



**CITY OF WHITE HOUSE  
REQUEST FOR PROPOSALS  
FOR  
SCRAP METAL RECYCLING SERVICES**

November 5, 2015

105 College Street  
White House, Tennessee, 37188

# **CITY OF WHITE HOUSE, TENNESSEE REQUEST FOR PROPOSALS**

## **I. INTRODUCTION**

### **A. General Information**

The City of White House is requesting proposals from qualified companies to provide scrap metal recycling services for the Sanitation Department.

There is no expressed or implied obligation for the City of White House to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, four (4) copies of the proposal must be received by Mr. Derek Watson, Purchasing Specialist at 105 College Street, White House, Tennessee, 37188 by 2:00 PM on Tuesday, December 8<sup>th</sup>, 2015.

The City of White House reserves the right to reject any or all proposals submitted.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Firms may be requested to make oral presentations to the Selection Committee as part of the final evaluation process.

The City of White House reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of White House and the firm selected.

It is anticipated the selection of a firm will be completed by December 17, 2015. Following the notification of the selected firm it is expected a contract will be executed between both parties following the December 17, 2015 meeting of the City of White House Board of Mayor and Aldermen.

### **B. Term of Engagement**

A (5) five-year contract is contemplated, subject to the annual review and recommendation of the Selection Committee, the satisfactory negotiation of terms and the concurrence of the Board of Mayor and Aldermen of the City of White House.

## **II. NATURE OF SERVICES REQUIRED**

The selected company will be required to provide services including, but not limited to, the following:

1. A 30-yard roll off container;
2. On call container collection service with no guarantee;
3. No container rental fee;
4. No hauling fee;
5. A percentage of the market rate for steel;
6. No ceiling with a \$0.00 floor guaranteed;

## **III. AWARDED PROPOSAL REQUIREMENTS**

1. Must submit at least three (3) references on similar projects
2. Must have a business license with the City of White House
3. Must have experience in managing comparably sized operations
4. Any equipment that is essential to the company's operation must be provided by the company.
5. **Insurance Requirement**-The Contractor shall provide general liability insurance in the minimum amount of one (\$1,000,000) million and name the City of White House as an Additional Insured. Proof of Workers Compensation insurance (if applicable) will be required as evidenced by a certificate.

## **IV. SUBMITTAL REQUIREMENTS**

Four (4) copies of each firm's proposal shall be submitted to the City of White House no later than 2:00 p.m. on Tuesday, December 8<sup>th</sup>, 2015 for committee review.

City of White House---Scrap Metal Recycling Service  
Attention: Derek Watson, Purchasing Specialist  
105 College Street  
White House, TN 37188

## **V. SCHEDULE**

Advertisement publication date.....	November 17, 2015
RFP Deadline (3:00 p.m. CST).....	December 8, 2015 at 2:00PM
Committee Meets.....	December 8, 2015
Submit Recommendation to City Board if applicable.....	December 17, 2015
Award Contract by this date, if applicable.....	December 31, 2015
Start Date for Contractor, if applicable.....	January 1, 2016

## **VI. RFP EVALUATIONS**

RFPs will be evaluated based on the following criteria (not listed in any order of importance):

1. Proposer's proven ability with similar projects.
2. Proposer's capacity to perform.
3. History and years of experience of the firm.
4. References
5. Overall proposal

## **VII. PROPOSAL OPENING**

Proposals shall be opened in a manner that avoids disclosure of contents to competing Proposers. Sealed proposals will be opened during the first evaluation committee meeting.

## **VIII. FINAL RANKING AND SELECTION**

A committee will make a recommendation that is the most advantageous to the City, considering the evaluation factors set forth in the RFP. Recommended contract awarded, if any, resulting from this RFP is subject to the approval of the Board of Mayor and Aldermen. In all cases, the City will be the sole judge as to whether a Proposer has or has not satisfactorily met the requirements of this RFP. The City reserves the right to accept or reject any Proposal, to accept a Proposal containing variations from these specifications if the Proposal so merits.

## **IX. NEGOTIATIONS**

The City retains the right to make an award based on initial proposals without negotiations.

