



WHITE COUNTY, TENNESSEE  
DEPARTMENT OF FINANCE  
COURTHOUSE ROOM 204  
1 EAST BOCKMAN WAY  
SPARTA, TENNESSEE 38583  
PHONE (931)-836-3216 FAX (931)-836-3343  
[finance@whitecountyttn.gov](mailto:finance@whitecountyttn.gov)

**WHITE COUNTY, TENNESSEE**  
**Request for Proposal Package**  
*for*  
**Bid Number: 2017-1110-01-006**

**Request for Proposal for  
Solid Waste Department  
Scrap Metal Processing**

RFP Opening:

November 10, 2016  
2:00pm Central Time

Contents:

Scope of Services  
General Conditions  
Response Forms  
Advertisement

*Posted for public inspection at  
[whitecountyttn.gov/bids](http://whitecountyttn.gov/bids)*



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The White County Department of Finance, on behalf of the White County Solid Waste Department, is soliciting written responses to a request for proposals for scrap metal processing. The selected firm will be responsible for fulfilling the proposed specifications.

**A. Purpose**

The purpose of this RFP is to retain a qualified firm to process scrap metal received by the White County Solid Waste Department. The selected firm will be responsible for weighing, sorting, and final disposal of all metal. The selected firm will then pay White County an agreed upon price based on current scrap metal market conditions.

**B. Submittal Instructions**

Proposals and responses will be accepted by the White County Department of Finance no later than 2:00p.m. November 10, 2016 (local time). Every document must be enclosed in an envelope clearly marked as a response to this RFP. Any response or proposal received after the above deadline shall be considered late, and will not be opened or considered. Responses to this RFP must be valid for no less than thirty (30) days from the date of the RFP.

All documents shall be submitted to the following address:

Chad S. Marcum, Director of Finance  
White County Department of Finance  
Courthouse Room 204  
1 East Bockman Way  
Sparta, Tennessee 38583

Electronic submittals will not be accepted. Please include two (2) copies and one (1) original response to this RFP.

**C. Award of Contract**

A contract will be awarded based on your response to this RFP, as a whole. Price will not serve as the only deciding criteria. The firm's perceived ability to provide the requested services and the direct and indirect costs likely to be incurred by White County will also be a deciding factor.

In response to this RFP, White County is requesting that all proposing firms provide the price per ton that would be paid to White County on October 27, 2016, given the specifications of this bid. This date is set strictly as a point of reference. White County understands that the price paid by the awarded vendor will fluctuate given the market conditions.



**D. General Specifications**

**I. Contract Period**

- a. White County wishes to enter into a contract with the awarded responder beginning January 1, 2017. The original contract awarded as a result of this RFP shall be for a maximum period of one (1) year.
- b. The contract may be renewed under the same terms of the original contract on a year-to-year basis thereafter.
- c. It is agreed by the submitting firm that White County shall be granted the ability to terminate the contract awarded as a result of this RFP, at any time and for any reason, upon ninety (90) days written notice.
- d. Additionally it is agreed by the submitting firm that White County shall be held harmless in the event of early termination of the contract awarded as a result of this RFP.

**II. Scrap Metal Collections**

- a. White County currently collects scrap metal at ten (10) convenience centers and the landfill.
- b. Citizens are required to place all metal or metal products in a container designated as such.
- c. White County will attempt to instruct and verify that citizens are correctly sorting metals and non-metals. However, White County does not guarantee that this will occur. On occasion, non-metal products may be disposed of in the metal containers.

**III. Scrap Metal Delivery**

- a. As part of the contract awarded from this RFP, White County proposes to pick up and deliver (or cause to be delivered) scrap metal containers to the awarded vendor.
- b. On average, White County currently picks up five (5) full containers of scrap metal per week.
- c. As scrap metal is delivered to the awarded vendor's facility, it must be weighed and a weigh ticket produced. This ticket must be given to and signed by the county's truck driver.
- d. Scrap metal containers should be allowed to be emptied at the facility, so they may be returned promptly to the convenience centers.
- e. Note, as described below, alternate proposal to the specifications as outlined are welcomed.

**IV. Scrap Metal Sorting**

- a. It will be the responsibility of the awarded vendor to separate out all metal types and any non-metal products delivered to the facility.
- b. White County will supply a roll off container, free of charge, for the disposal of all non-metal products delivered to the facility in a county metals container.



