
Sale of Civic Scrap Metal – Award of Request for Proposal

Recommendation

That the Standing Policy Committee on Finance recommend to City Council:

1. That the proposal submitted by Inland Steel Products Inc. for the Sale and Pick-Up of Civic Scrap Metal, at a total estimated price of \$353,583.00 plus applicable taxes, be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents as prepared by the City Solicitor under the Corporate Seal.

Topic and Purpose

The purpose of this report is to request City Council approval to proceed with a contract with Inland Steel Products Inc. for the sale and pick-up of civic scrap metal.

Report Highlights

1. A Request for Proposals (RFP) was issued for the Sale and Pick-Up of Civic Scrap Metal to ensure and promote scrap recycling metal at City facilities.
2. The Administration is recommending that Inland Steel Products Inc., the Preferred Proponent, be awarded the contract for the sale and pick-up of civic scrap metal.

Strategic Goal

This report supports the Strategic Goal of Environment Leadership by ensuring that the City of Saskatoon (City) is leveraging recycling to build a cleaner, healthier environment through the mass recycling of steel and other scrap metal products.

Background

On August 31, 2018 the current contract with Inland Steel Products Inc. for scrap metal recycling will expire. The Administration issued and posted an RFP on SaskTenders for the sale and pick-up of civic scrap metal from various City locations in compliance with all municipal, provincial, federal laws and regulations, and *The Occupational Health and Safety Act and Regulations, 1996, Saskatchewan*.

Report

On June 20, 2018, an RFP for sale and pick-up of civic scrap metal was advertised on the SaskTenders website with a closing date of July 16, 2018. The Administration received two responses from the following proponents:

1. BN Steel & Metals (2002) Inc. – Saskatoon, SK
2. Inland Steel Products Inc. – Saskatoon, SK

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The Evaluation Committee (Committee), was comprised of three civic staff (1 from Materials Management, 1 from Saskatoon Light & Power, 1 from Transportation), evaluated the proposals received based on the following criteria, and as detailed in the RFP:

Criteria	Points
Corporate Profile	15
Recycling & Environmental Policies	5
Facility & Equipment	7.5
Collection Bins	12.5
Service	15
Payment Process	5
Safety	15
Required Documentation	5
References	5
Price	15
TOTAL	100

Upon evaluation of the proposals submitted, the Committee determined that the proposal submitted by Inland Steel Products Inc. meets the RFP requirements and achieved the highest score.

The Administration is recommending that the City enter into a contract with Inland Steel Products Inc. in the amount of \$353,583.00 plus applicable taxes, for a two-year term commencing upon date of award of proposal.

Options to the Recommendation

City Council can choose not to proceed with the award of RFP. The Administration does not recommend this option as it would negatively impact the City's Strategic Goal of Environment Leadership.

Public and/or Stakeholder Involvement

Public and/or stakeholder involvement is not required at this stage of the project.

Communication Plan

A communication plan is not required at this time.

Environmental Implications

The recommendation is expected to have a positive environmental impact through the recycling of scrap metals. The recycling of scrap metal reduces the extraction and refining on mined ores.

Other Considerations/Implications

There are no policy, financial, Privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

The award of this RFP will be completed upon City Council approval.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Report Approval

Written by: Scott Eaton, Director of Materials Management
Reviewed by: Kerry Tarasoff, CFO/General Manager, Asset & Financial
Management Department
Approved by: Randy Grauer, Acting City Manager

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