## **X. DISCUSSIONS: BEST AND FINAL OFFER**

The Committee reserves the right to recommend a Proposer based upon the Proposer's written proposal, without further discussions. Should the Committee determine that further discussions would be in the best interest of the City; the Committee shall establish procedures and schedules for conducting discussions and will notify qualified Proposers'. The City shall rely on the information submitted by Proposers in reaching its decision and shall have the right to demand the services as described in the proposals.

## **XI. CHANGES IN RFP**

Any communication from the City to a Proposer will be transmitted simultaneously to all Proposers along with written questions submitted. Any Proposer who fails to recognize or utilize this process of communication will be notified of its violation of the process and may be disqualified. All addenda will be numbered in sequence, dated as of the date of issue, and sent via email, fax, or mail to all Proposers.

## **XII. VERBAL AGREEMENTS**

No verbal agreement or conversation with any officer, agent or employee of the City, either before or after execution of the Contract, shall affect or modify any of the terms or obligations contained in the Contract. Any such verbal agreement or conversation shall be considered unofficial information and in no way binding upon the City or the Contractor.

## **XIII. RESERVATION OF RIGHTS**

The City reserves and holds at its discretion the following rights and options:

- a. Issue addenda to the Request For Proposal, including extending or otherwise revising the timeline for submittals;
- b. Withdraw the Request for Competitive Sealed Proposals;
- c. Request clarification and/or additional information from the Proposer at any point in the procurement process;
- d. Execute a Contract with Proposer, on the sole basis of the original proposal;

- e. Reject any or all Proposals, waive irregularities in any Proposal, accept or reject all or any part of any Proposal, waive any requirements of the Request, as may be deemed to be in the best interest of the City; and
- f. Reissue or modify the Request for Proposals.

In order to be considered for selection, responses must be received on or before the date and time specified. Firms mailing responses should allow normal mail delivery time to ensure timely receipt by the City. Proposals received after the stated time shall not be considered. No fax or email transmittals will be accepted.

#### **XIV. DISPOSITION OF PROPOSALS**

All materials submitted in response to this Proposal will become the property of the City of White House. One (1) copy of each proposal shall be retained for official files. It is understood that the proposal will become part of the official file on this matter without obligation on the part of the City of White House. All Proposals become the property of the City upon submission and will not be returned to the applicant.

#### **XV. DISCLOSURE**

Any trade secrets or proprietary information submitted by a vendor in connection with this procurement shall not be subject to public disclosure. However, the vendor must invoke the protection of this section prior to or upon submission of the data or other materials by identifying the specific area or scope of data or other materials to be protected and state the reasons protection is necessary. An all-inclusive statement that the entire proposal is proprietary is not acceptable. A statement that cost proposals are to be protected is not acceptable. There is no expressed or implied obligation for the City of White House to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

## **CITY OF WHITE HOUSE NONDISCRIMINATION POLICY**

It is the policy of the City of White House not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. In addition, the City of White House does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

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COMPANY NAME

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DATE

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REPRESENTATIVE

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TITLE

**CITY OF WHITE HOUSE  
105 COLLEGE STREET  
WHITE HOUSE, TN 37188  
615.672.4350  
615.672.2939 FAX**

STATE OF TENNESSEE/CITY OF WHITE HOUSE  
COUNTY OF SUMNER/ROBERTSON

**DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER**

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for;

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

2. That the proposing entity has submitted a proposal to the City of White House for;

\_\_\_\_\_  
Project

3. That the proposing entity employs no less than five (5) employees;
4. That Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with 50-9-113, Tennessee Code Annotated.
5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:\_\_\_\_\_

**CITY OF WHITE HOUSE  
105 COLLEGE STREET  
WHITE HOUSE, TN 37188  
615.672.4350  
615.672.2939 FAX  
[www.cityofwhitehouse.com](http://www.cityofwhitehouse.com)**

## **DRUG AND ALCOHOL TESTING PROGRAM**

Proposers must have a testing program for employees in place that is at least as stringent as the drug and alcohol-testing program of the City of White House, which is attached. Proposers must provide a copy of their drug and alcohol-testing program at the time the proposal is made.