



REQUEST FOR PROPOSALS
FOR
CURBSIDE GLASS RECYCLING SERVICES
FOR THE CITY OF ROELAND PARK, KANSAS

The City of Roeland Park, Kansas (“City”) requests proposals from qualified and experienced firms to provide curbside glass recycling services within the City. The City seeks proposals for curbside glass recycling services for all single family residential units and multi-family residential dwelling units and select City buildings.

The City seeks to enter a recycling services contract (Contract) with one service provider that has the resources and ability to provide the recycling services outlined in this RFP. The City is considering an initial term of three (3) years with the option of two additional one (1) year renewals at the City’s discretion.

RESPONSES MUST BE RECEIVED BY
Friday June 10th at 12:00 pm

Submit to the attention of:

Erin Winn
Assistant City Administrator
4600 W. 51st Street
Roeland Park, KS 66205
913-722-2600 / ewinn@roelandpark.org

There will be an opportunity to email questions about the RFP to the Assistant City Administrator. The deadline to submit these questions via email is May 25th at 12:00pm. Responses to all questions will be sent to all interested firms who have submitted questions. Questions should be sent to ewinn@roelandpark.org.

Tentative Schedule

Monday May 9	Request for Proposals Publication (Online)
Tuesday May 10	Notice of Request for Proposals (Legal Record Publication)
May 25, at noon	Deadline to Submit Questions via Email
May 30, by 5 pm	Response to Questions Sent via Email
June 10, by noon	RFP Response Submission Deadline via Email
June 13 to 17	Review and Score Proposals and Schedule Interviews with top 3 prospects
June 21, 22, 23	Interviews Conducted & Selection Committee Recommendation

Overview

The City of Roeland Park is a Johnson County suburb located in northeast Johnson County, Kansas with a population of 6,827. There are currently 2,851 single family residence accounts receiving solid waste services and one multi-family complex. The City estimates 92% participation in the current curbside recycling program (excludes glass). A six month pilot curbside glass recycling program with weekly collection recently completed saw a set out rate of 21% with a total of 66% of participation of residents in the pilot zone participating during the 6 month period.

The City offers recycling services to City Buildings, listed below:

- City Hall office building at 4600 W. 51st Street
- Public Works facility at 4800 Roe Parkway
- Community Center located at 4850 Rosewood Drive
- Aquatic Center located at 4850 Rosewood Drive

The City would like to offer glass recycling at two City Parks facilities; Nall Park and R Park.

General Scope of Services

The City seeks to enter into a glass recycling services contract (Contract) with one service provider that has the resources and ability to provide curbside glass recycling services to 2,851 single family residential accounts, one multi-family complex, four (4) City facilities and two (2) City Parks. The City is considering an initial term of three (3) years with the option of two additional one (1) year renewals at the City's discretion.

Single family residential service:

The City is considering two single family residential service options. Proposers must propose on both service options. Based on the proposals received via this request, the City will select one of the following service options.

Service Option 1: City-wide collection (all residents receive recycling services) at curbside once a month. All residents will use a 14 gallon tote. The cost of the container should be included in the monthly fee.

Service Option 2: City-wide collection (all residents receive recycling services) at curbside once a month. Residents select either a 14 gallon tote or a 35 gallon cart. The cost of the tote or cart should be calculated and paid up front and separate from the monthly fee.

Multi-family unit service:

Collection at centralized outdoor locations with either 65 gallon or 95 gallon recycling carts. Participating multi-family units will contract directly with the Contractor for the service and be reimbursed for regular service costs by the City.

City building service

Monthly collection from City buildings using a 14 gallon tote. The cost of the tote should be included in the monthly fee.

City Park service

Collection from R Park and Nall park using 95 gallon carts. The cost of the cart should be included in the monthly fee.

Scope of Services

Contract Term

The Contract awarded in response to the RFP will commence on January 1, 2023. The City is considering an initial term of three (3) years with the option of two (1) one year renewals.

Single Family Residential Collection Requirements**Collection Schedule**

The Contractor will provide monthly curbside glass recycling services to each single family residential unit. All collection for glass recycling shall coincide with the City's solid waste collection schedule (ie, glass recycling for a certain area should be collected on the same day of the week as solid waste and other curbside recycling). The City contracts with Green for Life to provide solid waste services. Green for Life reserves the right to adjust route areas. In the case of route adjustment, ample notice will be provided to the Contractor. See the current solid waste collection map as Attachment A.

Recycling Containers

If the City chooses to purchase all containers up front, the City shall provide 14 gallon totes or 35 gallon carts.

If the City chooses to have the contractor include the price of the containers in the monthly fee, the Contractor shall provide all recycling totes.

