



## **Teton County Solid Waste and Recycling Request for Bids Scrap Metal Recycling Services**

### **1) Purpose of Request:**

The County of Teton in the State of Idaho (“County”) is soliciting responses to this request for bids (RFB) for scrap metal recycling services, ultimately for recycling, for the metal piles located at the Teton County Transfer Station.

For a more complete description of the service requirements refer to **Scope of Services**.

### **2) Time Schedule:**

The County will follow the following general timetable:

- a. Issue RFB August 23, 2012.
- b. Companies may submit written questions concerning this RFB to the Contact Person for receipt no later than 5:00 PM local time on August 30, 2012. Questions may be submitted to Saul Varela via email to [svarela@co.teton.id.us](mailto:svarela@co.teton.id.us) or by facsimile at (208)-354-3443 (call first). Questions received after the stated deadline will not be answered.
- c. Any addenda to the RFB will be posted to the County website ([www.tetoncountyidaho.gov](http://www.tetoncountyidaho.gov)) and available at the Teton County Transfer Station by 3:00 PM local time on Aug 28, 2012. No oral statement of any person shall modify or otherwise change or affect the terms or conditions stated in the RFB, and changes to the RFB, if any, shall be made in writing only and issued in the form of an Addendum to the RFB and highlighted in the RFB.
- d. Deadline for Submittal of Responses to RFB (opening);
  - i) The deadline for submitting the responses is Friday, September 7, 2012 at 10:00 am local time.
  - ii) The RFB submittal opening will occur in the Public Works Director’s office on Friday, September 7, 2012 at 10:30 am local time and a recommendation will be made to the Commissioners and selection will be made Monday, September 10, 2012.

### **3) Instructions to Proposers:**

- a. All responses shall be sent to:  
Saul Varela / Solid Waste and Recycling Supervisor  
Teton County  
150 Courthouse Drive  
Driggs, ID 83422  
208-354-3443  
Or hand delivered to the County Clerk/Recorder office at 150 Courthouse Drive, Driggs, Idaho.
- b. Please place three (3) copies of your bid in a sealed envelope and clearly label “Bid for “Scrap Metal Recycling Services” and the name of the respondent.

- c. Bids should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Using both sides of paper sheets for submittals to the County is desirable whenever practicable.
- d. An authorized representative of the firm must complete and sign at least one (1) page original of its bid. This can be addressed in the cover letter.
- e. The County welcomes potential Contractors to visit the Teton County Transfer Station and Recycling Center to better understand the dynamics, operations, location and access throughout the facility. During the visit the Contractor will be able to view the piles included in this bid. Such visits are by appointment only.
- f. To set up a site visit or for any questions concerning the RFB contact Saul Varela / Solid Waste Supervisor at (208)-354-3443 or by email [svarela@co.teton.id.us](mailto:svarela@co.teton.id.us).

**4) Terms and Conditions:**

- a. The County reserves the right to reject any and all bids, and to waive minor irregularities in any RFB response.
- b. The County reserves the right to request clarification of the information submitted, and to request additional information from any respondent.
- c. Any RFB response may be withdrawn up until the date and time set above for opening of the RFB responses.

**5) Background and Transfer Station Operation:**

The County currently collects and stores scrap metal at the Teton County Transfer Station and Recycling Center, located east of the City of Driggs at 1088 Cemetery Road, Driggs, ID. The County currently stockpiles metals in two piles:

- a. Scrap Metal Pile – The scrap metal pile includes old appliances and hot water tanks, defined as white goods, miscellaneous ferrous and non-ferrous metallic materials, including but not limited to, sheet metal, siding, flashing, pipes, frames, furnaces, wire, fencing, bicycles, automotive parts, machinery, metal furniture and tire rims. Teton County has removed the CFC's (Freon) from the appliances.
- b. Wire and Fencing Pile - The wire and fencing is predominantly separated from but located adjacent to the scrap metal pile. It primarily consists of wire and metal fencing such as chain link and barbed wire.

The Teton County Transfer Station operates Winter Hours from Tuesday thru Friday 8 am – 3pm and Saturday 8am – 1pm.

**6) Scope of Services:**

All material from the two piles described above shall be removed down to the soil below. Metal pile location shall be cleaned of loose debris and bucket smoothed at completion of metal hauling operation. All metal removal operations must occur during regular Transfer Station hours.

The processing of the scrap metal pile, wire and fencing pile shall, at a minimum, include the following:

- a. Recycling or reuse of the metal included in the piles.
- b. The proper disposal of items that cannot be recycled or reused.

Contractor shall be solely responsible for the safety of Contractor's employees and others relative to Contractor's work, work procedures, material, equipment, transportation, signage and related activities and equipment. Once removal operations have begun additional material brought to the transfer station will be directed to new piles.

The contractor shall operate in compliance with OSHA and DOT regulations.

Contractors shall possess and keep in force all licenses, business permits and other permits required to perform the services of this agreement.

The Contractor shall weigh all material removed through the certified scale at the Teton County Transfer Station.

Payment for materials processes shall be based on the weight of the material removed from the site. The payment for the piles will be based on the scrap metal price minus (-) the variance charge for the different types of scrap metal processed. The variance shall include all costs associated with the baling, handling, freight, profit and overhead.

**7) Submittal Requirements:**

The Contractor shall provide a description and history of the Contractor emphasizing the Contractor's resources and expertise in the area(s) relevant to this RFB.

Clearly indicate where scrap metal will be hauled for recycling and where non-recyclable materials will be disposed of.

The bid response shall include the Bidder Response Form with all Addenda acknowledged on the form.

Provide an estimated schedule for metal removal from the Transfer Station. Bidder agrees that the Work will be substantially complete within 20 working days after the date when the Contract Times commence to run.

It is mutually agreed that the time for the commencement and completion of the work will affect the operation of the transfer station. In view of this fact it is agreed that in the event the County recognizes suffering, County will charge the contractor an additional \$500 per day for each calendar day that work remains uncompleted beyond the date specified for the completion of the work. Completion of the work will be when each pile has been removed and each location bucket smoothed.

**8) Selection Criteria:**

Each bid shall be evaluated based on the following criteria:

- a. Fees, cost(s) and potential revenues.
- b. Contractor's qualifications including company compliance history with OSHA, DOT and applicable Federal and State environmental regulations.
- c. Description of contractor's operation including equipment to be used on the project.

All responsive submittals shall be reviewed. The County will rank all bids based on the criteria.

The County will attempt to reach a final contract with the first ranked Contractor. If negotiations with the first ranked Contractor fail, the County will proceed with the next highest ranked Contractor.

The County anticipates execution of contract within 45 days of RFB opening.



## Bidder Response Form

Bidder's Corporation/Partnership Name: \_\_\_\_\_

Bidder's Business Address: \_\_\_\_\_

Bidder's Phone Number: \_\_\_\_\_ Bidder's Fax: \_\_\_\_\_

Bidder's Email: \_\_\_\_\_

By (Signature): \_\_\_\_\_

Name (typed or printed): \_\_\_\_\_

SUBMITTED ON: \_\_\_\_\_

### Scrap Metal Removal from Transfer Station

Item No.	Description	Commodity Price/Ton	Variance Charge/Ton	Net Price/Ton
1	Scrap Metal Pile Removal			
2	Wire and Fence Pile Removal			

Bid prices listed shall include all applicable taxes and fees.

Attach additional material as required to meet submittal requirements.