of the Contract and be prepared to name CRCL as additionally insured on the Contractor’s policies and provide CRCL with evidence of the appropriate insurance for the following:
 - Workers’ Compensation: the Contractor shall maintain during the life of the contract Worker’s Compensation Insurance for all the Contractor’s employees

- working in relation to the services in accordance with this RFP;
- Commercial General Liability: The Contractor shall maintain during the life of the contract Commercial General Liability Insurance which shall protect the Contractor and CRCL during the performance of services in accordance with this RFP including bodily injury, property damage and contractual liability, with combined single limits of \$1,000,000;
- Licensed and Non-Licensed Motor Vehicles: the Contractor shall maintain during the life of the contract Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage and shall cover the use of non-licensed motor vehicles utilized in performance of the services in accordance with this RFP.
- Experience, organization, technical qualifications, and facilities, or ability to obtain them;
- Compliance with the proposed Schedule of Events and performance schedule;
- Safety – describe your environmental and safety programs that apply to managing risks associated with the services in this RFP;
- Good standing with the Louisiana Secretary of State;
- Compliance with Louisiana Department of Environmental Quality requirements;
- Has no pending litigation in past 5 years, if you have pending litigation please describe;
- Record of integrity, judgment, and performance; and
- Qualification and eligibility to receive an award under applicable laws and regulations.

Contractors should ensure that their proposals contain sufficient information for CRCL to make its determination by presenting acceptable evidence of the above to perform the contracted services.

3.3 Subcontracting Information

CRCL shall have a single primary Contractor as the result of any contract negotiation, and that primary Contractor shall be responsible for all work performed under the contract, including duties and deliverables specified in this RFP and subsequent proposal submitted by the Contractor and incorporated into the contract. This general requirement notwithstanding, Contractors may not enter into subcontracts or arrangements.

Unless provided for in the contract with CRCL, the primary Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of CRCL.

3.4 Ownership of Proposal and Proprietary Information

All materials submitted in response to this RFP shall become the property of CRCL. Selection or rejection of a proposal does not affect this right. Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

3.5 Cost of Preparing Proposals

CRCL shall not be liable for any costs incurred by the Contractors prior to issuance of or entering into a

contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Contractors in responding to this RFP are entirely the responsibility of the Contractors and shall not be reimbursed in any manner by CRCL.

3.6 Errors and Omissions in Proposal

CRCL will not be liable for any errors in proposals. CRCL reserves the right to make corrections or amendments due to errors identified in proposals. CRCL has the right to request clarification or additional information from the Bidder.

3.7 Laws that Apply

Any contractual agreement related to this RFP may be subject to the following regulations:

- Section 320 of the Clean Water Act (CWA)
- Federal grant rules in 2 CFR Part 200 and 2 CFR Part 1500
- EPA General Terms and Conditions
- Other laws or executive orders listed by EPA

2 PROPOSAL INSTRUCTIONS

4.1 Proposal Submission

Bidders who are interested in providing services requested under this RFP must submit a proposal containing the information specified in this section. The proposal must be received electronically by the Oyster Shell Recycling Program Coordinator, Fiona Lightbody, on or before 5 p.m. CDT on the date specified in the Schedule of Events. Proposals received after the deadline will not be considered. The proposal package must be emailed to:

Fiona Lightbody
fiona.lightbody@crcl.org
Telephone: 504-708-4245

4.2 Proposal Format

Please respond to this RFP with:

- A cover letter submitted on the Contractor's official business letterhead explaining the intent of the Contractor;
- A Technical and Cost Proposal that responds to all requested areas as specified in *Section 5*; and,
- A signed Certification statement (**Attachment III**).

5 PROPOSAL CONTENT

5.1 Executive Summary

Introduce the scope of the proposal. Include administrative information including Contractor's contact name, phone number, physical address, email address, and a summary of the

Contractor's qualifications and ability to meet RFP requirements in the timeframes set by CRCL.

5.2 Corporate Background and Experience

Give a description of the company including a brief history, corporate structure and organization, number of years in business, and copies of its latest financial statement, preferably audited. Respond to all requirements listed in Section 3.2.

Provide a detailed discussion of the Contractor's prior experience in working on projects similar in size, scope, and function to the proposed contract and include any relevant experience pertaining to transportation, waste collection, recycling, and/or disposal.

