

Sale of Scrap Metal
Various City Departments

Invitation to Bid

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

Sale of Scrap Metal

Item/Project

Various Departments

Responsible Department

Wednesday, November 14, 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

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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 4-7)
- _____ Proposal & Signature Page (Page 8-9)
- _____ Bid Check - Certified or Cashiers (Page 10)
- _____ Bidder Information/Signature Pages (Pages 11-13)
- _____ Insurance Requirements Pages (14-15)
- _____ Personal Property Tax Certification: ORC 5719.042 (Page 16)
- _____ W9 Tax Form (Page 17)

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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 **Wednesday, November 14, 2018** for the purpose of awarding a contract for the:

Sale of Scrap Metal (no longer needed for Municipal purposes)

The City will disqualify any bid not received on or before 2:00 PM local time on Wednesday, November 14, 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 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 one (1) copy of that completed packet for a total of two (2) bid packet copies.

Please contact Assistant Director of Purchasing Katie Wise at kathryn.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: October 29, 2018 and November 5, 2018

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SPECIFICATIONS

1.0 SCOPE AND CLASSIFICATION

- 1.1 **Scope:** The City of Canton, Various Departments, is seeking bids for the Sale of Scrap Metal (no longer needed for Municipal purposes) for a one year period of time with the option to renew said agreement for two additional years, one year at a time, upon mutual agreement. The City intends for scrap metal to be collected from two locations, the Collections Systems Department and the Water Department. Various other City departments may contribute to the scrap from time to time but the bulk of the scrap will come from these two departments. The City would like for two scrap collection containers (approx. 20-25 yd. each) to be placed (one at each location) at 2664 Harrisburg Road NE, Canton, OH 44705 and 2901 Regent Ave NE, Canton, OH 44705. The scrap will be collected and the successful bidder will be called by the City's representative when they feel disposal is needed.
- 1.2 **Classification:** The scrap will be awarded to the person or company who bids the highest price per ton and best overall program for the City.

2.0 APPLICABLE PUBLICATIONS & STANDARDS

- 2.1 AMM Index Cleveland.

3.0 REQUIREMENTS

3.1 General Requirements

- 3.1.1 Price: Each bid shall also contain the fixed differential over or under the AMM Index average that the bidder is offering the City of Canton – this differential shall remain constant throughout the life of the contract, including all renewals.
- 3.1.2 Term: This will be a one-year contract with the option to renew said agreement for two additional years, one year at a time, upon mutual agreement.
- 3.1.3 Quantity: The total amount of scrap will be determined at the time of pick-up and the scrap is weighed.
- 3.1.4 Quality: All bids must meet the minimum specifications listed herein.
- 3.1.5 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.

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- 3.1.6 The City of Canton reserves the right to award multiple contracts as a result of this bid and to split the award between multiple vendors if it is in the interest of the City to do so.
- 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. To view scrap at the Collection Systems Department, 2901 Regent Ave NE, Canton, OH 44705, please contact Director James DiMarzio at 330-438-6941. These two locations are very close to each other.
- 3.2.2 The bidder with the best bid as determined by the City will be awarded the contract.
- 3.2.3 The successful bidder is required to coordinate pick-ups with the Water Department or the Collection Systems Department respectively. A City employee from one these departments will accompany the successful bidder's truck driver to a weigh station within reasonable proximity 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. The successful bidder will be required to submit a copy of the weigh slip(s) or bills of lading to the City along with any check that may be due the City for the scrap metals.
- 3.2.3.1 The City is open to alternative methods to conduct audits or obtain certified bills of lading. Please provide details about any alternative methods you are proposing.
- 3.2.4 The City will work with the successful bidder to load the initial scrap currently not in containers. Future scrap will be loaded into the provided containers by the City.
- 3.2.5 The City would prefer that all scrap is removed with seventy-two (72) hours after the successful bidder is notified that a scrap container is full. Please describe if this is feasible and if not explain what timeline you are offering.
- 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. The City will provide scrap that is as clean as reasonably feasible but does not believe there should be any deduction for dirt, corrosion, etc.
- 3.4 Contract Non-Performance and Cancellation
- 3.4.1 If it is determined by the City of Canton that a contractor has failed to perform or otherwise breached their contract with the City, the City will give notice to the

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contractor of said non-performance or breach, and the contractor will have thirty (30) days from the time of said notice to remedy the non-performance or breach to the complete satisfaction of the City of Canton.

