

**REQUEST FOR PROPOSAL FOR SALE OF SURPLUS MATERIAL –
SCRAP METALS, SCRAP COPPER WIRE, AND SCRAP ALUMINUM WIRE**
Instructions

1. Requesting Entity.

This Request for Proposal (“RFP”) is made by the Village of Rantoul, Champaign County, Illinois, having its principal office located in the Municipal Building, 333 S. Tanner Street, Rantoul, Illinois 61866. All questions related to the substance of the RFP shall be submitted to Greg Hazel (G-Hazel@myrantoul.com) in writing (either by e-mail or U.S. Mail).

2. Standard Terminology.

For convenience of reference, the words, terms and phrases defined below and elsewhere in this RFP shall have the meanings respectively ascribed to them for all purposes of this RFP, including as follows: “Village” means the Village of Rantoul, Champaign County, Illinois. “Vendor” means the prospective vendor, which includes any subcontractor, consultant, firm, offerer or proposer who submits a bid in connection with this RFP. “Scrap” refers to copper, aluminum, and scrap metal to be recycled.

3. Purpose of Request.

The Village has determined to request proposals from prospective vendors to develop and implement a bi-annual scrap hauling program for the Public Works Department.

4. Specifications.

The Village of Rantoul is seeking separate proposals from vendors to purchase surplus scrap wire (copper & aluminum), metal, cast iron and electric motors that become available or are being stored at various locations within the Village. During the last contract period, 2,540 pounds of copper; 5,160 pounds of aluminum; and 31,140 pounds of scrap metal have been recycled. The successful vendor will provide a solution to recycle these metals at the Village’s request.

5. Project Time Frame.

The successful Proposer will agree to furnish at a minimum of one (1) trailer/bin for scrap metals, one (1) trailer/bin for scrap copper wire, and/or one (1) trailer/bin for scrap aluminum wire at a designated location within the Village (typically the Rantoul Public Works Warehouse at 621 Cook Street) continually through the end of the contract. If a single trailer/bin approach is proposed, please provide detailed information regarding how the materials will be sorted, weighed, and priced. The contract would expire at 4:30 P.M. on April 30, 2018.

Proposer agrees to hold his or her bid open for 60 days after the bid opening date.

6. Location of Surplus Materials.

The proposer agrees to perform all work for the purchase, loading, removal, and taking possession of the scrap material at the following sites:

1. Rantoul Public Works Warehouse (Building 729), 621 Cook Street, Rantoul
2. Other sites as determined.

7. Proposal.

Any vendor may also be invited to submit more detailed information, to make oral presentations, or both. The Village may make reasonable investigation deemed necessary and proper to determine the ability of the vendor to provide the removal of surplus material and provide guaranteed payment. The vendor shall furnish to the Village all information for this purpose that may be reasonably requested. The Village reserves the right to accept or reject any or all Bid proposals, or any part thereof, received from any vendor in connection with the request for Bids for any reason.

8. Number of Proposal to Submit.

Provide at least three (3) copies of the Proposal along with three (3) copies of additional documentation, if any. The original together with each copy of such Proposal shall be securely bound and submitted together as a package in a sealed envelope clearly identified on the outside of such envelope with the phrase “**Sale of Surplus Material,**” **Proposal #VRNTL-R-16-03.**” Each such submittal shall show the name, address, telephone and telefax numbers and e-mail address of the Vendor submitting the proposal.

9. Closing Date.

Any Proposal shall be submitted no later than 2:00 P.M. Wednesday March 23, 2016, (the “Due Date”). Any Proposal not submitted by a Vendor by such Due Date will not be considered, and will be returned unopened. Proposals will be opened immediately after the closing time, in the Conference room of the Municipal building located at 333 S. Tanner St., Rantoul, IL.

10. Place of Submission.

All proposals shall be submitted to the Village of Rantoul, Office of the Comptroller, 333 South Tanner St. Rantoul, Illinois 61866.

11. Proposal Guarantee.

Any Proposal submitted in response to this RFP shall be irrevocable for a period of sixty (60) days from and after the Due Date of this RFP and may not be withdrawn by any Vendor during such period. After such period of sixty (60) days, the proposal may be withdrawn by any Vendor at such Vendor’s request if such Vendor’s proposal has not been selected prior to any such request to withdraw.

12. Evaluation Criteria.

The Village may make any reasonable investigation deemed necessary and proper to determine the ability of the Vendor to perform the Work, and the Vendor shall furnish to the Village all information for this purpose that may be reasonably requested. The Vendor's approach, reliability (schedule), and pricing will be key criteria in the Evaluation. Any vendor may also be invited to submit more detailed information, to make oral presentations, or both. The Village may make reasonable investigation deemed necessary and proper to determine the ability of the vendor to provide the removal of surplus material and provide guaranteed payment. The Vendor shall furnish to the Village all information for this purpose that may be reasonably requested. The Village reserves the right to accept or reject any or all Proposals, or any part thereof, received from any vendor in connection with the request for Proposals for any reason.

13. Insurance Requirements.

Before any material is removed, Proof of Insurance shall be submitted by the successful Bidder/Vendor to the Village of Rantoul, showing minimum insurance for the Bidder/Vendor in the following amounts:

Bodily Injury and Property Liability Insurance –

- a. Comprehensive Bodily Injury Liability Insurance in an amount not less than \$250,000 for injuries, including accidental death to any one person; and, subject to the same limit for each person, in an amount not less than \$500,000 on account of one accident.
- b. Property Damage Insurance in an amount not less than \$250,000.

14. Taxes.

The Village is exempt from sales taxes imposed by the State of Illinois and from federal excise taxes.

15. Acceptance of Proposal.

The contents of the proposal or such parts thereof as may be accepted by the Village will become a contractual obligation of the Vendor and may be incorporated into the final Contract Documents, at the discretion of the Village.