5.3 Proposed Project Staff

Provide information about the experience of the Contractor's assigned personnel considered key to the success of the project. Include the names, experience, role and responsibilities of each person on this project, their planned level of effort, and their anticipated duration of involvement.

5.4 Approach, Methodology, and Logistics

Refer to the restaurant and shell information provided in **Attachment I** to assist with the next section. Include the following information:

Containers

CRCL currently uses 35-gallon containers placed at partner restaurant locations. CRCL recommends the use of containers with a unique color scheme to differentiate them from trash receptacles (for example, blue or green cans instead of black). If after reviewing the restaurant information in **Attachment I**, the Contractor identifies a different receptacle configuration or recommendation, please outline it in the proposal.

If physical storage space is limited, provide the maximum number of containers that could be stored or operated by the Contractor at one time.

Transportation and Methodology

Describe the type of vehicle(s) that will be utilized in the collection, transportation, and disposal of oyster shells. Note whether or not the Contractor has all necessary vehicles to perform work under the contract as specified in this RFP, or if there is a need to purchase them. Indicate the power supply for the vehicles that will be utilized (e.g., diesel, gasoline, CNG, hybrid, EV). For internal combustion vehicles, provide the estimated fuel economy per vehicle for both city and highway.

Provide information on how the Contractor's organization will deliver and unload oyster shell to CRCL's Restoration Headquarters.

Logistics & Scheduling

Provide a timetable describing the weekly pick-up. A successful Contractor will collect oyster shells from each restaurant a minimum of three (3) times per week. CRCL requests proposals that also arrange for the option to collect oyster shells from restaurants five (5) times per week.

Describe the technologies and products available to enhance services such as tracking or dispatch software, barcode scanners, etc. If no such products are available, indicate this

here.

5.5 Cost Information

Pricing is requested with provisions set forth for a period of twelve (12) months.

The Contractor shall bill CRCL monthly. CRCL is responsible for billing restaurant partners and special event coordinators. The Contractor shall defer to CRCL for these matters.

Alternative billing/financial arrangements are welcome, and CRCL is open to working with the Contractor to identify a sustainable plan to execute the services outlined in this RFP. CRCL is a nonprofit organization whose mission is to unite people in action to achieve a thriving, sustainable Louisiana coast for all. We are seeking prospective bidders who recognize the community benefits of this work and share our dedication to preserving coastal Louisiana. We appreciate the willingness of prospective bidders to take this into consideration when designing proposals and price quotes in response to this RFP. CRCL is committed to publicizing the partnership between the Contractor and CRCL and providing regular social media exposure and possibly facilitating news media opportunities for the Contractor, among other co-benefits.

CRCL is committed to finding the most cost efficient and transparent method for the services in this RFP. Please provide the total cost (inclusive of travel and all project expenses). Cost information must include an itemized budget with prices and fees identified for each task, total estimated number of hours (by classification) for the Contractor's staff and the billing rate (by classification).

Example fee structures include, but are not limited to:

- Flat fee per restaurant added to the roster;
- Tiered system by quantity of restaurants, number of bins, and collection points; and,
- Flat fee for all services required by CRCL, regardless of the number of restaurants.

Monthly billing is required. Bidders are encouraged to provide a sample bill. Billing and payment terms shall be negotiated with the awarded Contractor. Please note any cost changes that may occur following contract execution and the start of shell collection.

6 EVALUATION AND SELECTION

6.1 Evaluation

An evaluation team at CRCL will assess the proposals. This team will determine the proposal most advantageous to CRCL, taking into consideration price, ability to meet the Minimum Requirements of Contractor (*Section 3.1*), ability to meet Contractor Qualifications (*Section 3.2*), and other factors such as history of success with CRCL.

Positive efforts shall be made to utilize small-business, minority- owned firms and women's business enterprises. CRCL will not do business with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. CRCL will not do business with entities under criminal indictment.

We will favor lower cost bids, but we are not obligated to accept the lowest one.

6.2 *Announcement of Contractor*

CRCL will notify the successful Contractor by March 18, 2026 and proceed to negotiate terms for final contract. Unsuccessful Contractors will be notified in writing accordingly.