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- i. It will be the responsibility of the awarded vendor to ensure that only non-metal items brought into the facility by the county are placed in this county supplied container.
  - ii. The county reserves the right to periodically inspect the contents of the supplied container, without notice.
  - iii. If the awarded vendor is found or suspected to have allowed non-metal items to be placed in the container which were not originally brought into the facility in a county container, the contract awarded as a result of this RFP will be immediately terminated.

V. Payment

- a. The awarded vendor will send White County a check, monthly.
- b. The check will be the net weight of scrap metal received by the facility times the applicable rate.
  - i. The net weight of scrap metal will be calculated as the tare weight of the scrap metal containers initially received by the facility, less the tare weight of any non-scrap metal containers picked up and emptied by the county during the month.

VI. Records

- a. The awarded vendor agrees to maintain a complete set of records pertaining to all transactions under the awarded contract.
- b. The awarded vendor understands and agrees that it is a requirement of the awarded contract that all records must be available to representatives of White County or the Tennessee Comptroller of the Treasury.

VII. Estimated Volume

- a. For the period of July 1, 2015 through June 30, 2016, White County took in approximately 376.34 tons of scrap metal.
  - i. Please note that this amount may contain a percentage of non-metal products.

Alternate proposals to the specifications as outlined above are welcome. Alternate proposals will be judged based on how they directly improve the benefits to White County above the benefits derived from the specifications as outlined.

The awarded firm(s) will be required to submit proof of insurance, specifically naming White County as an additional insured on the policy.

This proposed scope of services is not intended to be all inclusive. Services requested may be deleted from or added to the above proposed scope of services at White County's sole discretion before the bid date or during the contract period.

For questions regarding this request for proposals, please contact Denny Wayne Robinson, White County Executive, at 931-836-3203 or executive@whitecountyttn.gov.



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## General Bidding Procedures

**Bid Limit:** White County requires all purchases over \$25,000 to be acquired by sealed competitive bids. Exceptions: Fuel, emergency purchases, and any items excluded by statute

**Location:** All bids must be submitted to the White County Department of Finance at or before the announced deadline.

Courthouse Room 204  
1 East Bockman Way  
Sparta, Tennessee 38583

**Bid Document:** For certain projects the Owner will supply a bid form to be completed by the bidder. When such forms are issued, only bids returned with the proper forms will be accepted. Envelopes must be sealed and marked as a bid document. Any bid may be withdrawn prior to the day, date and time as set forth in the "bid invitation". On construction related bids, the envelope must contain the following information visible from the outside: TN License number, expiration date, classifications and limitations.

**Electronic transmissions:** Electronic transmissions will not be accepted except when in the course of the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of Facsimile transmissions.

**Bid Bond:** For construction related bids, in excess of \$25,000 dollars, the owner requires a bid bond equal to five percent of the total price of the bid. Contracts for the services of a construction manager shall require a bid bond in the amount of ten percent. The owner may request bonds on other services as determined by the Finance Department.

**Performance Bond:** For construction related bids, in excess of \$25,000 dollars, the owner requires a performance bond equal to one hundred percent of the contract price. The owner may request bonds other services as determined by the Finance Department.

**Payment Bond:** For construction related bids, in excess of \$25,000 dollars, the owner requires a payment bond equal to one hundred percent of the contract price except as stipulated under T.C.A. 12-4-201. The owner may request bonds other services as determined by the Finance Department.

**Disclosures by bidders:** For construction bids in excess of \$25,000 interested bidders must include the following information on the outside of the envelope containing the bid document: Name, License number, Expiration date thereof, and license classification of the contractors applying to bid as stated in T.C.A. 62-6-119. For construction bids less than \$25,000, the name only is required. White County maintains a drug-free workplace and requires all bidders for construction contracts to comply with T.C.A. 50-9-114.

**Laws and Regulations:** The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full. Bidders may be required to provide proof of valid business license and Workers Compensation Insurance if required by law.

**Sub-contracts:** The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to the Owner.



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**Award of Contract:** The owner (White County) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive or conditional bids. White County may conduct such investigations as it deems necessary to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the lowest, best and most responsible bidder, whose evaluation by the owner indicates to the owner that the award will be in the best interest of White County. It is also understood that the "apparent low bidder" will be announced at the bid opening; however the "successful bidder", who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the County. White County does not enter into contracts which provide for mediation or arbitration.

**Construction Contracts – Retainage:** The Owner will retain five percent of funds on contracts over \$500,000 dollars per T.C.A. 66-11-144.