- 3.4.2 If a non-performance or breach is not remedied pursuant to specification 3.4.1, the City of Canton reserves the right to terminate the contract and re-award to a different contractor.

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 successful bidder will send a check to the City for the scrap as indicated from the weigh slip(s). The City will audit the checks and weigh slips for accuracy and notify the successful bidder of any discrepancies.
- 5.2 The bid check (\$500.00) will be returned to the successful bidder once a contract has been fully executed.

6.0 NOTES

- 6.1 Prospective bidders will take notice that the City of Canton, in determining the highest and best bidder in the award of this contract, may award a local bidder preference to any qualified bidder pursuant to Section 105.12 of the Codified Ordinances of the City of Canton. The determination of whether a bidder qualifies for the local preference shall be made by the Board of Control. The Board's decision shall be final.
- 6.2 Proposal Page Instructions:
- 6.2.1 Bidders are required to fill out the proposal pages completely. Failure to do so may result in your bid being disqualified. This includes providing the address where bid materials can be obtained by the various City of Canton departments. Distance from City sites to the bidder's loading site may be considered when determining the highest and best bid.
- 6.2.2 Prices shall include all of the requirements listed herein.
- 6.3 Award Process

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- 6.3.1 Contracts will be awarded in accordance with Section 105.09 of the City of Canton Codified Ordinances using the standard of highest and best bidder.
- 6.3.2 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. The Board of Control and Director of Public Service reserve the right to waive minor deficiencies contained within a bid.
- 6.4 Questions and Addenda
- 6.4.1 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 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.
- 6.4.2 All questions should be directed to:
Katie Wise
City of Canton Purchasing Department
Email: kathryn.wise@cantonohio.gov
- 6.4.3 Bidders are expected to and responsible for monitoring the City's website for all official addenda.
- 6.4.4 Oral instructions or decisions, unless confirmed by addenda, will not be considered valid, legal or binding.
- 6.5 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.
- 6.6 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).
- 6.7 If a bidder attempts to alter any of the terms and/or conditions of these bid specifications or the proposal page, the City of Canton may reject said bid.
- 6.8 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:

Prices should be based upon above or below the AMM Index.

Item	Description	Unit	Fixed Differential (in figures)	Fixed Differential (in words)
1	#1 Heavy Melt	ton		
2	#1 Scrap Brass	ton		
3	#1 Scrap Copper	ton		
4	#1 Scrap Aluminum	ton		

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

Addenda Number(s) _____

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**Signature Page
Sale of Scrap Metal**

To the Director of Public Service of the City of Canton:

The undersigned, having carefully examined the complete invitation to bid, herewith proposes to furnish all of the goods and/or services contained within the bid for **Sale of Scrap Metal** in accordance with all specifications on file to the satisfaction of the Director of Public Service of said City.

The bidder hereby agrees that the Director of Public Service has the right to reject any and all bids and to accept the bid(s) deemed most beneficial to the City of Canton.

The bidder herewith encloses a _____ **(Bid Bond, Certified/Cashier's Check)** in the sum of \$ _____ dollars made payable to the CITY OF CANTON as a guaranty that if awarded the contract _____ will enter into contract therefore, within the prescribed time of ten (10) days from the date of service of notice of award, otherwise such bond or checks shall become the property of said City.

The bidder acknowledges receipt of Addenda Numbers: _____

SIGNATURE OF BIDDER: _____

NOTE: If bidder is a corporation, set forth the legal name of the corporation, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If bidder is a partnership, set forth the name of the firm, together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Please have this page Notarized.

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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 \$ _____

2. Form of Business Organization.

____ Corporation

____ Partnership

____ Other

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Bidder Information Page 2 of 3

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.