ATTACHMENT I: Oyster Shell Recycling Program Details and Shell Quantity Information**1 OVERVIEW**

The information provided in this attachment is designed to assist the Contractor develop the shell

- Container provision;
- Collection; and,
- Delivery/unloading methodology and budget for this RFP.

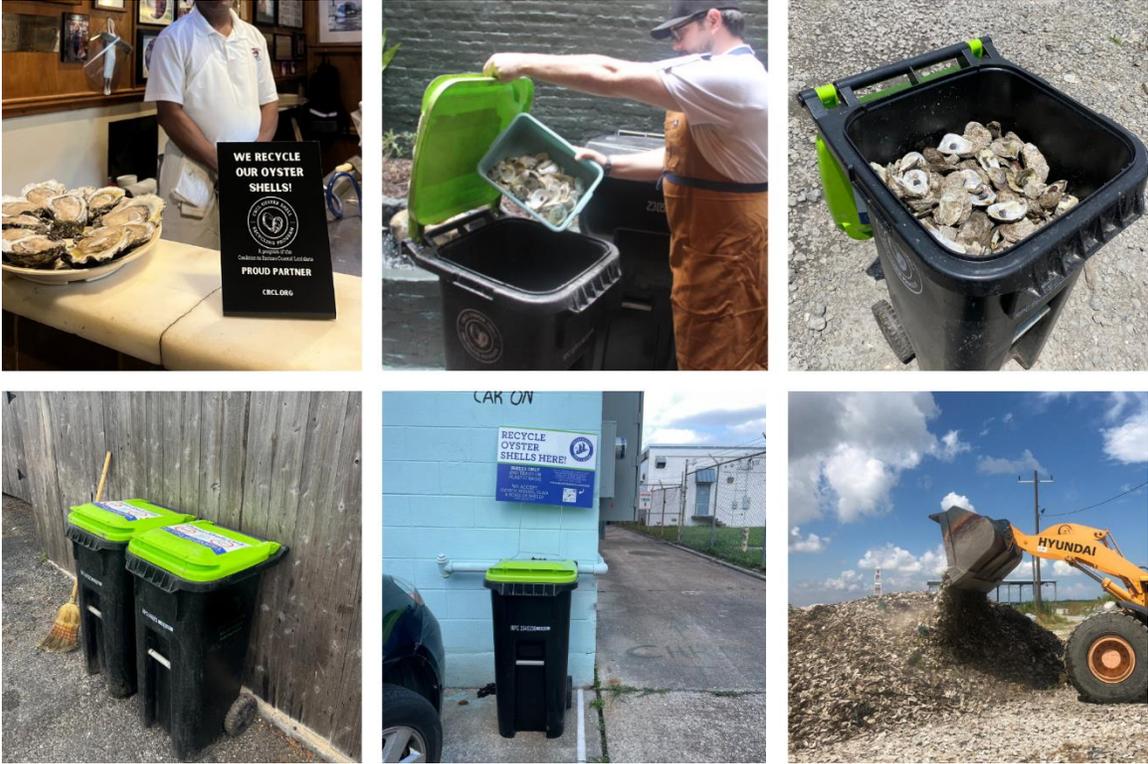
CRCL currently services thirty-two (32) restaurants and three (3) public drop-off locations to participate in the New Orleans Oyster Shell Recycling Program. These restaurants separate oyster shells from other refuse and place them in containers provided by CRCL's Contractor. Public drop-off locations are available for anyone to recycle their oyster shells.

CRCL currently employs a Contractor which places 35-gallon containers at each restaurant to hold discarded oyster shell and uses a "swap-out" method: Contractor swaps used containers with clean ones on a 3- to 5-day per week pick-up schedule, according to individual restaurant preference and volume requirements. Containers are brought to CRCL's Restoration Headquarters and emptied at the shell storage area after each pick-up route is completed.

CRCL provides a mobile software app that the Contractor uses to submit daily pick-up data. At each pick-up event, the Contractor fills out a form indicating the name of the restaurant and the fill level of each bin. The data is automatically sent to CRCL for tracking purposes.

CRCL works closely with the Contractor to maintain a high level of service and keep pick-up running smoothly. The Contractor maintains strong relationships with restaurant staff and reports all necessary information back to CRCL, such as restaurant feedback and requests. Should a restaurant request to add a bin, CRCL and the Contractor will communicate and fulfill the request in a timely manner.

