



Administrative Services

Purchasing Division

CITY OF FORT COLLINS

INVITATION TO BID

**BID #5797
SALE OF SCRAP METAL**

BID OPENING: JUNE 10, 2003, 2:00P.M. (our clock)

Sealed bids will be received and publicly opened at the office of the Director Of Purchasing and Risk Management, PO Box 580, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80522, at the time and date noted on the bid proposal and/or contract documents. If delivered, they are to be sent to 215 North Mason Street, 2nd Floor, Fort Collins, Colorado 80524. If mailed, the address is P.O. Box 580, Fort Collins, 80522-0580.

Bids must be received at the Purchasing Office prior to 2:00p.m. (our clock), June 10, 2003.

A copy of the Bid may be obtained as follows:

1. Call the Purchasing Fax-line, 970-416-2033 and follow the verbal instruction to request document #25797. **(The bid number must be preceded by a 2 when using the Fax-line.)**
2. Download the Bid from the Purchasing Webpage, Current Bids page, at: www.fcgov.com/purchasing.
3. Come by Purchasing at 215 North Mason St., 2nd floor., Fort Collins, and request a copy of the Bid.

Special Instructions

All bids must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the agreement. Bids may be withdrawn up to the date and hour set for closing. Once bids have been accepted by the City and closing has occurred, failure to enter into contract or honor the purchase order will be cause for removal of supplier's name from the City of Fort Collins' bidders list for a period of twelve months from the date of the opening. The City may also pursue any remedies available at law or in equity. Bid prices must be held firm for a period of forty-five (45) days after bid openings.

Submission of a bid is deemed as acceptance of all terms, conditions and specifications contained in the City's specifications initially provided to the bidder. Any proposed modification must be accepted in writing by the City prior to award of the bid.

Only bids properly received by the Purchasing Office will be accepted. All bids should be clearly identified by the bid number and bid name contained in the bid proposal.

No proposal will be accepted from, or any purchase order awarded, to any person, firm or corporation in default on any obligation to the City.

Bids must be furnished exclusive of any federal excise tax, wherever applicable.

Bidders must be properly licensed and secure necessary permits wherever applicable.

Bidders not responding to this bid will be removed from our automated vendor listing for the subject commodities.

The City may elect where applicable, to award bids on an individual item/group basis or on a total bid basis, whichever is most beneficial to the City. The City reserves the right to accept or reject any and all bids, and to waive any irregularities or informalities.

Sales prohibited/conflict of interest: no officer, employee, or member of City Council, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the City. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the City of Fort Collins is prohibited.

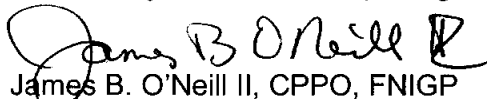
Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

Discounts: any discounts allowed for prompt payment, etc., must be reflected in bid figures and not entered as separate pricing on the proposal form.

Purchasing restrictions: your authorized signature of this bid assures your firm's compliance with the City's purchasing restrictions. A copy of the resolutions are available for review in the Purchasing Office or the City Clerk's Office. Request Resolution 91-121 for cement restrictions.

Collusive or sham bids: any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature of this bid assures that such bid is genuine and is not a collusive or sham bid.

Bid results: for information regarding results for individual bids send a self-addressed, self-stamped envelope and a bid tally will be mailed to you. Bid results will be posted in our office 7 days after the bid opening.



James B. O'Neill II, CPPO, FNIGP
Director of Purchasing and Risk Management

FAXBID #5797

BID OPENING: JUNE 10, 2003, 2:00p.m., (our clock)

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS' REQUIREMENTS FOR **SALE OF SCRAP METAL** PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS:

The City of Fort Collins will be accepting bids for the purchase of scrap bare copper and scrap brass from water meters. Approximate weights to be bid are:

copper and brass (mix)	3000 Pounds
brass(clean)	1500 Pounds
stainless steel	0 Pounds

This will be an annual contract. At the option of the City, the Award from this Bid may be extended for additional one year periods not to exceed four (4) additional one year periods. Actual weights available will vary; the City will contact the awarded vendor for pickups as needed. Scrap market prices in effect at the time of notification will prevail.

The awarded vendor must provide all labor and equipment necessary to remove all copper, stainless steel and brass from the City's Water department facility located at 700 Wood Street, Fort Collins, CO per the following conditions and specifications.

1. The awarded bidder will be responsible for providing appropriate hauling vehicles of sufficient capacity to carry all loads safely and in accordance with applicable state and federal highway and transportation requirements.
2. The awarded bidder will be responsible for loading all scrap metal from storage drums into an appropriate vehicle. The loading of copper and brass will be performed at the direction of the awarded bidder who will be responsible for determining load capacity and placement.
3. The awarded bidder will be responsible for any and all cleanup in and around storage drums.
4. All scrap copper and brass will be weighed on the City's warehouse scale in the presence of the awarded bidder. Such weighing will be considered final in producing actual scrap weight values.
5. Copper and brass removal operations must occur between the hours of 9 a.m. and 2 p.m. Monday through Friday, excluding City government holidays.
6. Awarded bidder must remove copper and brass within ten (10) days after notification from City representative for material pick-up. Removal operations must be coordinated in advance with the City representative.
7. The awarded bidder must submit 90% of funds of estimated quantities within seven (7)

working days to the City of Fort Collins Purchasing Department after notice of award is received. Only certified check, money order or cash will be accepted as payment. The remaining balance shall be sent to the City of Fort Collins Purchasing Department within seven (7) working days after scrap pick-up. The scrap shall not be given to the successful bidder until 90% of certified funds of the estimated quantities are received.

8. All personnel, property and equipment liabilities associated with loading and removal operations will be the sole responsibility of the awarded bidder.
9. This bid applies to any loads of scrap that become available while this award is valid. Other City departments may participate; but the Water Meter Shop is the main participant.
10. This bid will be awarded to the bidder submitting the bid deemed to be in the City's best interest. Bids will be evaluated on an individual, group, or total basis. The City of Fort Collins reserves the right to accept or reject any and all bids and to waive any irregularities or informalities.

Questions on pick-up scheduling should be directed to Rod Michael, Water Meter Shop ,at (970) 221-6759.

Any Purchasing questions should be directed to Ed Bonnette, C.P.M. CPIM, Buyer at (970) 416-2247.

BID #5797 SALE OF SCRAP METAL

BID SCHEDULE

The pounds of scrap are *estimates* only. The actual and final pounds of all scrap weighed will be weighed on the City's warehouse scale and considered **final** in producing actual scrap weight.

COPPER/BRASS MIX	\$ _____/LB.	X	3000	LBS	=
\$ _____ TOTAL					
BRASS (CLEAN)	\$ _____/LB.	X	1500	LBS	=
\$ _____ TOTAL					
STAINLESS STEEL	\$ _____/LB.	X	0	LBS	=
\$ _____ TOTAL					

GRAND TOTAL \$ _____

Vendor Name: _____

Address: _____

Telephone # _____ FAX # _____

Respondent Name: _____
(Please Print)

By: _____
(Signature)