Point of Collection

All single family residential collection will occur at the curbside. There may be a small number of house-side collections for elderly residents or those with short or long-term physical limitations or medical need. The City will qualify, authorize and provide a list of house-side collection addresses to the Contractor.

Procedure for Handling Non-Targeted Materials

If the contractor determines that a resident has set out non-targeted materials, the driver shall use the following procedure:

1. The contractor shall leave all materials in the resident's recycling container and leave an 'education tag' indicating acceptable materials, the proper method of preparation, and the availability of a glass recycling drop-off bin located in the Aldi parking lot.
2. The driver shall record the address and the Contractor shall report the address to the City in the respective monthly report.

Multi-Family Residential Requirements**Collection Schedule**

The Contractor will provide regular glass recycling services to each participating Multi-Family Residential unit. The frequency of service will be dependent upon the size of collection container able to be used and the participation by residents of the complex.

Recycling Containers

The Contractor shall be responsible for purchasing and distributing 65 or 95 gallon recycling carts.

Point of Collection

All multi-family residential glass recycling collection will occur at centralized, outdoor locations. The City will work with the building owner to designate the point of collection locations.

Procedure for Handling Non-Targeted Materials

Recycling containers with non-targeted materials shall not be collected. The Contractor shall notify the property's designated contact person) by phone that the material was not collected and the reason that the material was unacceptable.. The property will be required to fully empty the container of contaminants and wait for the next regularly scheduled service.

City Facility Collection Requirements

Collection Schedule

The Contractor shall provide monthly glass recycling services to City Buildings. The current City Buildings are listed below:

- City Hall office building at 4600 W. 51st Street
- Public Works facility at 4800 Roe Parkway
- Community Center located at 4850 Rosewood Drive
- Aquatic Center located at 4850 Rosewood Drive

Recycling Containers

The City will be responsible for recycling totes (purchase, distribution, maintenance and replacement, etc).

Point of Collection

All City building collection for glass recycling shall occur at centralized, outdoor locations. The City reserves the right to designate the point of collection.

Special Event Recycling

Working with the City, the Contractor will provide for recycling services for City-sponsored special events and other special events in which the City provides garbage collection services, as agreed upon between the City and the Contractor. The Contractor will provide the recycling containers. The City will request the Contractor to service the containers during regular business hours following the event. Infrequently, there may be a need to service the containers during the event or after regular business hours; prior arrangements will be made as to responsibility for such collections. The City will be the contact during the event.

Examples of annual events where the City would request recycling services include Concerts at R Park.

General Terms and Conditions

Contractor Permit Requirement

Haulers of recyclable materials must obtain a business license issued by the City, per the City's Code of Ordinances Sec. 15.107.

Collection Vehicle Equipment Requirements

The Contractor shall retain sufficient equipment to fulfill the requirements and specifications of the services described in this RFP. In addition, all collection vehicles used in performance of the Contract shall:

- Be duly licensed and inspected by the State of Kansas;
- Be properly insured;
- Operate within the weight allowed by state and local ordinances;

All of the vehicles must be in proper working order. All vehicles must be clearly identified on both sides with the Contractor's name and telephone number prominently displayed.

Collection Hours and Days

The City requires that glass recycling collection between the hours of 7:00 am and 6:00 pm. The City requires scheduled collection days to be Monday through Friday.

Holidays

Holidays refer to any holiday observed by Green for Life, the City's solid waste provider. When the single family scheduled collection day falls on a holiday, single family recycling collection services for that day will be performed on the same revised schedule as solid waste collection. Holiday calendar is attached as Attachment B.

Severe Weather

The Contractor may recommend postponement of recycling collections due to severe weather. In the event of postponement recommendation, the Contractor shall notify the City's Designated Contact Person via telephone or email by 7:00 am of the collection day. Upon postponement, collection will be made on a day agreed upon between the Contractor and the City.

Customer Complaints/Missed Collections

The City requests that residents and customers contact the Contractor with complaints or issues related to recycling services. The Contractor shall resolve the complaint on the same service day or make other reasonable arrangements with the resident.

The Contractor shall keep a log of all complaints, including the nature of the complaints, the names, addresses and contact numbers of the complainants; the date and time received; the Contractor's response and the date and time of the response. This information shall be provided to the City in a written monthly report.

Reporting

The Contractor shall submit to the City quarterly written reports.

The quarterly report shall be submitted by the 15th of the month following quarter end (April, July, October, January). The quarterly report shall contain:

- Total quantities (in tons) of glass recyclable materials collected from single family residential units, multi-family residential units, City buildings and special events
- Total quantities (in tons) of recyclable materials processed and marketed to end-users
- Number of single family residential units setting out totes for collection each month
- Number of single family residential units currently receiving service, including the addition or removal or residences as requested by the homeowner or by City Staff
- Number of multifamily residential units currently receiving service, including the addition or removal or residences as requested by the homeowner or by City Staff
- Log of all complaints
- Log of all resident addresses where “education tags” were left because Non-Targeted materials were set out for recycling

Public Education

The Contractor and the City shall work together in the preparation of educational materials to ensure accurate information and program directions. The City shall cover the cost of public education through official City channels.

