



Wilma Kelly
Purchasing Manager

City of Alexandria
Purchasing Department
P.O. Box 71
Alexandria, Louisiana
71309-0071



Office: (318) 441-6180
Fax: (318) 619-3414

<p>Requests for Proposals will be received until 2:00 PM, Tuesday, August 13, 2024, and opened At the City of Alexandria Purchasing Department.</p>	<p>City of Alexandria RFP # 1849P Page: 1 of 11 Date RFP Prepared: July 15, 2024</p>
<p><u>Bid Bond Requirements:</u> A bid bond or check for <u>N/A%</u> of the total amount of bid.</p> <p><u>Performance Bond Requirements:</u> In the event bid is accepted, a performance bond shall be required in the amount of <u>N/A%</u>.</p>	<p><u>Please file quotations with the following:</u> <u>Joann Swain, Senior Buyer</u> City of Alexandria - Purchasing 2021 Industrial Park Road Building WH Alexandria, LA 71303 Phone: 318-441-6182 Fax: 318-619-3412</p>

INTRODUCTION

SALE OF SCRAP METAL

It is the intent of the City of Alexandria to offer for sale, **Scrap Metal** from various City departments. This contract shall remain in effect for a period of twelve (12) months from award date. Contingent upon the ability of the successful bidder to honor the quoted purchase prices, the City of Alexandria reserves the right to renew the existing contract for a period of up to twenty-four (24) additional months, in twelve (12) month increments.

Quotes may be returned either by mail to the Purchasing Department address listed above, or via Fax to (318)619-3412, to the attention of Joann Swain, or e-mailed to joann.swain@cityofalex.com.

All scrap items are offered on an "as is", "where is", basis. No quantities are given or guaranteed. Material shall be free of iron (unless otherwise indicated) however, under no circumstances shall conditions such as soil, paint, etc., affect the established purchase price awarded to the successful bidder. Quoted prices shall be based on the **American Metal Market (AMM)**, current week, Nonferrous Scrap Metal Prices, (US quote) and Ferrous Scrap Metal Prices, (Houston, TX).

Award will be made to the most qualified bidder(s) by category total as follows:

Category I - Nonferrous Items: Award made to the bidder with the **lowest percentage deducted per pound OFF of the AMM**, Nonferrous Scrap Metal Prices. Category is indicated on price page for the US quote.

Category II - Ferrous Items: Award made to the bidder with the **highest percentage paid per pound from the AMM**, Ferrous Heavy Melt Scrap Metal Prices. Category is indicated on price page for the Houston, TX area.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
SALE OF SCRAP METAL**

GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY

1. Pursuant to LA R.S. 38:2212.1. C.(1)(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
2. Pursuant to LA R.S. 38:2212 B.(1), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
3. Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
4. Each bidder shall submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.
5. Literature, brochures, and other related paperwork attached to the bid should be identified with the name of the bidder and bid item number.
6. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
7. Pursuant to LA R.S. 38:2212 F., the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index or the Producer Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid for any item of a public work, at the discretion of the City.
8. Pursuant to LA R.S. 38:2212.1. F., any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid, pursuant to the cooperative purchasing provisions of Part VII of Chapter 17 of Subtitle III of Title 39 of the Louisiana Revised Statutes of 1950, R.S. 39:1701 et seq.
9. The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)
10. All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.
11. The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
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General Conditions for Bidders - Please Read Carefully (Continued)

12. Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.
13. Bids shall be opened publicly in the City Council Chambers or Council Committee Room.
14. Cash discounts may be accepted, but SHALL NOT be considered in making award.
15. Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.
16. When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.
17. The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.
18. The City of Alexandria is exempt from all sales taxes. A sales tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.
19. Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.
20. Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:
 - (a) By mutual agreement and consent of either party upon thirty (30) days written notice to the other party;
 - (b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or
 - (c) By satisfactory completion of all services and obligations described in the contract.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
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General Conditions for Bidders - Please Read Carefully (Continued)

If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.

21. Contractors submitting bids for Public Works construction projects in excess of \$1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is not required by the State Contractor's Licensing Board. Failure to comply with this directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 B.(5)(a)(b)(c) (see Item #22 below).

22. All bids submitted via USPS (registered or certified), overnight courier or hand delivered, shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212 B.(5)(a)(b)(c), which states:

(c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

(aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the Secretary of State.

(bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.

(cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
SALE OF SCRAP METAL

General Conditions for Bidders - Please Read Carefully (Continued)

23. In-State preferences shall not apply to procurements involving federal funds.
24. Pursuant to LA R.S. 38:2212 O.(2)(a)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than thirty (30) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; (3) by hand; or (4) posted on the City of Alexandria's website (www.cityofalexandrialala.com) and posted on Central Bidding's website (www.centralauctionhouse.com) if applicable.
25. All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the Master Agreement, to include all applicable federal clauses.
- a. Any bidder that is found listed on the Federal Government's *System for Award Management* (SAM) website, at www.sam.gov/portal/sam , under the advanced search feature for *Excluded Parties List System* (EPLS), shall automatically be rejected for the award of this bid, by Category and/or in its entirety. This applies to any portion of the bid that is a procurement funded by FTA.
26. Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. Inquiries about the *AFEAT* Program should be directed to the Division of Finance. As a part of its RFP response, each Bidder **shall** submit documentation of its bona fide effort to secure subcontractors that meet the City's *AFEAT* goals. Each bidder **shall** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
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Alexandria Fairness, Equality, Accessibility and Teamwork Program (AFEAT)

Dear Vendor:

Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. *Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- B. *Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- C. *Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.*
- D. *Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.*
- E. *Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.*

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit www.diversityinaction.org . Should you have any questions or comments, please do not hesitate to contact our Finance Department at 318-449-5091 or our Purchasing Department at 318-441-6180.

As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's AFEAT goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

Sincerely,

City of Alexandria

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
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BID SPECIFICATIONS

SCOPE:

Successful bidder(s) shall furnish container bins for the collection of scrap metal in the quantities required by each individual City department. The bins shall be "roll off" type with a minimum size of 8 ft. W x 20 ft. L x 4 ft. H. The successful bidder(s) shall provide the certified weight of each individual bin, prior to placement at each department. The certified weight of each individual bin shall be permanently marked on the outside of each unit.

The following is a list of the number of bins in place at this time and their locations:

<u>Location</u>	<u>Number of Bins</u>
Motor Pool - 2021 Industrial Park Road, Building V	1
Electric Distribution - 1015 N. Third Street	3
Electric Production - 1011 N. Third Street	1
Sign Shop (Traffic) - 2021 Industrial Park Road, Building P	1
Water Department - Sterkx Road	1
Wastewater Department - 1212 Hudson Blvd.	1
Zoo Department – Masonic Drive	1

Additional bins for clean-up projects shall be provided by the successful bidder, upon request, at no additional cost to the City of Alexandria.

Upon notification by the City department, the successful bidder(s) shall have forty-eight (48) hours in which to remove scrap material from City property, otherwise this contract will be terminated and materials shall be sold to the next successful bidder. Pick-up frequency shall be determined by each City department based upon the volume of scrap metal within the container. After the successful bidder makes the requested pick-up, the original bin or a replacement bin shall be put in place at the designated location within twenty-four (24) hours.

Bid prices shall include all provisions for necessary equipment, removal transportation, weight certification, and employees required to load and unload material. City personnel and equipment shall not be available to successful bidder(s) for these purposes, nor shall the removal of the material disrupt normal City work operations. The City departments shall not be obligated in any way to prepare scrap metal prior to pick-up nor shall they be allowed to assist in the loading of the materials.

Successful bidder(s) shall agree that during the term of the contract, they and their employees shall conduct themselves in a careful and prudent manner, and shall also agree that the City's facilities shall not be sued for purposes other than the removal of the scrap material awarded to them. The successful bidder(s) shall maintain facilities and conduct business in compliance with all applicable federal, state and local laws. The successful bidder(s) shall contract for goods, services, and employment in bidder's name only and shall not implicate the City directly or by inference in business transactions.

CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
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SPECIFICATIONS (Continued)

All weight shall be provided from certified scales and by a certified weigh master. Said certification shall be provided by the Louisiana Department of Agriculture and Forestry. Bidder within the Alexandria area who are able to provide the certified scales and certified weigh master, as well as proof of certification, shall be acceptable to the City of Alexandria. Bidders from outside the Alexandria area shall be required to utilize certified scales designated by the City of Alexandria Purchasing Department.

Upon arrival at the City department for pick-up, successful bidder(s) shall provide a certified scale ticket from scales designated and approved by the City of Alexandria, attesting to the weight of vehicle in an "empty" condition. A representative of the applicable department should accompany the "loaded" vehicle to the same designated and approved scales where a certified weight certificate for "loaded" condition, should be furnished to designated accompanying City employee. Successful bidder(s) shall bear all costs pertaining to the weighing of material. Both certified scale tickets for "empty" and "loaded" shall be issued from the same set of scales.

The successful bidder(s) shall mail the payment check for scrap collected within five (5) days of the pickup. The payment check shall include a copy of the weight ticket and the AMM price sheet for the week pickup was made. Any check submitted to the City of Alexandria with insufficient funds shall render the successful bidder's contract null and void. The dollar value of the sale shall be calculated as follows:

- Total truck weight (per certified scale ticket)**
 - **Less the "empty" truck weight (per certified scale ticket)**
 - **Less the container bin weight (provided by successful bidder prior to placement)**
-
- = **Balance (actual weight of scrap metal)**

Balance shall be multiplied by established bid price. Check or money order shall be made payable to:

**City of Alexandria
Attn: Traci Clayton, Accounting Manager
PO Box 71
Alexandria, LA 71309-0071**

The successful bidder(s) shall be deemed to be in default by the mere act of failing to comply with any or all of the obligations described herein.

Performance Bond: The City of Alexandria reserves the right to require a Performance Bond from the successful bidder(s) without expense to the City of Alexandria.

