

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 16-129T – Sale of Surplus Metals – Pre-Approval of Vendors

This Invitation to Bid (ITB) will be utilized by several departments (Warehousing Services - a division of Procurement & Warehousing Services, Physical Plant Operations (PPO), and Transportation to dispose of ferrous and non-ferrous surplus metals such as aluminum, steel, copper, and white goods (refrigerators, stoves). Both ferrous and non-ferrous surplus metals are accumulated from several PPO maintenance locations, bus garages, and B-stock.

This request is to approve the recommendation to award ITB 16-129T – Sale of Surplus Metals - Pre-Approval of Vendors for a two (2) years, nine (9) months contract term from August 17, 2016, through May 31, 2019. There is no financial impact to the District as this ITB will generate revenue. The amount of revenue generated during the term of this ITB will be based on the competitive pricing quoted by pre-approved vendors as well as being dependent upon market conditions. The proceeds received from the sale of ferrous and non-ferrous metals are deposited into the District's General Fund account. Provided in the table below is a breakdown of income the District has received, year-to-date, in the past four (4) fiscal years and for the current 2016/2017 fiscal year for the sale of various types of surplus metals:

Fiscal Year-to-Date	Amount of Income
2012/2013	\$ 100,727
2013/2014	\$ 112,845
2014/2015	\$ 111,105
2015/2016	\$ 58,627
2016/2017	\$ 739
Total:	\$ 384,043

Currently, there is no bid in place for the sale of metals. This ITB was released in order to establish a pool of pre-approved vendors who will be able to provide competitive quotes on a monthly basis. On approximately the twenty-fifth (25) of each month, the pre-approved vendors will provide a quote for both ferrous and non-ferrous metals. The vendor offering the highest quoted price will provide the collection dumpsters at no charge to the District for that month, collect the materials at month's end, and provide a check to the District for the metals. All payments shall arrive no later than thirty (30) days after pick-up of materials and quarterly reports detailing payment history are due from each vendor on a quarterly basis.

The Supplier Diversity and Outreach Program department was notified of this ITB's release in order to solicit minority vendors. However, there were no Minority/Women Business Enterprise vendors that responded to this ITB.