Contractor shall print and distribute non-targeted materials set-out notices. Contractor shall provide to the City in a monthly report the date and address of each non-targeted material set-out notice.

During the term of the Contract, the Contractor may be asked by the City to make public appearances or provide information for City boards and commissions. Proposers are encouraged to provide examples of their community involvement and education efforts.

Ownership of Recyclable Glass

All glass collection, upon being loaded onto the collection vehicle, shall become the property of the Contractor.

Performance Monitoring

The City will monitor the Performance of the Contractor against goals and performance standards required within this RFP and the Contract. Substandard performance as determined by the City will constitute non-compliance. If action to correct substandard performance is not taken by the Contractor within 60 days after being notified by the City in writing, the City will initiate the Contract termination procedures.

Payment Terms

The City agrees to pay the Contractor on a monthly basis for glass recycling services provided to the City as described in the Contractor's proposal and/or negotiated between the City and the Contractor, and made part of an executed contract, based on the single-family residential unit service option selected.

The Contractor shall contract directly with participating multi-family units for regular service.

The Contractor shall provide recycling services to City Special Events at no charge. The Contractor shall not charge any other charges other than those explicitly authorized in Price Worksheets.

The Contractor shall submit itemized invoices for glass recycling services provided to the City on a monthly basis. Invoices shall be submitted in a format approved by the City. Invoices submitted shall be paid in the same manner as other claims made to the City.

Modification to Rates

The Contractor shall submit a written request for modifications to rates on or before September 1, 2023 and every September 1st thereafter. If the Contractor fails to submit a written request for modification to rates on or before September 1st, the Contractor waives the right for a modification to rates.

All rates shall remain fixed from the execution of the contract through January 1, 2023. The adjustment, increase or decrease, shall be an average for the most recent three year period for All Items of the Consumer Price Index for all Urban Consumers in the West North Central region as published by the U.S. Bureau of Labor Statistics as set forth in the executed contract.

No Sublet/Subcontracting

The Contractor shall not sublet or subcontract the glass recycling services or any portion thereof without prior written approval of the City.

Proposal Contents

Responders should submit one electronic copy to Erin Winn at ewinn@roelandpark.org. If the file is too large, a flash drive or a hard copy may be submitted to:

Roeland Park City Hall
Suite 200
Attn: Erin Winn
4600 W. 51st Street
Roeland Park, KS 66205

The submittal should be no more than twenty (20) pages, including a cover letter. Submittals shall include:

- A cover letter that introduces the Proposer, confirms that all element of the RFP has been read and understood and summarizes your interest in the work. The letter should be one page maximum and list a single point of contact for the responding firm; and
- The experience and availability of key personnel; the Proposer's capabilities and experience with service of similar style and scope, qualifications, and unique attributes; and
- Materials that demonstrate the Proposer's ability to perform all requirements as stated in the RFP

- Specific evidence of past performance of the duties listed in the General Scope of Services, including a minimum of three (3) references, preferably from municipal agencies with which the firm has worked. Each reference must include an email address. References may be asked to complete a survey regarding their experience with the firm; and
- Detailed description of any exceptions or modifications to the RFP requirements, including alternative proposed language; and
- Completed price worksheet (attachment C)