**Title VI of the Civil Rights Act of 1964:** All interested parties, without regard of race, color or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." White County strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

**Warranty:** The vendor shall provide warranty information on the equipment, components and items bid with the bid submittal.

**Payments:** Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses. Payment terms shall be specified in the bid response, including any discounts for early payment. The Finance Department of White County discourages the practice of picking up checks in person, unless there is an emergency situation.

**Errors in Bids:** When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications or bidding schedule, is made at the risk of the bidder.

**Taxes:** White County is tax exempt.

**Tie Bids:** If two or more bidders submit identical bids and is equally qualified; selection shall be made at the discretion of the county based on performance.

**Contractors, Subcontractors and employees:** If work is to be performed during regular school hours when children are present, the county reserves the right to require background checks, dress codes and certain ethical standards of all employees on school property.

**Specification details:** These specifications have been designed to meet a certain level of quality as well as to standardize certain components. In numerous places reference to specific brands of components may have been made. This has been done to establish a certain level of quality and in no way is an attempt to write out vendors of similar or equal equipment components.



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### Proposal Form

Project: Solid Waste Department Scrap Metal Processing

Bid Date: November 10, 2016; 2:00p.m. central time

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Primary:** Pricing that metal would be purchased from White County under the terms outlined above, had the contract been effective October 27, 2016.

Amount: \_\_\_\_\_ per ton.

**By submitting a response, responder agrees to and confirms:**

- 1. The above proposed price is inclusive of all specifications and conditions as outlined in this request for proposals unless specifically noted.**
- 2. The individual signing this proposal is a duly authorized and appointed representative of the responding company.**
- 3. The responding company understands and agrees to abide by all conditions and specifications as outlined in this request for proposals.**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





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**White County, Tennessee**  
**Solid Waste Department Scrap Metal Processing**  
**Locations**

Please provide the address of your nearest facility to White County, where the scrap metal can be delivered per the above specifications.

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

**Scrap Metal Index**

Please provide the name of the scrap metal index or alternative method your firm will use to price White County's metal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**Solid Waste Department Locations**

**Landfill**

6010 Gum Springs Mountain Road  
Sparta, Tennessee 38583  
*Class I: SNL 93-107-0136*  
*Class III/IV: DML 93-107-0037*

**Convenience Centers that Accept Metal**

**Baker's Crossroads**

4059 Burgess Falls Road  
Sparta, Tennessee 38583  
*CCC-93-112-0445*

**Doyle**

5820 McMinnville Highway  
Doyle, Tennessee 38559  
*CCC-93-107-0338*

**Hickory Valley**

5262 Hickory Valley Road  
Sparta, Tennessee 38583  
*CCC-93-0514*

**Highway 84**

2289 Monterey Highway  
Sparta, Tennessee 38583  
*CCC-93-0453*

**Quebeck**

110 Quebeck Road  
Quebeck, Tennessee 38579  
*CCC-93-0499*

**Cassville**

181 Cassville Lane  
Sparta, Tennessee 38583  
*CCC-93-107-0337*

**Rock House**

3737 Crossville Highway  
Sparta, Tennessee 38583  
*CCC-93-107-0235*

**Highway 42**

1928 Roberts Matthew Highway  
Sparta, Tennessee 38583  
*CCC-93-107-0236*

**Landfill**

6010 Gum Springs Mountain Road  
Sparta, Tennessee 38583  
*CCC-93-0471*

**Red Kap**

265 Iris Drive  
Sparta, Tennessee 38583  
*CCC-93-107-0336*



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## Advertisement for RFP

White County, Tennessee  
Advertisement for RFP  
Bid No. 2017-1110-01-006

Take notice that the Director of Finance for White County shall accept sealed written responses to a request for proposals for scrap metal processing.

Proposals must be submitted to the office of the Director of Finance, Room 204, White County Courthouse, Sparta, Tennessee, 38583, no later than 2:00 P.M. central time, November 10, 2016 at which time the proposals will be opened.

Copies of request for proposal documents may be obtained at [whitecountyttn.gov/bids](http://whitecountyttn.gov/bids)

The owner (White County) further reserves the right to reject any and all proposals, to waive any and all informalities and to negotiate contract terms with the successful firm, and the right to disregard all nonconforming, non-responsive or conditional proposals.

Chad S. Marcum  
Director of Finance  
Publication Date: 10/27/2016