

City of Portsmouth
Portsmouth, New Hampshire
Public Works Department
Request for Proposal # 04-09

SCRAP METAL RECYCLING SERVICES

REQUEST FOR PROPOSAL

The City of Portsmouth is requesting written proposals from qualified vendors interested in purchasing scrap metal for recycling. Sealed proposals, plainly marked, RFP #04-09 “SCRAP METAL PURCHASE & RECYCLING SERVICES” addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801 will be accepted until 2:00 p.m. July 25, 2008. **PROPOSALS RECEIVED AFTER 2:00 P.M. WILL NOT BE CONSIDERED.**

Proposal specifications may be obtained from the Finance/Purchasing Department on the third floor at the above address, or at www.cityofportsmouth.com, or by calling the Purchasing Coordinator at 603-610-7227. Please continue below for the complete RFP.

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to accept any proposal that is in the best interest of the City and to negotiate the terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

If you have any questions pertaining to the submittal and review process of City bids please contact the Finance/Purchasing Department at the following number: 603-610-7227.

The City welcomes potential Contractors to visit the Public Works/Recycling Center to better understand the dynamics, operations, location and access throughout the facility. To arrange for a visit or if you have any questions pertaining to the specifics of this RFP and the scope of services, please contact the Public Works Department, Steve Parkinson, DPW Director at the following number: 603-427-1530.

I. INTENT OF SOLICITATION

The City of Portsmouth (City) is soliciting competitive proposals from qualified scrap-metal salvage contractors to purchase scrap metal, ultimately for recycling, which the City has acquired as part of its waste management/recycling program. The City seeks a contractor who will work cooperatively with the City to meet the City’s objective to increase the earnings associated with the disposal/recycling of scrap metal.

For a more complete description of service requirements refer to **SECTION III, SCOPE OF SERVICES.**

II. BACKGROUND

The City currently provides collection and temporary storage for scrap metal at its Recycling Center, located behind the Department of Public Works facility at 680 Peverly Hill Rd., Portsmouth, NH. Scrap metal is brought to the Recycling Center by either Public Works employees collecting the waste as part of the residential bulky waste curbside collection program or by the residents of the City. Scrap metal is temporarily stored in one 30 or 40-yard³ metal bin. The majority of scrap metal consists of old appliances and hot water tanks, defined as white goods, miscellaneous ferrous and non-ferrous metallic materials, including but not limited to, sheet metal, siding, flashing, pipes, frames, furnaces, duct work, wire, fencing, bicycles frames, automotive parts, machinery, metal furniture, and tire rims.

The City also creates scrap metal for recycling from its’ vehicle maintenance and water/sewer department operations. The scrap metal is temporarily stored in one 20-yard³ metal bin behind the garage area of the Public Works building. The majority of scrap metal is, but not limited to, body parts, exhaust pipes, crushed drums, cast pipe, hydrants, sewer rims and covers. All liquids and any hazardous fluids (i.e. anti-freeze) are drained from the vehicle body parts.

The following table provides the annual weight of scrap metal collected at the Recycling Center over the past five (5) years. Any quantities provided or described by the City are approximate only and do not constitute a warranty or guarantee as to the actual quantities available.

Fiscal Year	Tons
2003	113
2004	197
2005	273
2006	226
2007	202

III. SCOPE OF SERVICES

Contractor shall be solely responsible for the safety of Contractor's employees and others relative to Contractor's work, work procedures, material, equipment, transportation, signage and related activities and equipment.

Contractor shall operate in compliance with OSHA and DOT regulations.

Contractor shall possess and keep in force all licenses, business permits and other permits required to perform the services of this Agreement.

It is the intent that Contractor shall buy scrap metal from the City. Contractor has the option of providing hauling services as part of the agreement or receiving the scrap metal as delivered by the City.

If the City delivers the scrap metal, Contractor shall be capable of receiving the scrap metal Monday through Friday, 7:00 AM to 4:00 PM.

If the Contractor provides hauling as part of the service agreement, hauling shall be done at a minimum one time per week. The City reserves the option to require additional hauls within 24 hours of providing notice. The City has high standards of housekeeping and cleanliness for its Recycling Center. Overflow and/or excess accumulation of scrap metal at the Recycling Center shall be avoided. Hauls by the Contractor shall be scheduled Monday through Friday between 7:00 AM and 3:30 PM.