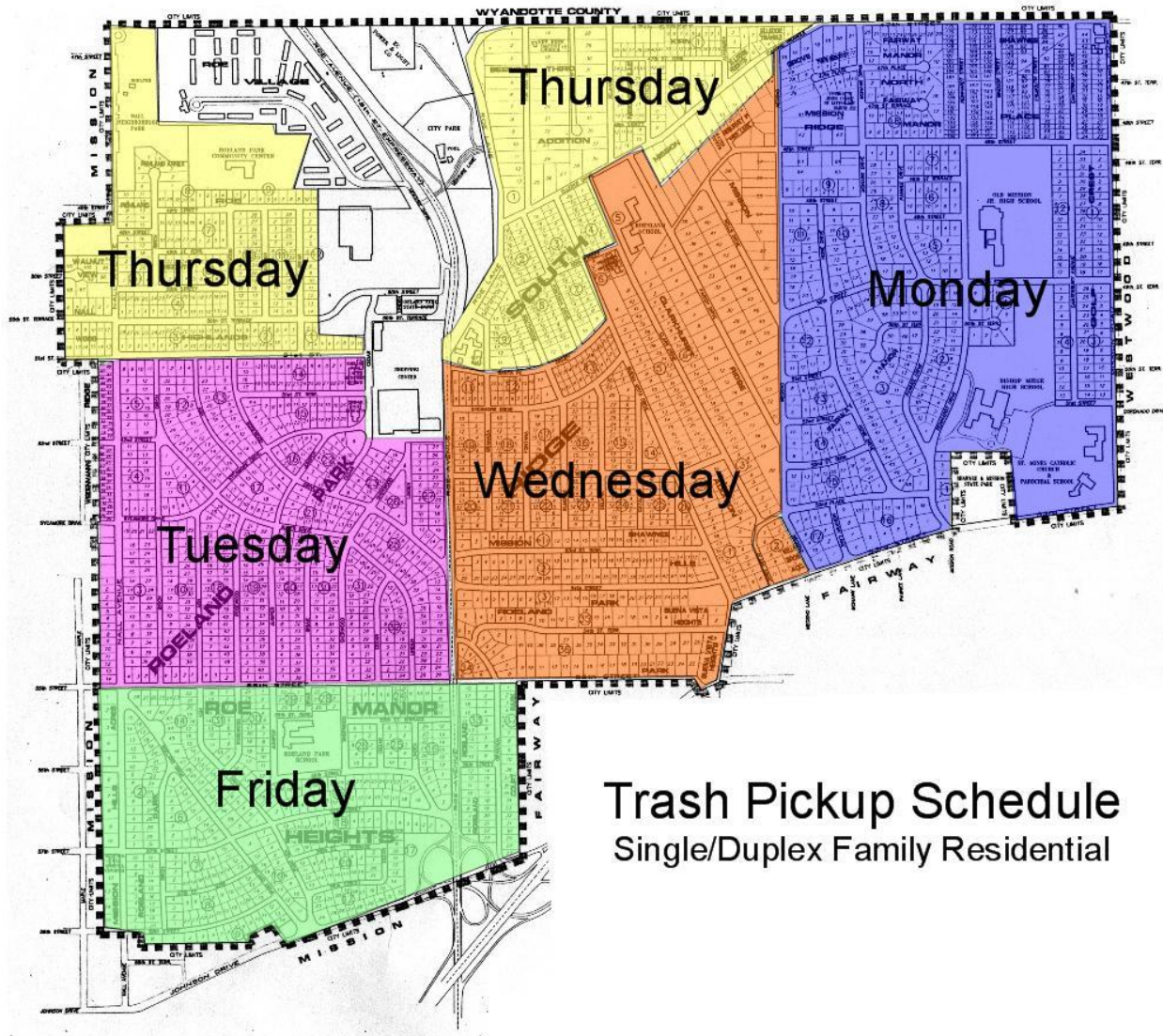
Optional

- Proposers are encouraged to provide examples of their involvement in community activities
- Proposers are encouraged to specify public education tools they are willing to provide (e.g. recycling education materials targeted for multi-family residents)
- Proposers are encouraged to indicate if they are willing to allow other communities in proximity (within a 5-mile radius) to Roeland Park the ability to “Piggy Back” (execute) the contemplated service agreement.

Disclaimer

The City reserves the right to reject any and all responses to the Request. Materials submitted in response to this Request shall become the property of the City and will not be returned. The City is not providing any compensation for submission of a response to this RFP.

Attachment A: Current Single/Duplex Family Residential Trash Pick-up Schedule



Trash Pickup Schedule
Single/Duplex Family Residential

Attachment B: Current Holiday Schedule

HOLIDAY PICKUP SCHEDULE

Unless otherwise noted, service that falls on the holidays listed below will be completed the following day, and service for subsequent days in the same week will also be completed one day later. In the event that a holiday falls on a regularly closed business day, service for that week will continue as normal.

- New Year's Day
- Thanksgiving Day
- Christmas Day
- July 4th

Attachment C: Price Worksheet

Single Family Residential Unit Options

1. Monthly fee per unit, cost of tote included in monthly fee:
2. Monthly fee per unit, cost of container paid up front:
 - a. Cost per 14 gallon tote:
 - b. Cost per 35 gallon cart:

Multi-family Residential Unit

- Fee for pickup at centralized, outdoor location:
 - a. Fee per 65 gallon cart per trip (trips may be weekly or bi-weekly)
 - b. Fee Per 95 gallon Cart Per Trip (tips may be bi-weekly or monthly)

City Buildings

- Monthly fee for pickup at centralized, outdoor locations:

City Parks

- Fee for pickup at centralized, outdoor locations:
 - a. Fee Per 65 gallon Cart Per Trip (trips may be weekly or bi-weekly):
 - b. Fee Per 95 gallon Per Tip (trips may be bi-weekly or monthly):