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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 for Recycling Contract  
DETAILED SPECIFICATIONS

**Extract from the Scrap Metal Contract:** Attached is an extract, which provides important information as to how the contract works. Please read it so that you are familiar with what is required of the contractor and what your responsibilities are when using this contract.

**68. Purpose.** The purpose of this contract is to make scrap metal recycling convenient for City departments by providing reliable pick-up service and to generate revenues from its sale.

**70. Specifications**

- A. Contractor shall furnish and deliver in good working condition metal containers for the accumulation of scrap metal to various City facilities in any of the following sizes: debris boxes; 22'L x 8'W x 8'H, 18'L x 8'W x 6'H, and 14'L x 8'W x 5'H, and drop boxes; 6'L x 4'W x 4'H, and 4'L x 4'W x 4'H. Containers shall be clearly marked with the Contractor's company name, telephone number, and For Scrap Metal Recycling Only.
- See Appendix A – Pick-up Summary Form – Submitted Monthly per Special Condition 79D.
- B. Contractor shall remove or exchange filled scrap metal containers within two (2) working days of notification or as scheduled by mutual agreement.
- C. Contractor shall deliver and remove containers Monday through Friday, between 7:00 a.m. and 4:00 p.m., depending on the hours of operation for the City Department Facility. The Facility Coordinator may require the Contractor to provide occasional as-needed services during weekends and off hours at no additional cost.
- D. Contractor and Contractor's employees may not operate any vehicles or equipment owned, leased or rented by the City.
- E. Contractor shall not remove any scrap metal from City facilities without prior approval.
- F. Each City department facility shall designate a Facility Coordinator responsible for coordinating with the Contractor.
- G. At most Municipal Railway maintenance facilities there is insufficient space to place scrap metal containers of substantial sizes for any length of time. At these locations, scrap metal is accumulated in small hoppers and other metal containers. As these containers become full, the Contractor will be contacted to pick up the scrap. Contractor shall drop off a scrap metal container to the designated location, wait while Muni staff loads the scrap into the container, and remove the container when finished. Allowable Wait Charge (See Special Condition 70 "Specifications" Section H) may not be applied to these removals. In order to achieve economies, Contractor may elect to coordinate removal with several Municipal Railway maintenance facilities for the same day. Each Facility Coordinator at each location shall complete a separate Scrap Metal Pick-Up Form. Contractor shall weigh and make payment as one transaction identifying the multiple locations by attaching the completed forms to the one weight certificate. Under no circumstances shall Contractor combine such loads from different departments, and only from facilities within the same department.

- H. Contractor's driver shall allow 60 minutes waiting time upon arrival at the scheduled time to pick up or remove the scrap metal container. If contractor is unable to deliver or remove container due to City error after 60 minutes of waiting time, contractor may charge the City a maximum penalty of \$80.00 per occurrence, executed by itemized deduction from payment for the month in which the missed pick up occurred. Contractor's driver's arrival time and inability to pick up or remove container must be documented on Scrap Metal Pick-Up Form and acknowledged by signature by the Facility Coordinator. That signed Scrap Metal Pick-Up Form must be included with Monthly Payment Summary.
- I. Contractor shall weigh scrap metal removed; gross weight less tare weight of container on a scale/weight station certified by the State of California at their own expense. A weight ticket from said weight station must verify each load of scrap metal removed. Contractor shall provide, electronically or by fax, the weight ticket(s) for each load removed to the appropriate Facility Coordinator within 48 hours of removal. The exception being the brass water meter parts (Item 3, Brass, Red, Solids, Cocks and Faucets, San Francisco Prices) that are weighed in-house at the Water Department – Meter Shop on certificated scales. Contractor shall accept such weights as true and payable.
- J. Facility Coordinators shall notify the Contractor of any and all discrepancies within two working days of the incident. If the Facility Coordinator and the Contractor are unable to reach a resolution, the Facility Coordinator shall notify the Purchaser who will investigate and take appropriate action on all claims, complaints, and discrepancies associated with this contract.
- K. Upon award of contract, Contractor shall conduct initial site visits with each Facility Coordinator to assess operational requirements and to make recommendations to improve scrap metal recycling within each City Department Facility.
- L. Contractor shall furnish payment by the 15th calendar day of the month, for all scrap metal removed from the previous month.
- M. Contractor shall maintain facilities and equipment used to transport and process scrap metal in a safe operating condition, and keep current any and all permits and licenses governing the same by Federal, State and Local regulatory agencies.

