

## Sample Invitation For Bid

APPENDIX C

Sample Invitation for Bid; Spot Sale of Recyclables

*This appendix gives a sample "invitation for bid" to solicit bids from private contractors to purchase and remove recyclable materials.*

*The spot sale contract is used to sell a specific quantity of a specific material to one vendor. For example, the recycling center has accumulated 40 bales of a certain plastic and does not have an established buyer. A spot sale contract could be used to sell that material on a one-time basis.*

*The examples presented in this and the following appendixes are included to suggest the content of recycling sales scopes of work. They are not meant to be used verbatim. The exact language to be used will depend on the contracting requirements and practices at a given installation.*

SALE OF RECYCLABLE MATERIALS BY THE U.S. ARMY [INSTALLATION]  
RECYCLING PROGRAM

A. Invitation for Bid/ Contract Form.

1. Type of Contract: It is anticipated that this Invitation for Bids will result in a firm fixed price, definite delivery contract with estimated quantities, subject to an increased quantity option.

a. The quantities available may vary by 50% over or under the estimated amount specified in the bid. The Government (U.S. Army [Installation] Recycling Program) has the option to increase the quantities offered herein up to 35% of the quantity in each item (lot) in the schedule by the same process specified in the acceptance of bid (contract). The Contracting Officer may exercise this option at any time or times within 30 calendar days after contract award by giving notice to the Contractor. Delivery/pick-up of the quantities of items added by exercise of this option may be further increased by mutual agreement, in writing, of both contracting parties at any time up to 60 calendar days after contract award.

B. Persons Authorized to Conduct Negotiations: The offeror is requested to list below the names and telephone numbers of persons authorized to conduct negotiations (if other than the person signing the Invitation for Bids).

NAME	TELEPHONE NUMBER
_____	_____
_____	_____
_____	_____

C. Invitation for Bids.

The following items are offered for bid, subject to the terms of this Invitation for Bids/Contract. Prices quoted should be in the unit specified, based on the type of contract specified in section A1 above. Estimated quantities are provided as a guideline only, and the Government makes no representation that these quantities are correct. Prices paid by successful contractor shall be based on the actual weight of the commodity removed, specified as follows:

Item Name	Est. Generation	Unit of Measure	Term of Contract	Bid Price per unit
heavy steel	8000	pounds	30 days	\$
scrap aluminum	2000	pounds	30 days	\$
misc. scrap metal (tin and steel)	6000	pounds	30 days	\$

Specific Requirements

The following conditions will apply to this Invitation for Bids. Any costs or benefits associated with these conditions should be incorporated by the Bidder into the BID PRICE above.

Contractor will provide all equipment necessary to load and remove material, including a crane and skid-steer

Government will provide container; Contractor will pick-up material on site and return container (see below)

Government will deliver commodity to Contractor, Contractor will unload

Contractor will provide certified weight tickets for shipments including gross, net, and tare weights (see D1 below)

\_\_\_\_ Contractor will weigh in and out at the DRMO scales on [Installation]

X  Other: Items are all or none; contractor must remove all material specified from the designated location.

X  Other: Material is located in an outdoor storage yard located behind Building 1108. Inspection is **required** before submitting bids.

D. Packaging and Marking.

1. Weight of Merchandise: The Purchaser (Contractor) and the Contracting Officer will accept scale weights using a certified scale at the option of the Contracting Officer (at Contractor's expense). Contractor shall furnish copies of weight tickets with net, gross, and tare weights to the U.S. Army [Installation] Recycling Program.

E. Recyclable Merchandise Inspection and Acceptance.

1. Offerors are required to inspect the merchandise offered for sale and to satisfy themselves as to the merchandise quality and all general and local conditions that may affect the offer proposed. In no event will the failure to inspect the recyclable merchandise constitute grounds for a claim after award of a contract resulting from this Invitation for Bids.

2. Recyclable materials may be inspected by appointment at the Recycling Center, [Location]. Appointments may be made by contacting the Recycling Program Coordinator at (xxx)xxx-xxxx. No inspections will be scheduled on weekends or Federal holidays.

3. Inspection and acceptance of the recyclable merchandise to be furnished under this contract shall be made at the location indicated above by the successful offeror unless otherwise agreed to in writing by both parties. Directions to the site are available from the Recycling Program Coordinator.

4. Title to the property sold hereunder will be vested in the Purchaser (Contractor) as and when removal is effected and all required scrapping has been accomplished. No right, title, or interest in or to any property offered for sale hereunder shall be vested in the purchaser prior to its removal from [Installation].

F. Deliveries and Performance.

1. Material will be loaded by the Contractor at Contractor expense.

2. Removal of Recyclable Materials Purchased by the Contractor: Vehicles used for the removal of recyclable materials by the contractor or his agent must be adequate in configuration so that all property loaded thereon will be confined within the outside dimensions of the vehicle and said materials shall be stacked, tied, or otherwise secured by the Contractor to prevent any portion of said load from being dislodged in any manner while said vehicle is on Government property. It is the sole responsibility of the Contractor to ensure that the vehicles are properly loaded in the aforementioned manner.

3. Insurance Requirements: The Contractor agrees to furnish necessary vehicle and other insurance as provided for in the regulations of [State] and [Installation].

4. Vehicle Safety and Licensing: The Contractor agrees to provide vehicles and vehicle operators that are in current compliance with State and local vehicle safety and/or licensing requirements.

G. Contract Administration Data.

*(text omitted)*

H. Special Contract Requirements.

*(text omitted)*

I. Contract Clauses.

*(text omitted)*

J. Instructions, Conditions, and Notices to Offerors.

*(text omitted)*

K. Evaluation Factors for Award of Contracts.

*(text omitted)*