



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

WHITE COUNTY, TENNESSEE
RFP Package
for
RFP Number: 2022-1208-01-036

White County Solid Waste Department
Scrap Metal Processing Services

RFP Opening:

December 8, 2022
2:00pm Central Time

RFP Opening Location:

White County Department of Finance
1 East Bockman Way, Room 204
Sparta, Tennessee 38583

Posted for public inspection at
whitecountyttn.gov/bids

Table of Contents

| | | |
|-------|---|----|
| I. | Purpose and Overview | 3 |
| A. | Purpose | 3 |
| B. | Project Description | 3 |
| C. | Specifications | 3 |
| D. | Method of Selection | 4 |
| II. | Instructions for Request for Proposal Responses | 4 |
| A. | Compliance with RFP | 4 |
| B. | Delivery of RFP Response | 5 |
| III. | General Terms and Conditions | 5 |
| A. | Bid Document | 5 |
| B. | Electronic Transmissions | 5 |
| C. | Bid Bond | 6 |
| D. | Performance Bond | 6 |
| E. | Payment Bond | 6 |
| F. | Disclosures by Bidders | 6 |
| G. | Laws and Regulations | 6 |
| H. | Sub-contracts | 6 |
| I. | Award of Contract | 6 |
| J. | Retainage | 7 |
| K. | Title VI of the Civil Rights Act of 1964 | 7 |
| L. | Warranty | 7 |
| M. | Payments | 7 |
| N. | Errors in Bids | 7 |
| O. | Taxes | 7 |
| P. | Tie Bids | 7 |
| Q. | Background Checks and Dress Code | 7 |
| R. | Specification Details | 8 |
| IV. | Advertisement for RFP | 8 |
| V. | RFP Response Form | 9 |
| VI. | References Form | 10 |
| VII. | Exception Form | 11 |
| VIII. | Iran Divestment Act | 12 |
| IX. | Appendix A – Convenience Center Locations & Hours | 13 |

I. Purpose and Overview

A. Purpose

The White County Department of Finance, on behalf of the White County Solid Waste Department, is soliciting proposals for scrap metal processing services.

B. Project Description

The objective of this request for proposals is to secure a contract with a contractor to process scrap metal which has been received at White County convenience centers. The selected contractor will be responsible for providing collection cans at each center, and then emptying the cans when they become full.

C. Specifications

Any solution proposed in response to this request for proposals shall meet or exceed these specifications.

1. Scrap Metal Collections

White County collects scrap metal from citizens at eleven (11) convenience center locations, which are detailed in Appendix A to this RFP. Citizens are required to place all metal or metal products in a container designated as such. White County attempts to instruct and verify that citizens are correctly sorting metals and non-metals. However, White County does not guarantee that materials will be properly sorted into the metal containers.

2. Scrap Metal Containers

The awarded contractor will be responsible for providing one (1) roll-off type container at each of White County's convenience centers for collection of scrap metal. These containers will remain the property and responsibility of the contractor throughout the initial term of any agreement resulting from this RFP and any extension thereof.

3. Emptying Containers

The contractor shall coordinate pickup and empty services of these containers with White County. The contractor may establish a schedule for pickup and empty, rely on White County to notify them when a container is full, or any combination thereof so long as it is agreeable to White County. At the discretion of White County, the contractor may be allowed to pick up containers on days that the convenience centers are not open.

4. Records

The contractor shall maintain a complete set of records pertaining to all transactions under the awarded contract. Tickets shall be produced by the contractor for each load of scrap metal removed from a White County Convenience Center. These tickets must reconcile to a weekly/monthly statement of tonnage.

The contractor agrees and understands that it will be a requirement of the awarded contract that all records relating to this contract must be made available to White County or the Tennessee Comptroller of the Treasury, upon request.

5. Estimated Volume

For the period of July 1, 2021 to June 30, 2022, White County took in approximately 490.47 tons of scrap metal. This is only a snapshot of one year and should not be construed as a guaranteed amount.

6. Compensation

The contractor shall compensate White County for the market value of all scrap metal collected, less any fees or charges for supplying and emptying the containers. The fees or charges deducted should be inclusive of the contractor’s cost of operation, profit, and overhead.