78. Ordering.

- A. Each department Facility Coordinator shall work directly with the Contractor to assess departmental collection needs and shall work directly with the Contractor to arrange pick up.
- B. City facility personnel shall be responsible for placing scrap metal into the delivered containers. The Facility Coordinators shall ensure that delivered containers are in good working condition, properly placed by Contractor, and loaded; no hazardous materials and waste, no construction debris beyond what is allowed, no household waste, no items protruding from the containers, and that items cannot shift and cause an unbalanced load during transit.

Facility Coordinators shall also ensure safe and unimpeded access for the delivery, placement, loading and removal of the containers. Facility Coordinators are responsible for arranging access to secured areas and for clearing obstacles and/or provide spotters as needed.

- C. Facility Coordinators shall use the Scrap Metal Pick-Up Form (Appendix C) for each scrap metal container delivered and removed by Contractor. Contractor's driver completes the form by signing it to acknowledge the receipt of the properly loaded container. Facility Coordinators provide the driver with a copy, keep a copy for their files, and fax or email a copy to GSA-Accounting at 415-554-6156 or Diosdado.Guevarra@sfgov.org. The form shall be routed to GSA-Accounting even if the driver did not sign the form.

Facility Coordinators shall also use the form to document any discrepancies by Contractor such as wrong container size delivered and missed schedules.

79. Payment

- A. In accordance with the prices quoted in the successful bid and subject to any applicable discount provisions contained in said bid, the awarded Contractor agrees to pay for all scrap metal removed from City department facilities at said rate. Summary payment for any and all scrap metals removed during any given month shall be received by the close of business on the 15<sup>th</sup> calendar day of the following month throughout the term of the contract.
- B. Contractor shall not apply any allowable charges or any other charges to their monthly payment without written approval by the Facility Coordinator which includes an explanation of why the charges were incurred.
- C. Payment, in the form of Contractor's company check and made out to the City and County of San Francisco, shall be delivered to GSA-Accounting, City Hall, Room 362, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.
- D. All amounts paid by the Contractor shall be subject to audit. Payments shall be verified as follows and include the following documents:
  1. On a monthly basis, Contractor shall fill out a Pick Up Summary Form (Appendix A) and submit to each Department Facility Coordinator for sign off and matching to Scrap Metal Pick Up Form (Appendix C).
  2. Signed Pick Up Summary Forms are sent from each Department Facility Coordinator to GSA Accounting for matching to Contractor supplied Payment Summary (see Appendix D).
  3. Contractor shall make out a Payment Summary for the month being paid summarizing each load of scrap metal removed, location, type of metal, and weight; total weight for each type of metal removed, appropriate AMM price, paid price, total payment for each type of metal; and total amount paid. Where the price for a particular type of metal is listed on the AMM as a range, high and low price, then the average of the two prices shall be used as the market price. The bid/award price (as a percentage below or above) shall be applied to the AMM price to establish the paid price. The paid price shall be carried out and rounded to the fourth decimal place. The Payment Summary document shall be tailored specifically to the Contractor's bid/awarded prices.
  4. The Payment Summary shall be accompanied by:
    - a.) a copy of the AMM newspaper for the first Monday of the month listing the market price of the appropriate types of metal included in the payment;
    - b.) the driver's signed copy of the completed Scrap Metal Pick Up Form(s) initiated by the Facility Coordinator at the time of removal;
    - c.) attached to the driver's copy of the completed Scrap Metal Pick Up Form, the original weight certificate for the load being paid.
  5. GSA Accounting is responsible for dividing payment appropriately among departments.
  6. A copy of the Monthly Payment Summary spreadsheet shall be forwarded via email to the City Government Zero Waste Associate at [sfgovrecycling@sfgovenvironment.org](mailto:sfgovrecycling@sfgovenvironment.org)