



# REQUEST FOR PROPOSALS (RFP)

## CURBSIDE TRASH COLLECTION AND RECYCLING SERVICES

**RFP No. 2026-02**

**Issue Date: June 29, 2026**

**Proposals Due: July 31, 2026, at 5:00 pm**

### 1. INTRODUCTION

The Town of Brookeville ("Town") located in Montgomery County, MD is soliciting proposals from qualified solid waste collection contractors ("Contractor") to provide **once-per-week curbside trash collection** and **once-per-week dual-stream recycling collection** for all eligible properties within the Town's municipal limits. Services must be performed safely, efficiently, and in compliance with all applicable federal, state, and local regulations.

The Town currently contains 56 properties receiving curbside solid waste and recycling services. The Contractor shall base all pricing, routing, staffing, and equipment needs on this service count unless otherwise directed by the Town. (See Appendix A for map of properties)

### 2. SCOPE OF SERVICES

#### 2.1 General Requirements

- Contractor shall furnish all labor, vehicles, equipment, carts, containers, and materials necessary to perform the required services.
- Collection shall occur on the same designated day each week unless otherwise approved by the Town.
- Contractor shall clean up any spills or debris resulting from collection activities.
- Missed collections must be resolved within **24 hours** of notification.

#### 2.2 Trash Collection

- Contractor shall provide **weekly curbside trash collection** for all eligible properties.
- Contractor shall supply each property with **one (1) 96-gallon wheeled trash cart**.
  - Carts must be durable, lidded, and compatible with automated or semi-automated collection equipment.
  - Contractor is responsible for maintenance, repair, and replacement of all trash carts.
- All collected municipal solid waste shall be transported and disposed of **at the Contractor's expense** at a licensed disposal facility.



## 2.3 Dual-Stream Recycling Collection

The Town uses a **dual-stream recycling system**, consisting of a **fiber stream** and a **containers stream**.

### 2.3.1 Fiber Stream (Paper/Cardboard)

- Contractor shall provide each residence with **one (1) wheeled recycling cart** designated for **paper and cardboard only**.
- Contractor is responsible for maintenance, repair, and replacement of these carts.
- Contractor shall collect paper/cardboard weekly and transport materials to a licensed recycling facility **at the Contractor's expense**.

### 2.3.2 Containers Stream (Glass/Plastic/Metal)

- The Town shall provide each residence with **21-gallon recycling bins** for commingled containers.
- Contractor shall collect materials placed in these Town-provided bins and return bins neatly to the curb after emptying.
- Contractor shall transport and process all container recyclables **at the Contractor's expense**.

### 2.3.3 Resident Education

Contractor shall provide clear, ongoing communication to Town and its residents regarding:

- Acceptable materials
- Proper preparation
- Correct use of each recycling container type
- Holiday schedules and service delays

## 3. CONTRACTOR RESPONSIBILITIES

Contractor shall:

- Maintain all required permits, licenses, and insurance.
- Provide well-maintained, clearly marked vehicles operated by trained personnel.
- Provide an implementation plan for cart distribution and service start-up.
- Selected firm must maintain appropriate professional liability, general liability, and workers' compensation insurance as required by Maryland law.



## 4. REFERENCES

Proposers must submit **three (3) references** from **municipalities and/or homeowners associations (HOAs)** for which similar curbside trash and recycling services have been provided within the past five (5) years.

Each reference must include:

- Name of municipality/HOA
- Contact person and title
- Phone number and email
- Description of services provided
- Contract term and annual tonnage (if available)

## 5. DISPOSAL AND PROCESSING

The Contractor shall be solely responsible for:

- All costs associated with transportation, disposal, and processing of municipal solid waste and recyclables
- Ensuring all disposal and processing facilities are properly licensed and compliant with all regulations

## 6. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include, at minimum:

- Company profile and qualifications
- Description of collection methods, vehicles, and equipment
- Proposed implementation plan and schedule
- Pricing for all required services (trash and recycling)
- References as outlined above
- Proof of insurance and required certifications
- Completed pricing
  - Cost per household per month – Trash Collection
  - Cost per household per month – Recycling Collection
  - Optional services and associated fees

## 7. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Demonstrated experience and qualifications



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clerk@townofbrookevillemd.org

- Quality and clarity of proposed service approach
- Cost competitiveness
- References and past performance
- Ability to meet Town requirements and timelines

## 8. SELCTION PROCESS

The Town reserves the right to exercise full discretion throughout the evaluation and award process. Specifically, the Town may:

- **Reject any or all proposals** The Town may determine that no submission sufficiently meets the requirements or provides best value and may discontinue or reissue the solicitation.
- **Request clarifications or additional information** Firms may be asked to provide written or oral clarification, supplemental documentation, or revised materials to assist the Town in evaluating responsiveness and qualifications.
- **Negotiate with selected firms** The Town may enter into discussions with one or more proposers to refine scope, pricing, terms, or deliverables prior to final award.
- **Award a contract based on qualifications and best value** The Town's decision will consider demonstrated experience, technical approach, capacity, past performance, cost, and overall value to the Town—not solely lowest price.

## 9. CONTRACT TERM

The Town anticipates awarding a contract for an initial term of **3 years**, with up to **2 optional renewal periods** at the Town's discretion.

## 10. QUESTIONS & ADDENDA

### Contact Information

For questions regarding this RFP, please contact: Cate McDonald, Town of Brookeville Clerk  
[clerk@townofbrookevillemd.org](mailto:clerk@townofbrookevillemd.org)

Addenda will be posted on the Town's website.

## 10. SUBMISSION INSTRUCTIONS

- Electronic submission preferred (PDF format)
- Submit to Cate McDonald, Town of Brookeville [clerk@townofbrookevillemd.org](mailto:clerk@townofbrookevillemd.org)
- Proposals must be received no later than **July 31, 2026, at 5:00 pm.**



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## APPENDIX A – Map & Street Address

### Church Street

1 Church Street  
 3 Church Street  
 5 Church Street  
 7 Church Street

### North Street

1 North Street  
 2 North Street  
 4 North Street  
 9 North Street  
 13 North Street  
 17 North Street

### South Street

1 South Street

### Water Street

104 Water Street  
 106 Water Street  
 108 Water Street

### Market Street

198 Market Street  
 200 Market Street  
 202 Market Street  
 203 Market Street  
 204 Market Street  
 205 Market Street  
 206 Market Street  
 207 Market Street  
 208 Market Street  
 209 Market Street  
 210 Market Street  
 211 Market Street  
 212 Market Street  
 301 Market Street  
 306 Market Street  
 307 Market Street  
 308 Market Street  
 309 Market Street lot  
 310 Market Street  
 311 Market Street lot  
 312 Market Street  
 313 Market Street

314 Market Street  
 316 Market Street  
 318 Market Street

### High Street

1 High Street  
 2 High Street  
 3 High Street  
 5 High Street Brookeville Academy  
 6 High Street  
 8 High Street  
 9 High Street  
 10 High Street SUMC  
 14 High Street  
 15 High Street  
 16 High Street  
 18 High Street  
 20 High Street  
 22 High Street  
 24 High Street  
 26 High Street  
 28 High Street

