

Invitation to Bid

City of Canton, Ohio
Purchasing Department
218 Cleveland Ave. SW, 4th floor
Canton, Ohio 44702

Sale of Scrap Metal

Item/Project

Water Department

Responsible Department

Monday, July 9, 2018 on or before 2:00 PM local time

Bids Due

Bid Proposal Submitted By:

Company Name

Street Address

City

State

Zip

Contact Person

Phone No.

Email Address

**Sale of Scrap Metal
Collection Systems Department**

BIDDER'S CHECKLIST

A complete bid packet will consist of the items listed below.

Complete this checklist to confirm the items required in your bid. Place a checkmark or "X" next to each item that you are submitting to the City of Canton. Failure to submit the listed documents may be cause for rejection of your bid. This checklist should be returned with your proposal.

- _____ Cover sheet (Page 1)
- _____ Checklist (Page 2)
- _____ Legal Notice (Page 3)
- _____ Specifications (Pages 4-6)
- _____ Proposal Page (Page 7)
- _____ Bid Check - Certified or Cashiers (Page 8)
- _____ Bidder Information/Signature Pages (Pages 9-11)
- _____ Insurance Requirements Pages (12-13)
- _____ Personal Property Tax Certification: ORC 5719.042 (Page 14)
- _____ W9 Tax Form (Page 15)

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LEGAL NOTICE

Canton Codified Ordinance 107.07

The Director of Public Service of the City of Canton, Ohio will accept sealed bids on or before 2:00 PM, local time on **Monday, July 9, 2018** for the purpose of awarding a contract for the:

Sale of Scrap Metal

The City will disqualify any bid not received on or before 2:00 PM local time on Monday, July 9, 2018. Shortly after the deadline for the submission of bids, bids received on time will be publicly opened and read aloud. The Sixth Floor Conference Room of Canton City Hall is the location for the bid opening.

Submit all bids to the City of Canton Purchasing Department, 218 Cleveland Avenue SW, Purchasing Department/Fourth Floor, Canton, Ohio 44702 according to the instructions in the Invitation to Bid posted on the City of Canton Purchasing Department website at <https://cantonohio.gov/purchasing/>.

A certified check or cashier's check made payable to the City of Canton must accompany the bid. Draw this check from a solvent bank satisfactory to the Director of Public Service as a guaranty the contract and its performance are properly secured if the bid is accepted. The Bidder shall verify the certified check or cashier's check for five hundred (\$500.00) dollars. The City of Canton will only accept original checks. Therefore, if any company and/or bidder submits a copy (including faxed copies) of his/her \$500.00 security, the City will disqualify the bid.

Should any bid be accepted, the check will be deducted from the total amount owed to the City once the scrap has been properly removed as outlined in the bid, and an invoice has been issued by the City. Should any bid not be awarded or be rejected, such check will be returned to the bidder or bidders after the execution of the contract.

Any bidder may withdraw his bid, by written request, at any time prior to the deadline set for the bid opening. Please be advised, the City of Canton may impose a \$500.00 penalty to any bidder that withdraws his bid after the bid opening and prior to a contract award(s).

Each bid must contain the full name of every person or company participating in the bid.

The Board of Control reserves the right to reject any or all bids and to accept the bid(s) deemed most beneficial to the City of Canton.

All companies must submit their Federal ID Number for IRS purposes.

The bidder is responsible for monitoring the City's website for any official addenda.

It is requested that the bidder print this entire packet and submit in its entirety. The City also requests that the bidder submits an original completed bid packet and two (2) copies of that completed packet for a total of three (3) bid packet copies.

Please contact Assistant Director of Purchasing Katie Wise at kathyrn.wise@cantonohio.gov if you have any questions regarding this bid.