It would be White County’s intent to operate this contract under a fixed fee system. However, the contractor may include language which results in a change (up or down) to the offered fixed fee, so long as the change is tied to a verifiable, nationally recognized index.

The method by which the market value for scrap metal is calculated, shall determined by reference to a nationally recognized publication. The contractor shall provide the name of the publication which they intend to utilize.

The contractor should provide detailed information in response to this RFP which outlines their approach to calculating White County’s compensation under the contract. White County will consider any method which is both fair and transparent in nature.

D. Method of Selection

White County will score responses to this RFP based on the below matrix.

| <u>Criteria</u> | <u>Possible Points</u> |
|-----------------------------|------------------------|
| Proposed Compensation | 50 |
| Ability to Provide Services | 40 |
| References & Experience | 10 |

The responder with the highest points after applying this matrix will be awarded the contract for this project. White County reserves the right to request additional information or clarification from Proposers in order to correctly score the RFPs.

II. Instructions for Request for Proposal Responses

A. Compliance with RFP

Submissions must be in strict compliance with this Request for Proposals. Failure to comply with all provisions of the RFP may result in disqualification.

Requests for additional information or clarifications by potential Proposers must be made in writing. Proposers should email requests for additional information or clarifications.

Requests for additional information or clarifications shall be sent to:

Chad S. Marcum
Director of Finance
White County, Tennessee
chad.marcum@whitecountyttn.gov

Prior to the due date, responses to inquiries and all RFP amendments White County deemed necessary will be issued and published on the solicitation web page. Proposers should not rely on any representations, statements, or explanations other than those made in any written addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued shall prevail.

Addenda will be made available on the solicitation web page and it is solely the Proposer's responsibility to assure receipt of all addenda.

Solicitation Web Page is: www.whitecountyttn.gov/bids

B. Delivery of RFP Response

Submissions will be accepted by the White County Department of Finance no later than **2:00 p.m. December 8, 2022** (local time).

All documents shall be submitted to the following:

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

All submissions must be written, sealed, and labeled as a response to this RFP. Submission by electronic means will not be accepted.

III. General Terms and Conditions

A. Bid Document

For certain projects White County 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.

B. 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 or email transmissions.

C. Bid Bond

For construction related bids, in excess of \$100,000 dollars, White County 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. White County may request bonds on other services or waive such bond requirements, as determined by the Director of Finance.

D. Performance Bond

For construction related bids, in excess of \$100,000 dollars, the White County requires a performance bond equal to one hundred percent of the contract price. White County may request bonds on other services, as determined by the Director of Finance.

E. Payment Bond

For construction related bids, in excess of \$100,000 dollars, White County requires a payment bond equal to one hundred percent of the contract price except as stipulated under T.C.A. §12-4-201. White County may request bonds for other services as determined by the Director of Finance.

F. 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.

G. 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.

H. 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 White County.

I. Award of Contract

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 proposer, and the right to disregard all non-conforming, non-responsive or conditional proposals. White County may conduct such investigations as it deems necessary to assist in the evaluation of any proposal to establish the responsibility, qualifications, and financial ability of the proposer, 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 proposer who

has the highest overall score as per the specified matrix. White County does not enter into contracts which provide for mediation or arbitration.

J. Retainage

White County will retain five percent (5%) of funds on construction contracts over \$500,000 dollars as per T.C.A. §66-34-104. White County may require the withholding of retainage on other contracts as deemed appropriate by the Director of Finance.

K. 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.

L. Warranty

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

M. Payments

Invoices or Applications of Payment 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.

N. 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.

O. Taxes

White County is tax exempt except where T.C.A. §67-6-209 shall be applicable.

P. Tie Bids

If two or more bidders submit identical bids and are equally qualified; selection shall be made at the discretion of the county based upon performance.

Q. Background Checks and Dress Code

For school related projects, White County reserves the right to require background checks, dress codes, and certain ethical standards of all employees on school property. At the discretion of the Director of Finance, this requirement may be extended to other non-school properties.

R. 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.

IV. Advertisement for RFP

White County, Tennessee
Requests for Proposals
RFP No. 2022-1208-01-036

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

Proposals, bids, or responses 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, December 6, 2022 at which time the proposals will be opened and considered.

