



CITY OF LEANDER

**REQUEST FOR QUOTE
WATER METER RECYCLING**

PART I

GENERAL

1. **PURPOSE:** The City of Leander, herein after "City", seeks to enter into an agreement with a qualified Individual, Firm or Corporation, (Respondent), to provide collection and recycling services for used brass water meters of varying sizes on as as-needed basis. City seeks respondent to purchase brass water meters from the City for a percentage of the **YELLOW BRASS SOLIDS HOUSTON HIGH SIDE INDEX** published by the American Metals Market (amm.com) on the month of collection. **ATTACHMENT A** is herein provided to submit a quote.
2. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern but shall be superseded by those terms and conditions specifically provided for otherwise within this solicitation, in a separate agreement or on the face of a purchase order. The City's Definitions, Terms and Conditions are herein made a part of this solicitation and can be found on the City's website by visiting <http://www.leandertx.gov/finance/page/purchasing>.
 - 2.1. Any exception to or additional terms and conditions attached to the response will not be considered unless respondent specifically references them on the front of the Solicitation Document. **WARNING:** Exception to or additional terms and conditions may result in disqualification of the response.
3. **ATTACHMENTS:** Attachments A and B are herein made a part of this solicitation:
 - 3.1. Attachment A: Quote Form
 - 3.2. Attachment B: Photos of meters and current storage
4. **CLARIFICATION:** For questions or clarifications of specifications, you may contact:

Joy Simonton
Purchasing Agent
City of Leander
Telephone: 512-528-2730
jsimonton@leandertx.gov

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Leander through the Purchasing Department.

5. **RESPONDENT REQUIREMENTS:** The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive.
 - 5.1. Respondents shall be firms, corporations, individuals or partnerships normally engaged in the sale and distribution of commodity specified herein.

5.2. In order to assure the City does not encounter shipping delays, service delays or other unforeseen problems that can occur with out-of-area or foreign vendors Respondent shall be located within:

60 Miles from Leander, Texas 78641

120 Miles from Leander, Texas 78641

United States

6. **AGREEMENT TERM:** The terms of the awarded agreement shall include but not be limited to the following:
- 6.1. The initial term of the resulting agreement shall be three (3) consecutive twelve (12) month periods from the effective date. The agreement may be renewed for two (2) additional periods of time, not to exceed twelve (12) months each, provided both parties agree in writing.
- 6.2. The City reserves the right to review the Respondents' performance at the end of each twelve (12) month period and cancel all or part of the agreement(s) or continue the agreement(s) through the next period.
- 6.3. If the Respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice the respondent of the deficiencies and the respondent shall have thirty (30) days to correct such deficiencies. If the Respondent fails to correct the deficiencies with the thirty (30) days, the City may terminate the agreement by giving the respondent written notice of termination and the reason for the termination.
- 6.4. The term "agreement" shall mean the executed contract awarded as a result of this solicitation and all exhibits thereto. At a minimum, the following documents will be incorporated into the agreement:
- 6.4.1. Solicitation document, attachments and exhibits;
- 6.4.2. Solicitation addendums, if applicable;
- 6.4.3. City's Definitions, Terms and Conditions;
- 6.4.4. Successful Respondent's proposal.
7. **PRICE INCREASE OR DECREASE:** Indexed rate shall be for the month of collection or drop off of said materials. No price decrease shall be permitted on the Respondent's quoted percentage of index.
8. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <http://www.leandertx.gov/rfps>.
9. **QUANTITIES:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum volume is made or implied. The City shall only order the services needed to satisfy operating requirements within budgetary constraints, which may be more or less than indicated. Services shall be utilized on as as-needed basis.

PART II

SCHEDULE

1. **SOLICITATION SCHEDULE:** It is the City's intention to comply with the following solicitation timeline:

1.1. Solicitation released	June 25, 2014
1.2. Questions due	July 10, 2014
1.3. Answers to questions provided by	July 14, 2014
1.4. Responses for solicitation due at or before 5:00 PM	July 16, 2014

All questions regarding the solicitation shall be submitted in writing at or before 5:00 PM on the due date noted above. A copy of all the questions submitted and the City's response to the questions shall be posted on our webpage, <http://www.leandertx.gov/rfps>. Questions shall be submitted to the City contact named herein.

The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **RESPONSE DUE DATE:** Signed responses are due at or before **5:00 PM**, on the date noted above to the Purchasing Department.