By order of the Director of Public Service: John M. Highman, Jr.
Published in The Repository: June 22, 2018 and June 29, 2018

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Collection Systems Department**

SPECIFICATIONS

1.0 SCOPE AND CLASSIFICATION

- 1.1 **Scope:** The City of Canton, Water Department, is seeking bids for the Sale of Scrap Metal. The scrap is located at 2664 Harrisburg Road NE, Canton, OH 44705.
- 1.2 **Classification:** The scrap will be awarded to the person or company who bids the highest price per ton.

2.0 APPLICABLE PUBLICATIONS & STANDARDS

- 2.1 N/A

3.0 REQUIREMENTS

3.1 General Requirements

- 3.1.1 Price: All bidders are requested to bid fixed, firm pricing in the spaces provided on the proposal page. Bidders shall bid a price per pound.
- 3.1.2 Quantity: The total amount of scrap will be determined after the bids are opened and the scrap is weighed.
- 3.1.3 Time: After the bids are opened, they will be reviewed and evaluated prior to making an award at a Board of Control meeting. Therefore, it will be at least two (2) weeks or longer after the bid opening before an award letter will be sent out and the scrap metal can be removed.

3.2 Procedural Requirements

- 3.2.1 The scrap can be viewed at the Canton Water Department, 2664 Harrisburg Road NE, Canton, OH 44705. To set up a time to view the scrap please contact Supervisor of Distribution, Terry Boylan at 330-438-6579.
- 3.2.2 The bidder with the highest bid will be awarded the contract.
- 3.2.3 The successful bidder, prior to picking up the scrap awarded, will be required to arrange with the Water Department for a Water Department employee to accompany the successful bidder's truck driver to a weigh station, to be determined by the Water Department, in order to witness the weighing of said truck when it is both loaded with the scrap and when it has been emptied. The successful bidder is responsible for all scale fees for this purpose.

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- 3.2.4 The successful bidder will be responsible for loading the miscellaneous scrap onto the truck identified in specification 3.2.3. When the truck is loaded, the driver will drive to the weigh station, again accompanied by the Water Department employee, who will witness the weighing of the loaded and unloaded truck. The successful bidder will then be required to submit a copy of the weigh slip(s) to the Water Department.
- 3.2.5 The successful bidder will have seventy-two (72) hours upon receipt of the award letter to remove the awarded scrap.
- 3.3 Specifications: Scrap metal may consist of more than one type of metal that the City cannot separate. The scrap will be sold as is. There will be no deduction for dirt, corrosion, etc.

4.0 SAMPLING, INSPECTION, AND TEST PROCEDURES

- 4.1 The scrap can be viewed, prior to bid submittal, in accordance with the procedures outlined above in Section 3.2.1.

5.0 INVOICING AND PAYMENT

- 5.1 After the scrap has been picked up, the City will invoice the successful bidder for the scrap as indicated from the weigh slip(s). No checks are to be submitted to the Water Department until the Department has issued an invoice for the total amount due to the City.
- 5.2 The bid check (\$500.00) will be deducted from the total amount owed to the City once the scrap has been properly removed as outlined in the bid.
- 5.3 Separate checks for each item will not be acceptable and will be returned until the proper procedure has been followed.

6.0 NOTES

- 6.1 Proposal Page Instructions: Bidders are required to fill out the proposal page. Pricing found elsewhere in the bid will not be considered. Price shall include all of the requirements listed in the specifications.
- 6.2 Questions and Addenda
 - 6.2.1 All questions should be submitted in writing at least five (5) business days prior to the date and time of the bid opening. Answers to questions will be issued in writing as official addenda no later than seventy two (72) business hours prior to

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the time of the bid opening. Said addenda will become a component of the Invitation to Bid and should be acknowledged as received on the proposal page. Failure to acknowledge all official addenda in this manner may result in your bid being disqualified.

