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Purchasing

October 19, 2012

To: Facility Coordinators/Scrap Metal Contract Users  
From: Deirdre Darley, OCA Purchaser   
Subject: TC76615, New Scrap Metal Pick Up/Disposal Contract  
Attachments: (1) Scrap Metal Pick Up/Delivery Form (completed by Facility Coordinators)  
(2) Monthly Scrap Metal Pick Up/Delivery Summary Form (completed by Contractor)

**New Contractor:** A new Scrap Metal contract has been awarded for the period November 1, 2012 through October 31, 2015 to **Circosta Iron and Metal Company** located at 1801 Evans Ave., SF, CA 94124.

The previous contractor, Sims Metals, will be picking up their containers throughout the month of October. As of November 1, all Sims Metal containers should be removed and no longer delivered to your facility. Please contact Circosta to schedule the delivery of new scrap metal collection containers to your facility.

Your primary points of contact for scheduling pick up/delivery of containers and scrap metals are:

- Nick Circosta and Miguel Cid Del Prado, 415-282-8568 x106

**Scrap Metal Pick Up/Delivery Form:** Attached is a copy of the new Scrap Metal Pick Up/Delivery Form. Please save it and make copies as needed. You will be required to submit a completed form for EACH load picked up by or delivered to the Contractor. The completed forms are used for auditing and, more importantly, to credit revenue back to the appropriate departments turning in the scrap.

Facility Coordinators must use the attached Scrap Metal Pick Up/Delivery Form for EACH scrap metal container delivered and removed by the Contractor. The Contractor's driver must sign the form to acknowledge the receipt and properly loaded container. Facility Coordinators will then attach the ticket/receipt provided by the driver to the completed Scrap Metal Pick Up/Delivery Form, keep a copy for their files and email or inter-office a copy to GSA-Accounting, City Hall, Room 362, 1 Dr. Carlton B. Goodlett Place, SF, CA 94102, ATTN: Diosdado Guevarra, [diosdado.guevarra@sfgov.org](mailto:diosdado.guevarra@sfgov.org)

**Monthly Scrap Metal Pick Up/Delivery Summary Form:** Attached is a copy of the new Monthly Pick Up/Delivery Summary Form. On a monthly basis, the Contractor shall complete a Pick Up/Delivery Summary Form and submit to each Facility Coordinator for sign off and matching to the individual Scrap Metal Pick Up/Delivery Forms. Each Facility Manager shall ensure that the Summary Form matches with the individual Pick Up/Delivery Forms, sign and forward to GSA-Accounting, ATTN: Diosdado Guevarra at the above address.

If you have any questions, please contact Deirdre Darley at [Deirdre.Darley@sfgov.org](mailto:Deirdre.Darley@sfgov.org) or 415-554-6751.

City & County of San Francisco  
General Service Agency  
Department of Environment  
Surplus Disposal Program

Scrap Metal Pick Up/Delivery Form

Instructions:

1. Coordinate with **Circosta Iron and Metals** at 415-282-8568 x106 for delivery and pickup of containers.
2. Departments are responsible for loading scrap metal into delivered containers.
3. Contractor is only responsible for delivering and picking up containers.
4. Ensure that garbage or hazardous materials are not placed in the containers.
5. Complete a separate form for each load picked up by or delivered to the Contractor.
6. Provide copy to Contractor's driver and retain file copy for departmental files.
7. Fax completed form to 415-554-6156 or send as email attachment to Diosdado.Guevarra@sfgov.org

Deliver Container To/Pick Up From: \_\_\_\_\_ [ ] New/One Time [ ] Exchange/On-Going

Dept: \_\_\_\_\_ Div/Bureau: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone No: \_\_\_\_\_

Drop Off/Pick Up Location: \_\_\_\_\_

Delivery, Date/Time Called: \_\_\_\_\_ Pick Up, Date/Time Called: \_\_\_\_\_

Size of Container(s) Requested/Picked Up:

Debris Box Drop Box (indicate Qty if more than 1)  
[ ] 22'Lx8'Wx8'H [ ] 18'Lx8'Wx6'H [ ] 14'Lx8'Wx5'H [ ] 6'Lx4'Wx4'H [ ] 4'Lx4'Wx4'H

Type of Metal in the Container: Contaminants are non-hazardous materials such as other metals, wood, concrete and plastics.

- [ ] Aluminum materials including old street signs containing a maximum of 35% contaminants.
- [ ] Brass materials not specifically identified below containing a maximum of 35% contaminants
- [ ] Brass plumbing fixtures including water meters and valves containing a maximum of 1.5% contaminants.
- [ ] Copper materials including insulated wire containing a maximum of 35% contaminants.
- [ ] Iron and steel including furniture and appliances containing a maximum of 35% contaminants.
- [ ] All metals not listed above, above metals containing 36% or more contaminants, and/or loads requiring special handling.

Circosta Ticket/Receipt No. \_\_\_\_\_

Print Driver's Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Performance:

Delivered size requested [ ] Yes [ ] No Picked up container, as scheduled [ ] Yes [ ] No  
Delivered as scheduled [ ] Yes [ ] No [ ] Other, explain:

## Monthly Scrap Metal Pick Up/Delivery Summary Form

Submitted to Department Facility Coordinator by Contractor by the 3<sup>rd</sup> of each month.  
 Reviewed/verified by Department Facility Coordinator and forwarded to GSA Accounting.

Originating Department (3 digit code)	Originating Department Contact (person turning in item)	Date of Pick Up from the City	On-Time or Excessive Wait?	Item Description	Total Pick Up Weight	Sorted Metal Type	AMM Price (as of the 1 <sup>st</sup> Monday of Pick Up Month)	% Recovery	\$ Amount Remitted to the City

\_\_\_\_\_  
 Department Facility Coordinator Signature

\_\_\_\_\_  
 Date