OFFICIAL BID PACKAGE

Sale of Various Scrap Metal

Bid Opening: May 14, 2013

The City of Canton Collection Systems Department

LEGAL NOTICE

Ordinance 100/95

The Director of Public Service of the City of Canton, Ohio will accept sealed bids until 2:00PM, Local Time on **May 14, 2013**, for the purpose of awarding a contract for:

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

Submit bid according to these specifications and bid sheets. Bid packets can also be downloaded from the City of Canton website: http://cantonohio.gov/purchasing/?pg=bids

Submit all bids to the City of Canton Purchasing Department before 2:00 PM on the day of the bid opening:
218 Cleveland Avenue SW
Purchasing Department/ Sixth Floor
Canton, Ohio 44702

Bids shall be in a sealed envelope and marked **"Sale of Scrap Metal for the Collections Department."** THE CITY WILL DISQUALIFY ANY BID NOT RECEIVED IN THE PURCHASING DEPARTMENT ON OR BEFORE 2:00 PM **May 14, 2013**. The Sixth Floor Conference Room of Canton City Hall is the location for the Bid Opening. Contact Randy Dublikar at (330) 438-4185 or randall.dublikar@cantonohio.gov if you have any questions.

Each bid must contain the full name of every person or company participating in the bid. A CERTIFIED CHECK or CASHIER'S CHECK must accompany the bid. Draw this check from a solvent bank as a guarantee that if the bid is accepted, the successful bidder will properly dispose of said scrap and make payment to the City of Canton.

The Bidder shall verify the CERTIFIED CHECK or CASHIER'S CHECK for **FIVE HUNDRED ($500.00) DOLLARS.** PLEASE NOTE. 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 YOUR BID.

Should any bid be rejected, such check will be returned to the bidder, or bidders, within ten (10) days after the contract is awarded. Should any bid be accepted, such check will be deducted from the total amount owed to the City once the scrap has been properly removed, as outlined in the is bid packet, and an invoice has been issued by the City. If the successful bidder defaults in the disposal and/or payment to the City, the City reserves the right to retain the check as payment for failure to fulfill the obligation to the City.

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. The bidder is responsible to monitor the city website for any last minute changes.

BY ORDER OF THE WARREN PRICE, DIRECTOR OF PUBLIC SERVICE
PUBLISHED IN THE CANTON REPOSITORY: April 29 and May 6, 2013

ATTENTION

PLEASE BE ADVISED THAT THIS CONTRACT WILL BE A ONE-TIME SALE

The undersigned agrees to purchase the Scrap Metal from the City of Canton Collection Systems Department per the attached specifications. Prices shall be that as quoted in the bid and in accordance with the terms and conditions of the contract.

EACH BIDDER MUST SUBMIT THEIR FEDERAL ID NUMBER FOR IRS PURPOSES.

The bidder must print this entire package and submit in its entirety. We require that the bidder submits three copies.

PLEASE ACKNOWLEDGE THAT YOU HAVE READ THE ABOVE REQUIREMENTS BY SIGNING BELOW.

_____ _____

DATE SIGNATURE

1.0 SCOPE AND CLASSIFICATION

1.1 **Scope**: The City of Canton, Collection Systems Department, is seeking bids for the sale of Various Scrap Metal. The scrap is located at the Department, 2901 Regent Avenue N.E.

1.2 **Classification**: The scrap will be awarded to the person or company who bid the highest price per ton and/or pound.

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 page 6. Bidders shall bid a price per ton and/or pound.

3.1.2 Quantity: The total amount of scrap will be determined after the bids are opened 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 the 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 Collection Systems Department, 2901 Regent Avenue N.E. from 9:00AM to 2:30PM, Monday through Friday, by contacting the Collection Systems Department at (330)489-3031.

3.2.2 The bidder with the highest bid will be awarded the contract.

3.2.3 The successful bidder, prior to picking up an scrap awarded, will be required to arrange with the Collection Systems Department for a Department employee to accompany the truck driver to a weigh station, determined by the Department in order to weigh the empty truck in the witness of the Department employee.

3.2.4 The successful bidder will be responsible loading the miscellaneous scrap onto the truck. When the truck is loaded, the driver will drive to the weigh station, again accompanied by the Collection Systems Department employee, who will witness the weighing of the loaded truck and submit a copy of the weigh slip(s) to the 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 consists of both cast iron and steel. 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 above in Section 3.1.

5.0 INVOICING

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 Collection Systems Department until the Department has issued an invoice for the total amount due to the City.

5.2 Separate checks for each item will not be acceptable and will be returned to your company until proper procedure has been followed.

6.0 NOTES

6.1 Proposal Page Instructions: Bidders are required to fill out Page 6. Pricing found elsewhere in the bid will not be considered. Price shall include all of the requirements listed in the specifications.

PROPOSAL PAGE

We (I), the below signed hereby propose to purchase 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.

SCRAP CAST IRON:

Price per pound/Short ton (2,000 lbs) $_____

Price per pound/Gross ton (2,240 lbs) $_____

SCRAP STEEL:

Price per pound/Short ton (2,000 lbs) $_____

Price per pound/Gross ton (2,240 lbs) $_____

INSERT BID GUARANTY HERE

If a Bid Bond is supplied, the Ohio Statutory Bid Guaranty and Contract Bond, as set forth in ORC 153.571 is to be used.

Bid Form 3

BIDDER INFORMATION

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, and telephone to whom official notices are to be sent _____
   _____
   _____

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

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

   g. Principal place of business _____

   h. Working days necessary to complete project _____days

   i. Federal I.D. Number # _____

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

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.

_____ _____
_____ _____
_____ _____
_____ _____

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

PLEASE READ CAREFULLY

PLEASE BE ADVISED THAT BY SUBMITTING YOUR BID(S) TO THE CITY OF CANTON, THE CITY WILL ASSUME THAT AN AUTHORIZED REPRESENTATIVE OF YOUR COMPANY REVIEWED SAID BID(S) TO ASSURE THAT THE BID(S) IS/ARE CORRECT AND/OR ACCURATE.

ANY BIDDER MAY WITHDRAW THE BID(S), BY WRITTEN REQUEST, AT ANY TIME PRIOR TO THE HOUR SET FOR THE BID OPENING.

IF THERE IS NO WITHDRAWAL OF THE BID(S), IN ACCORDANCE WITH THE ABOVE PROCEDURE, THE CITY RESERVES THE RIGHT TO ENFORCE SAID BID PRICE(S) AND/OR CONTRACT.