



DeKalb County Purchasing & Contracting Department
1300 Commerce Drive, Second Floor
Decatur, Georgia 30030

January 2, 2024

Request for Quotation No. 23-300221

DeKalb County is requesting a quotation for the following:

Sale of Scrapped Metals

Forms:

Bidder must complete and return the requested Minimum Specifications, quote form and contact information to DeKalb County Government at tgarmon@dekalbcountyga.gov.

Quotes are Due: By close of business, (5:00 p.m. EST) on January 10, 2024 via email to tgarmon@dekalbcountyga.gov.

Sincerely,

Tammy Shew, Senior Procurement Agent, CPP
Department of Purchasing and Contracting

Enclosure:

Attachment: Minimum Specifications, SOW and Notes to Supplier (pages 2&3)

Attachment: B -Vendor name and contact information.

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MINIMUM TECHNICAL SPECIFICATIONS & SOW FOR SALE OF SCRAPPED METALS

Vehicle must comply with Federal and State laws and regulations as applicable on date of delivery concerning automotive equipment and conditions and will be complete with standard equipment and all extra equipment as specified. It will be responsibility of the bidder to see that the body and equipment bid are compatible with cab and chassis. Bidder will fill in the following information as applicable to vehicle offered.

	<u>MINIMUM REQUIREMENT</u>	<u>BIDDER STATE</u> <u>YES/NO</u>
I. SCOPE OF WORK		
A. The vendor will pick-up scrapped metals, (except brass) from a bin from DeKalb County Fleet, weigh the metals on a scale and will pay the department based on the weight of the metal in the bin.		
B. How will payment be assessed for each bin pickup?		
- Will a percentage be paid? If so, what is the percentage?		
- Will a flat rate be paid? If so, what will be the flat rate?		
C. Will price paid be based on weight of separation of scrap metal? (Each <u>type</u> of metal brings a different price)		
- Cast Iron Steel		
- Aluminum		
- Copper		
D. A spreadsheet or documentation outlining a breakdown of the weight of what was picked up at each Fleet location is required.		
E. A pickup slip or some type of documentation from the driver with the date of pickup is required.		
F. Bins provided at locations are to be in reasonable conditions (preferred Bins are 10 – 20 yards (request based on location).		
G. How much will the vendor charge to provide this service since this is a Revenue based service?		\$ _____
H. Will the vendor charge a flat % rate and/or will the vendor charge additional fees for transportation, dumpster rental etc.?		

MINIMUM REQUIREMENT

BIDDER STATE
YES/NO

NOTE:

- I. The Fleet Department has three (3) locations with (4-5) scrap metal bins, (depending on size of bins) and sometimes it takes a couple of months to fill them up so the department will call when a pickup is necessary.

DeKalb Fleet has (3) locations for scrap metal pick up with (5) Bins

1. Fleet Management

5350 Memorial Drive
Stone Mountain, GA 30083

(1) Bin at Automotive Shop / **(1) Bin** at Fire Garage

2. Fleet Tire Shop

4370 Memorial Drive
Decatur, GA 30032

(1) Bin

3. Fleet B Shop

3043 Warren Road
Decatur, GA 30034

(2 Bins)

- Checks are to be submitted to: DeKalb County
- **Checks** for all Fleet locations are to be delivered to: **DeKalb Fleet Management – 5350 Memorial Drive, Stone Mountain, GA 30083**
- Please provide “per location” the breakdown date picked up, pounds picked up, and amount paid.

Attachment B- Vendor Information

CONTACT INFORMATION:

Vendor Name _____ Phone Number _____

Contact Person _____ Email Address _____

Signature: _____