



CITY OF FORT SMITH

Purchasing Department
P.O. Box 1908
Fort Smith, AR 72902-1908

RFB No. 6301-16-BA

REQUEST FOR BID

Closing Date:
Monday, October 24, 2016
@ 2:00 p.m.

Subject: Sale of Recyclables

Company _____	Name _____
Federal Tax I.D. No. _____	[PRINT OR TYPE]
Street Address _____	Signature* _____
City _____	Title _____
State _____ Zip Code _____	Date _____
Tel. No. _____ Fax _____	<i>*Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.</i>
No. _____	
E-Mail _____	

SUBMITTED BIDS MUST HAVE AN ORIGINAL SIGNATURE.

FOR CONSIDERATION AS A RESPONSIVE BID, THE FOLLOWING IS REQUIRED:

1. Bid must be submitted on official City bid form
2. All information on this Request for Bid cover page must be completed.
3. This cover page must be signed with an original signature.
4. Bid must be submitted on or before the closing date and time. Bids received after the closing date and time will NOT be considered.

For Further Information Concerning This Bid, Please Contact:

Alie Bahsoon, Purchasing Manager

Phone: (479) 784-2267 Fax: (479) 784-2484 Email: abahsoon@FortSmithAR.gov

This solicitation is being issued by The City of Fort Smith Department of Sanitation (“City”) to provide for the sale of recyclables. The City’s current recycling services consists of the City using automated/ semi-automated residential (commingled) recyclables in 64 gallon carts and commercial OCC containers.

The City, during its collection process, does not sort or remove contaminants from recyclable items. It does make a conscience effort to leave contaminated recyclables behind and educate the customer how to properly recycle.

The Department of Sanitation will deliver residential recycling (single stream mixed) material in an unbaled form. Some industrial/commercial material will be source sorted, (OCC/Paper) and should be reflected in the bid sheet provided. Weights will be provided by the successful bidder (“Bidder”) and the Bidder shall have an approved scale as set forth by the State of Arkansas.

A. PRICING

Bids shall be based on Yellow Sheet Market Price as a percentage (%) value, reflecting the % of sale given to the City. The Yellow Sheet Market Price shall be updated monthly with payments adjusted accordingly.

B. AWARD

The awarded bid shall be for a three (3) year period with the option for two (2), one year renewals, with Yellow Sheet Market Price percentage (%) value being negotiated and agreed upon by the City and the Bidder. The renewal is contingent upon a mutual agreement between the City and the Bidder with such agreement to be confirmed within sixty (60) days of the expiration of the contract period. Either the City or the Bidder may decline to confirm the renewal of the contract for any reason whatsoever, which shall render the renewal option null and void.

C. SUBMITTALS

Bids shall be returned in a sealed envelope by mail or via hand delivery to the Purchasing Department prior to 2:00 p.m., October 24, 2016 and to the following address:

Alie Bahsoon, Purchasing Manager
623 Garrison Avenue, Suite 522
P.O. Box 1908
Fort Smith, AR 72902-1908

D. PAYMENT TERMS

Bidder shall submit appropriate payment for goods to the City by the 15th of the month following the collections of said goods. Payment shall be made by certified check, cashier check, or bank or postal money order. Payment(s) not received as prescribed herein shall be considered in arrears.

Each payment shall show a detailed explanation of recycling materials collected. The City shall charge interest, not to exceed one percent (1%) per month, on all undisputed invoices not paid within thirty (30) days after receipt of the materials collected.

E. ANTI-COLLUSION CERTIFICATION

The Bidder certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same product and that this bid is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The Bidder understands collusive bidding is a violation of Federal Law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages. The Bidder also understands that failure to sign this statement will make the bid non-responsive and unqualified for award.

Signed: _____ **Date:** _____

F. RECORDS AND RIGHT TO AUDIT

The Bidder shall maintain such financial records and other records as may be prescribed by the City or by applicable federal and state laws, rules, and regulations. The Bidder shall retain these records for a period of three (3) years after final payment, or until the City audits them, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent three-year period for examination, transcription, and audit by the City, its designees, or other authorized entities.

G. REFERENCES

Bidders shall provide at least three (3) clients for which similar services have been provided. Client references shall include the name of client, address and telephone number, contact person, and the types of services. The City shall also consider the capacity, character, integrity and reputation of the Bidder and any past experience with the services offered by the Bidder. If warranted and necessary, multiple awards may be made. The City reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the Purchasing Manager to be in the City’s best interest.

Bid Proposal

Recycling Commodity	% allotted to the Sanitation Department from Yellow Sheet Market Price
PET	
HDPE Colored	
HDPE Natural	
ONP/mix	
OCC	
UBC	
Steel Cans	
Trash	
Blended	

The City of Fort Smith reserves the right to reject any or all Bids, to waive informalities, and to accept all or any part of any Bid as they may deem to be in the best interest of the City. Award of bid is not made at the bid opening. All bids are subject to final review and acceptance by City Staff before any award may be made. Receipt of bids by the City shall not be construed as authority to bind the City.