- 6.2.2 All questions should be directed to:
Katie Wise
City of Canton Purchasing Department
Email: kathryn.wise@cantonohio.gov
- 6.2.3 Bidders are expected to and responsible for monitoring the City's website for all official addenda.
- 6.2.4 Oral instructions or decisions, unless confirmed by addenda, will not be considered valid, legal or binding.
- 6.3 Please be advised that when you submit a bid to the City of Canton, the City will assume that an authorized representative of your company reviewed said bid to assure that the bid is correct and/or accurate.
- 6.4 Any bidder may withdraw a bid, by written request, at any time prior to the time set for the bid opening. This request must be made to Katie Wise, Assistant Director of Purchasing at kathryn.wise@cantonohio.gov. If there is no withdrawal of the bid, in accordance to this procedure, the City reserves the right to enforce said bid prices(s) and/or contract(s).
- 6.5 The party submitting a bid is solely responsible for the delivery of the bid to the specified location prior to the deadline for the receipt of bids. The Purchasing Department time stamp clock is the official time used for the deadline of the submission of bids.

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PROPOSAL PAGE

We (I), the below signed hereby propose to furnish the following article(s) and/or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

BID PRICE FOR SCRAP METALS AS IS:

Price per ton (2,000 pounds) \$_____

I hereby acknowledge the following official addenda (leave blank if no addenda were issued)

Addenda Number(s) _____

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BID GUARANTY

A **certified check** or **cashier's check** made payable to the City of Canton must accompany the bid. Draw this check from a solvent bank satisfactory to the Director of Public Service as a guaranty the contract and its performance are properly secured if the bid is accepted. The Bidder shall verify the **certified check** or **cashier's check** for **five hundred (\$500.00) dollars**. The City of Canton will **only accept original checks**. Therefore, if any company and/or bidder submits a copy (including faxed copies) of his/her \$500.00 security, the City will disqualify the bid.

Should any bid be accepted, the check will be deducted from the total amount owed to the City once the scrap has been properly removed as outlined in the bid, and an invoice has been issued by the City. Should any bid not be awarded or be rejected, such check will be returned to the bidder or bidders after the execution of the contract.

Please place your bid guaranty at the front of your submitted bid.

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BIDDER INFORMATION AND SIGNATURE

Bidder Information Page 1 of 3

1. The Bidder shall provide the following information as part of its bid.

a. Name of Bidder _____

b. Business Address _____

City State Zip

c. Business Telephone Number (____) _____

d. Person, address, email and telephone to whom official notices are to be sent _____

e. Person, address, email and telephone for further information regarding this proposal _____

f. State(s) of incorporation (w/dates of incorporation) _____

g. Principal place of business _____

h. Federal I.D. Number # _____

i. Amount of Certified Check, Cashier's Check, Bid Bond \$ _____

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Bidder Information Page 2 of 3

2. Form of Business Organization.

_____ Corporation _____ Partnership _____ Other

3. The bidder shall provide the names and addresses of all persons interested as principals (officers, partners, and associates) in this proposal. Write first name in full, and give titles for offices.

_____	_____
_____	_____
_____	_____
_____	_____

All of the above, including the signatory to this bid, are citizens of the United States, except the following. (Provide names and addresses of those not a citizen of the United States.)

_____	_____
_____	_____
_____	_____
_____	_____

4. Name and address of other person, firms or companies interested in this contract.

_____	_____
_____	_____
_____	_____
_____	_____

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Bidder Information Page 3 of 3

The undersigned certifies that the bidder has the facilities, ability and financial resources available for the fulfillment of the contract if such be awarded to said bidder.

Upon request, the bidder will be expected to amplify the foregoing statements as necessary to satisfy the OWNER concerning his ability to successfully perform the work in a satisfactory manner.

Signed this _____ day of _____, 20_____

Contractor

By _____

(Signature of individual, partner or officer signing the proposal.)

Please have this page notarized

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INSURANCE REQUIREMENTS

Instructions

All successful bidders will be required to submit the following items per the requirements below:

1. Liability Insurance Certificate
2. Workers Compensation Certificate

(Note: Bidders are encouraged to submit these items with their bid packets.)