If Contractor proposes providing hauling services, Contractor may supply its own collection containers (i.e. 40-yd³ open top roll off and/or walking trailer, provided there is an acceptable location to stage the container). When the container, full of scrap metal, is being hauled and the Recycling Center is open to the public, a second collection container must be provided. During operating hours there shall always be a container to collect and temporarily store scrap metal.

It is expected that Contractor will expressly detail how white goods or freon containing units will be managed as part of their proposal. Contractor may propose accepting the Freon containing units from the City, provided the Freon has already been removed. Alternately Contractor may provide reclamation services wherein Contractor may provide a separate container for separate collection and hauling of freon containing units, to reclaim the freon off site or Contractor may reclaim freon on site at the City's Recycling Center. If freon reclamation services are provided, specifics must be provided as to how the freon will be reclaimed and ultimately disposed/recycled.

Contractor shall furnish a tonnage receipt for every haul, whether hauled by City or Contractor. The receipt shall be generated from a scale, in accord with the requirements of the Division of Weights and Measures of the NH Department of Agriculture, Markets & Food. The following information must be provided on each receipt:

- Facility Name, Address and Phone Number
- Description of material
- Gross tonnage
- Tare tonnage
- Net Tonnage
- Date Material hauled and received at facility
- Truck Driver's name and signature

Contractor shall pay and/or invoice the City, at a minimum, once a month (every 30 days) for all scrap metal received by the Contractor from the City and/or services (i.e. Freon reclamation and/or hauling) performed for the City.

If Contractor wishes to propose alternative methods, such change in methods should be clearly noted in the proposal and any reduction in cost and/or increase in earnings should be clearly indicated.

IV. SUBMITTAL REQUIREMENTS

Each Vendor shall submit three (3) copies of its proposal. The proposal shall be submitted in the following manner:

1. Contractor Description. Provide a description and history of the Contractor emphasizing the Contractor's resources and expertise in the area(s) relevant to this RFP. In addition, identify the person(s) who has decision-making authority for the Contractor; and person(s) who will be the primary contact person with the City. For each person identified, please disclose any managing or majority interest in any other company or entity in the waste management industry and the nature of the interest. Please also disclose all principles, partners and majority shareholders of the Contractor who have any managing or majority interest in any other company or entity in the waste management industry and the nature of the interest.
2. Proposals
 - Clearly state what the City's revenue for scrap metal will be, **as a per ton rate** (such fee shall be firm for a period of one year).
 - Identify whether Contractor will haul or the City will deliver the scrap metal.
 - Clearly indicate where the scrap metal shall be either hauled or delivered to. If City delivers the scrap metal such location will be fixed for a period of one year.
 - If Contractor proposes to provide hauling services, clearly state what the cost for hauling will be, as a **flat per haul fee** (such fee shall be firm for a period of one year).
 - If Contractor proposes to provide containers, clearly state what the cost, if any, for use of Contractor's container, **as a per monthly rental fee** (such fee shall be firm for a period of one year).
 - Clearly state if white goods/freon containing units are included in the proposal.
 - Clearly state how the freon containing units will be managed.
 - Clearly state what, if any, freon reclamation fee will be, **as a per unit rate** (such fee shall be firm for a period of one year).

V. SELECTION CRITERIA

Each proposal shall be evaluated based on the following criteria:

1. Understanding and responsiveness to the City's objectives;
2. Fees, cost(s) and potential revenues;
3. Location (hauling distances); and

4. Contractor's qualifications including company compliance history with OSHA, DOT and applicable Federal and State environmental regulations.

All responsive submittals shall be reviewed. The City may conduct interviews of short-listed contractors. The City will rank all proposals based on the criteria.

The City will attempt to reach a final contract with the first ranked Contractor. If negotiations with the first-ranked Contractor fail, the City will proceed with the next highest ranked Contractor.

The City anticipates execution of a contract within 90 days of RFP opening.

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to make such investigation as it deems necessary to evaluate Contractor's qualifications, to accept any proposal that may be deemed in the best interest of the City and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract for services.