For more information, please visit 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 proposer, and the right to disregard all non-conforming, non-responsive, or conditional proposals.

Chad S. Marcum
Director of Finance
Publication Date: 11/17/2022

V. RFP Response Form

Project: White County Solid Waste Scrap Metal Processing

Bid Date: December 8, 2022; 2:00p.m. Central Time

Company Name: _____

Address: _____

Phone Number: _____

Contact: _____

Email Address: _____

Please include this page with the following items in your response:

- 1) Proposed solution for the project, in a format of your choosing, that corresponds with the requirements as outlined in this RFP.
- 2) Reference form (*required*)
- 3) Exception form (*if necessary*)
- 4) Iran Divestment Act Certification (*required*)

By signing below, I affirm that I am a duly appointed and authorized representative of the company named herein. Furthermore, acting on behalf the named company I acknowledge that I have read, understand, and agree to abide by all terms and conditions as outlined in this request for proposal unless otherwise properly and specifically noted.

Signature: _____

Title: _____

Date: _____

VI. References Form

Use this form to provide details of at least three (3) references with firsthand knowledge of your firm's ability to complete a project of this scope.

Reference #1:

Name of Client: _____
Procuring Entity (Federal Agency, State Agency, Local Government, Other)

Location (City, State): _____

Client Representative knowledgeable about the project work:

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Reference #2:

Name of Client: _____
Procuring Entity (Federal Agency, State Agency, Local Government, Other)

Location (City, State): _____

Client Representative knowledgeable about the project work:

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Reference #3:

Name of Client: _____
Procuring Entity (Federal Agency, State Agency, Local Government, Other)

Location (City, State): _____

Client Representative knowledgeable about the project work:

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Attach additional pages as necessary.
White County reserves the right to contact the client representative for this project.

VII. Exception Form

Proposer has agreed to abide by all terms and conditions of this RFP, except for specific exceptions as noted below. If taking exception, please note the page and section number where exception is taken.

Use Additional Pages as Needed

VIII. Iran Divestment Act

In compliance with the Iran Divestment Act (State of Tennessee 2016, Public Chapter No. 817), which became effective on July 1, 2016, certification is required of all bidders on contracts over \$1,000.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party hereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. § 12-12-106.

I affirm, under penalties of perjury, this statement to be true and correct.

Date

Signature of Bidder

Company Name

A bid shall not be considered for award nor shall award be made where the foregoing certification has been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. White County may award a bid to a bidder who cannot make the certification, on a case-by-case basis if:

- 1) The investment activities in Iran were made before July 1, 2016, the investment activities in Iran have not been expanded or reviewed on or after July 1, 2016, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- 2) White County makes a determination that the goods or services are necessary for White County to perform its functions and that, absent such an exemption, the County will be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

IX. Appendix A – Convenience Center Locations & Hours

White County Convenience Centers

Hours of Operation:

Monday, Wednesday, Friday 6 am – 6 pm
Saturday 7 am – 5 pm
Tuesday, Thursday, Sunday Closed

Baker's Crossroads 4059 Burgess Falls Rd. Sparta, TN 38583
Cassville 181 Cassville Lane, Sparta, TN 38583
Doyle 5820 McMinnville Hwy Doyle, TN 38583
Hwy 42 1928 Roberts Matthews Hwy. Sparta, TN 38583
Hwy 84 2289 Monterey Hwy. Sparta, TN 38583
Red Kap 325 Iris Dr. Sparta, TN 38583
Rock House 3737 Crossville Hwy Sparta, TN 38583

Hours of Operation:

Monday, Wednesday 3 pm – 6 pm
Friday 2 pm – 6 pm
Saturday 7 am – 5 pm
Tuesday, Thursday, Sunday Closed

Eastland 235 Eastland Cemetery Rd. Sparta, TN 38583
Hickory Valley 5262 Hickory Valley Rd. Sparta, TN 38583
Quebeck 9680 McMinnville Hwy, Quebeck, TN 38579

Hours of Operation:

Monday, Wednesday, Friday 7 am – 6 pm
Tuesday, Thursday 7 am – 3:30 pm
Saturday 7 am – 5 pm

Landfill 6010 Gum Spring Mtn. Rd. Sparta, TN 38583