Responses may be e-mailed to: jsimonton@leandertx.gov

Mail or carry sealed responses to:

Mailing Address:
City of Leander
Purchasing Department
PO Box 319
Leander, Texas 78646

Or

Shipping Address:
City of Leander
Purchasing Department
200 W. Willis Street
Leander, TX 78641

3. **COSTS INCURRED:** Respondent shall acknowledge that the issuance of a solicitation shall in no way obligate the City to award a contract or to pay any costs associated with the preparation of a response to said solicitation. The costs in developing and submitting proposals, preparing for and participating in oral presentations or any other similar expenses incurred by a Respondent are the sole responsibility of the Respondent and shall not be reimbursed by the City.

PART III

SPECIFICATIONS

1. **SCOPE OF WORK:** Services proposed shall include the purchase, collection, transportation and recycling of the City's used brass water meters of varying sizes when notified of available used meter inventory by the City. **Services shall be provided on as as-needed basis.** The City's intent is to sell said used brass water meters for the highest possible price as a percentage of the **YELLOW BRASS SOLIDS HOUSTON HIGH SIDE INDEX** as listed with the American Metals Market, www.amm.com.
2. **PRICING:** Pricing indicated in the proposal shall be all inclusive of all labor, freight, fees and fuel necessary to perform the service specified herein. No fuel surcharge shall be permitted. No additional processing fees are permitted.
 - 2.1. Indexed YELLOW BRASS SOLIDS HOUSTON HIGH SIDE rate shall be for the month of collection or drop off of said meters.
3. **PICK-UP OR DELIVERY OF MATERIALS:** City seeks pricing on used meters being delivered directly to vendor by city staff as well as the price for vendor pick-up of meters in Leander, Texas.
4. **MANIFEST AND PAYMENTS:** Unless otherwise specified in the Agreement payments and a copy of the coordinating manifest document shall be furnished to the City as separate documents.
 - 4.1. Manifest shall show date of delivery or pick-up of materials and weight of materials.
 - 4.2. If pick-up services are utilized by the City, charge for pick-up services shall be deducted from the payment. No invoicing shall be issued.
 - 4.3. Contractor shall submit manifest and payment to the following address:
**City of Leander
ATTN: Accounts Payable
P.O. Box 319
Leander, Texas 78646**
 - 4.4. All payments made to City shall be made within 15 days of each delivery or pick-up and shall be made payable to City of Leander to the above address.

PART IV

RESPONSE REQUIREMENTS

The City of Leander makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Respondents are encouraged to carefully read the entire solicitation.

For your quote to be responsive, all required attachments identified below shall be submitted with your proposal. The Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

1. Responses shall be submitted on itemized, signed Solicitation Document provided herein as **ATTACHMENT A**. Failure to itemize or sign solicitation may result in disqualification. Submission of responses on forms other than the City's Solicitation Document may result in disqualification of the response.

PART V

CONFIDENTIALITY OF CONTENT

All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.

Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.

If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.



**ATTACHMENT A
CITY OF LEANDER QUOTE FORM
PURCHASING DEPARTMENT
200 W. Willis Street • Leander, Texas 78641**

SOLICITATION INFORMATION	Quote Number: #14-013	RESPONDENT INFORMATION	Tax ID Number: _____
	Due Date: July 16, 2014		Business Name: _____
	Time: On or Before 3:00 PM CST		Address: _____
	Submit to: City of Leander Purchasing Division 200 W. Willis Street Leander, TX 78641 jbaggett@leandertx.org		Address: _____
			Contact: _____
			Telephone: _____
			Entity Type: _____
			E-mail: _____

HOW DID YOU HEAR ABOUT THIS SOLICITATION?	<input type="checkbox"/> Newspaper	<input type="checkbox"/> City's Website	<input type="checkbox"/> E-mail Announcement	<input type="checkbox"/> ESBD	<input type="checkbox"/> Other _____
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FIRST TIME RESPONDING TO CITY OF LEANDER?	<input type="checkbox"/> Yes <input type="checkbox"/> No	IS YOUR BUSINESS REGISTERED WITH TEXAS BID SYSTEM?	<input type="checkbox"/> Yes <input type="checkbox"/> No Register at: http://www.texasbidsystem.com
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Item #	Description	Unit of Measure	Quote
1	Purchase of Used Brass Water Meters	% of Yellow Brass Solids Houston High Side Index	%
2	Pick-Up Charge (If available)	Per Pick-Up	\$

City reserves right to drop off meters at vendors location or utilize pick-up services if available.

AUTHORIZED SIGNATURE	Print Authorized Individual Name: _____
	Authorized Signature: _____
	Date: _____

ATTACHMENT B

City of Leander Used Water Meters

Estimated Quantity: 1,500 lbs Annually

Meters are stored in a secure location at 200 W. Will Street, Leander TX 78646