Successful bidder(s) shall not commence work until ALL insurance requirements as described below, have been obtained and proof of said insurance has been submitted to and approved by the City of Alexandria Purchasing Manager.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
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INSURANCE: Bidder shall furnish, attached to the bid document, a current copy of his Certificate of Insurance indicating limits of General Liability, Automobile Liability and Worker's Compensation in force at the time of the bidding. Evidence of reliable insurance to fully indemnify against long-term liabilities shall be part of the evaluation criteria for award of this bid. Certificate of Insurance shall have a General Liability Aggregate of Four Million (\$4,000,000) Dollars and a per person/per occurrence of Two Million (\$2,000,000) Dollars. Automobile Liability will have a Combined Single Limit of Two Million (2,000,000). Also on the Certificate, the City shall be named as an "additional insured" and a waiver of subrogation in favor of the City of Alexandria. On the Certificate of Insurance under Worker's Compensation, it shall state that "This is a standard Worker's Compensation Policy", with statutory limits. Cancellation of any Certificate of Insurance should require sixty (60) days notice to the City of Alexandria, but under no circumstances less than thirty (30) days notice. Also, the following wording must be removed before acceptance of the Certificate: "Endeavor to" or "But failure to mail such notice shall impose no obligation of liability of any kind upon the company, its agents or representatives." Certificate holder shall be the City of Alexandria, P.O. Box 71, Alexandria, LA 71309-0071, Attention: Purchasing Manager.

Note to vendors interested in bidding on Category I, Item 4 - Clean (not cast) Aluminum (including sign blanks): State Law requires that traffic control sign blanks **NOT** be resold by successful bidder, unless said successful bidder is eligible to resell this material in accordance with State Law. **Proof of eligibility must accompany this bid in order for vendor to bid on this item.**

END OF SPECIFICATIONS

CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
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PRICE QUOTATION PAGE

CATEGORY I

Item #1. Bare Copper Wire

(Based on AMM Nonferrous Scrap Prices - Copper - No. 1 Heavy Copper & Wire – US quote)

Deduct _____% per pound OFF pick-up week's AMM Nonferrous Price List.

Item #2. Unburned Copper

(Based on AMM Nonferrous Scrap Prices - Copper - No. 1 Heavy Copper & Wire – US quote)

Deduct _____% per pound OFF pick-up week's AMM Nonferrous Price List.

Item #3. Aluminum Wire

(Based on AMM Nonferrous Scrap Prices - Aluminum - Mixed Low Copper Clips – US quote)

Deduct _____% per pound OFF pick-up week's AMM Nonferrous Price List.

Item #4. Clean (not cast) Aluminum (including Sign Blanks)

(Based on AMM Nonferrous Scrap Prices - Aluminum - Mixed Low Copper Clips – US quote)

Deduct _____% per pound OFF pick-up week's AMM Nonferrous Price List.

Item #5. Aluminum Meter Cases (Gas Department)

(Based on AMM Nonferrous Scrap Prices - Aluminum - Old Aluminum, Sheet & Cast – US quote)

Deduct _____% per pound OFF pick-up week's AMM Nonferrous Price List.

Item #6. Brass Water Meters

Based on AMM Nonferrous Scrap Prices - Copper - Yellow Brass Solids – US quote)

Deduct _____% per pound OFF pick-up week's AMM Nonferrous Price List.

Item #7. Radiators (Free of Iron)

Based on AMM Nonferrous Scrap Prices - Copper - Auto Radiators (Unsweated) – US quote)

Deduct _____% per pound OFF pick-up week's AMM Nonferrous Price List.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
SALE OF SCRAP METAL**

PRICE QUOTATION PAGE (Continued)

CATEGORY II:

Item #8. Fire Hydrants

(Based on AMM Ferrous Heavy Melt Scrap metal prices, Houston Area)

Pay _____%, Dealers Sell Price, No 1 Heavy Melt, Houston, _____ Edition.

Item #9. Mixed Unprepared Steel (including Gas Meters)

(Based on AMM Ferrous Heavy Melt Scrap metal prices, Houston Area)

Pay _____%, Dealers Sell Price, No 1 Heavy Melt, Houston, _____ Edition.

Item #10. Cast Iron (including Engine Blocks)

(Based on AMM Ferrous Heavy Melt Scrap metal prices, Houston Area)

Pay _____%, Dealers Sell Price, No 1 Heavy Melt, Houston, _____ Edition.

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Compliance Criteria:

- A. Is bidder able to provide certified scales? _____ Yes _____ No
- B. Is bidder able to provide a certified weigh master at the time of weighing? _____ Yes _____ No
- C. If answers to A. and B. are yes, bidder shall provide a copy of certification by the Louisiana Department of Agriculture and Forestry which shall be attached to this bid.

Location of Certified Scales:

Physical Address: _____ City: _____

=====
Bidder Information:

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone #: (_____) _____ Fax #: (_____) _____

Email (optional) _____

Authorized Printed Name and Title: _____

Authorized Signature: _____