2 PICTURES EXHIBITING PROGRAM OPERATIONS



From top left: Promotional signage at partner restaurant; Kitchen staff depositing discarded shells into recycling bin; Full bin before pick-up; Bins placed outside partner restaurant for pick-up; Public drop-off bin; Shell storage property in St. Bernard Parish.



From top left: Volunteers shovel recycled shells into bags to be used in oyster reef restoration projects;

Volunteers stack bags of recycled shells along an eroding marsh shoreline to block wave energy and provide habitat for new oysters; Completed oyster reef restoration project; New oysters growing on top of a recycled shell at a completed oyster reef restoration project site.

3 SHELL WEIGHT AND VOLUME INFORMATION

When developing the proposal, consider the following shell weight information:

- One full 35-gallon bin on average weighs 200 lbs (~90 kg)
- One 35-gallon container can hold roughly 0.17 cubic yards of shell (.13 cubic meters)
- 1 cubic yard shell (~.76 cubic meters) = between 1,750 - 1,350 lbs (~794 - ~612 kg) = between 0.5875 – 0.675 tons (~532 - ~612 kg)

4 ADJUSTMENT IN QUANTITIES

The Contractor is advised that restaurant participation and container quantities included in this RFP may change throughout the contract period. The number of containers may also vary at different periods. The Contractor shall agree to service all future restaurant partners.

5 PROBLEMS AND CONCERNS

Any problems or concerns the Contractor may have with servicing a restaurant must be brought to CRCL, not the restaurant.

6 NEW ORLEANS PICK-UP ROUTE: PARTICIPATING RESTAURANTS AND VOLUME OF SHELL

Average pounds per pick-up are calculated using 2025 pick-up data. Data represents actual volume of shell collected during the New Orleans pick-up route during the calendar year 2025.

CRCL currently collects from 32 restaurants and 3 public drop-off locations. Public drop-off bins are serviced as needed. Of the 32 restaurants, only 8 currently receive pick-up 5 days per week.

In 2025, the program averaged 35 bins and 7,000 pounds of shell per day of collection on the 3-day per week route (32 restaurants serviced Monday, Wednesday, and Friday). On the 5-day per week route (8 restaurants serviced Saturday and Sunday), collection days averaged 16 bins and 3,000 pounds.

The geographic neighborhood spread of our restaurants and public drop-off sites is as follows:

- Metairie: 2
- Bucktown / West End: 5
- Uptown: 5
- Mid-city: 4
- French Quarter / Central Business District: 14
- Marigny / Bywater: 3
- New Orleans East: 2

Oyster Shell Recycling Program Log

Bin Location

New Orleans restaurants

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Oyster Shell Recycling Program Log

Visible v Empty Bins

Acamaya
MWF

OF VISIBLE BINS

OF EMPTY BINS

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Oyster Shell Recycling Program Log

Full Bin Data

OF FULL BINS

1/8 BIN

1/4 BIN

1/2 BIN

3/4 BIN

total bins collected

PLEASE UPLOAD PHOTO IF BINS NOT ACCESSIBLE

Drop file here or select file (pdf, doc, docx, xls, xlsx, pptx, ppt, txt)

Notes

1000 

Back

Submit

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ATTACHMENT III: CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. CRCL requests that the Contractor designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date _____ Official Contact Name: _____

- A. E-mail Address: _____
- B. Number with area code: () _____
- C. US Mail Address: _____

Contractor certifies that the above information is true and grants permission to CRCL to contact the above-named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Contractor certifies that:

- 1. The information contained in its response to this RFP is accurate;
- 2. Contractor complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
- 3. Contractor accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
- 4. Contractor's quote is valid for at least 90 days from the date of proposal's signature below;
- 5. Contractor understands that if selected as the successful Contractor, it will have a limited number of days in which to complete contract negotiations, if any, and execute the final contract document. Contractor understands it must execute the contract by the date set forth in RFP Section 2.3, Schedule of Events.

Authorized Signature: _____
Typed or Printed
Name: _____
Title: _____

Company Name: _____

Address: _____

SIGNATURE of Contractor's Authorized Representative

DATE _____