Insurance Requirements

The following standard indemnity agreement and minimum insurance requirements are incorporated in the specifications for all work performed by the Contractor for the Owner, its affiliated and associated organizations or subsidiaries, hereinafter referred to as Owner.

- I. The Contractor agrees to indemnify and save the Owner harmless from and against any and all costs, loss and expense, liability damages, or claims for damages, including cost for defending any action, on account of any injury to persons (including death) or damage to or destruction of property of the Owner, arising or resulting from the work provided for or performed, or from any act, omission, or negligence of the Contractor, Subcontractor and his or their agents or employees. The foregoing provisions shall in no way be deemed released, waived or modified in any respect by reason of any insurance or surety provided by the Contractor.
- II. The Contractor shall maintain liability insurance and furnish the Owner with Certificates of Insurance as evidence thereof in the prescribed form. If any work provided for or to be performed under any Specifications is sublet (as otherwise permitted by the terms of such Specifications), the Contractor shall require the sub-contractors to maintain and furnish him with satisfactory evidence of Workmen's Compensation, Employer's Liability and such other forms and amounts of insurance which Contractor deems reasonably adequate.
- III. In accordance with Item II, the Contractor shall maintain the following insurance:
 1. Workmen's Compensation and Employer's Liability Insurance affording,
 - a. Protection under the Workmen's Compensation Law in the State of Ohio.
 - b. Employer's Liability protection subject to a minimum limit of \$100,000.00.
 2. General Liability Insurance in amounts not less than:

a. General Aggregate Limit	\$2,000,000.00
b. Personal and Advertising Injury Limit	\$1,000,000.00
c. Each Occurrence Limit	\$1,000,000.00
d. Fire Damage	\$ 100,000.00
e. Medical Expense Limit	\$ 5,000.00

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3. Comprehensive Automobile Liability Insurance in the following minimum amounts:
 - a. Bodily Injury and Property Damage
any one accident or loss: \$1,000,000.00

VI. This insurance shall:

1. include coverage for the liability assumed by Contractor under Item I (Indemnity);
2. be evidenced by Certificates of Insurance furnished by the Contractor shall show by specific reference that each of the foregoing items have been provided for;
3. not be subject to any of the special property damage liability exclusions commonly referred to as the XCU exclusions pertaining to blasting or explosion, collapse or structural damage and underground property;
4. provide the City of Canton **“additional insured status”** and shall **contain an endorsement by the insurance carrier providing thirty (30) days’ notice to both the City and insured in the event of any change in coverage under the policy.** No less than thirty (30) days advance notice of cancellation of the insurance policy shall be given to the City by the insurer.

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PERSONAL PROPERTY TAX CERTIFICATION (ORC 5719.042)

NOTE: The below form and/or certification must be retyped on the bidder's letterhead and notarized utilizing either paragraph (A) or (B), and paragraph (C) as it applies to your company.

Office of the Auditor
City of Canton
218 Cleveland Avenue S.W., 2nd floor
Canton, OH 44702

To Whom It May Concern:

- (A) The undersigned hereby certifies that the party for whom the contract award is being considered was not charged with any delinquent personal property tax at the time of the bid opening for the project nor is said party currently charged with such a delinquency on the general tax list of personal property for Stark County, Ohio.

Or

- (B) The undersigned hereby certifies that the party for whom the contract award is being considered has been charged with a delinquency regarding personal property tax on the general tax list of personal property for Stark County, Ohio, either currently, or at the time of bid opening for the project. The amount of the due and unpaid delinquent taxes, including any due and unpaid penalties and interest thereon is _____.

and

- (C) It is understood that, under Ohio law, this statement is to be signed by the party whose bid has been tentatively accepted, and must be affirmed under oath. The law also requires that his statement is to be submitted to the City Auditor and this statement must be incorporated into the pending contract before any payment can be made under the subject contract.

Name of Company

Signatory

Secretary

Sworn to and subscribed in my presence this _____ day of _____, 20 _____

(Notary Public)

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W9 Tax Form

Please provide an up to date copy of your Company's W9.