



Don't overlook Overbrook – a town with a great future built on a trail of past success!

City of Overbrook, Kansas

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March 05, 2025

The City of Overbrook is requesting a proposal for Solid Waste Collection and for Recycling Services.

REQUEST FOR PROPOSAL PROCEDURE

When the City Council wishes to send out a request for bid or proposal the following steps will occur.

1. The City Council will determine if a project or purchase of a product should be processed with a request for proposal document. If yes, the city shall prepare a Request for Proposal.
2. The City will designate vendors to whom it wishes to send a copy of the RFP.
3. The RFP shall be mailed to each designated vendor. We will publish the RFP in the Osage Co. Herald-Chronicle.
4. The RFP shall designate a date for closing of the bid process.
5. Within ten days of the closing, the City Council or a designee shall review all proposals, summarize the proposals, and present a final report to the City Council for final selection.
6. Final selection will be based on overall proposal factors of cost, review of how the Proposal meets our needs, and a thorough review of customer service provided in other communities.
7. Once a vendor has been selected a letter shall be sent to each entity indicating the results of the process, which entity has been selected, and thanking each entity for their interest in the project.

At our February 12, 2025 City Council Meeting the Council determined that they wanted to send a Request for Proposal to area Solid Waste Collection Companies for both Solid Waste Disposal and Recycling Services.

The City of Overbrook would like to receive a Solid Waste Disposal Proposal for the following specifications. The bid is due back by close of business on Thursday, March 27, 2025. A final report will be presented to the City Council for a decision to be made at the April 09, 2025 City Council Meeting.

Explain in your RFP how you would handle roll-offs for residential or commercial customers. Also include the roll-off process for a contractor doing work inside the City of Overbrook. Please include prices for the roll-offs if applicable.

Residential Trash:

1. Uncarted residential trash collected curbside weekly

Residential Recycling:

1. Please provide a list of acceptable single stream items. Is glass included?
2. Carted residential recycling collected curbside bi-weekly.
3. Uncarted residential recycling collected curbside bi-weekly
4. Centrally located, single stream recycling dumpster collected on call.

Large Items:

1. Centrally located dumpster for large item disposal places for temporary city clean up events.
2. If you provide roll-offs, please provide information described at the beginning of the RFP.

Non-Residential pricing:	Weekly	Twice per week	Three times per week
1. Bags Small volume	\$	\$	n/a
2. Bags Medium volume	\$	\$	n/a
3. Bags Large volume	\$	\$	n/a
4. 2 cubic yard dumpster	\$	\$	n/a
5. 4 cubic yard dumpster	\$	\$	n/a
6. 6 cubic yard dumpster	\$	\$	n/a
7. 8 cubic yard dumpster	\$	\$	\$ *

*One location only but has three dumpsters this size that need to be dumped 3 times per week

Non-Residential Recycling:

1. Please provide a list of acceptable single stream items. Is glass included?
2. Carted non-residential recycling collected curbside bi-weekly.
3. Uncarted non-residential recycling collected curbside bi-weekly

Do you bill the customers?

Length of proposed Contract:

Please attach a copy of proposed contract.

If you have any questions, please let me know. Thank you!

Jim Koger CMC
Overbrook City Clerk
785-665-7328