

## **5. SECTION B - SCOPE OF SERVICES**

### **5.1. BACKGROUND**

- 5.1.1. Incumbent Contractor: Joseph Smith & Sons, Inc., Contract #1153887. The current contract value is approximately \$0. The incumbent is permitted to submit an Offer to this solicitation.
- 5.1.2. Budget: The County does not disclose budget information for Best Value procurements.
- 5.1.3. A Sample Contract in Attachment D is provided for informational purposes only. Please do not return any portion of this sample contract with your Proposal. The County's General Terms and Conditions in Section J will not be altered for the final contract.
- 5.1.4. The Montgomery County Department of Environmental Protection, Recycling and Resource Management Division (RRM), Resource Conversion Section, provides an area in the Upper Lot of the Shady Grove Road Processing Facility and Transfer Station ("Facility"), 16101 Frederick Rd., Derwood, Maryland, for residents and businesses to drop-off ferrous metal and non-ferrous metal ("metal") items for recycling. In fiscal years 2024 and 2025, the facility generated 5,775.62 tons and 5,858.43 tons of scrap metal, respectively.

### **5.2. INTENT**

- 5.2.1. The County intends to enter into a Contract with a Contractor that must accept, purchase, pick-up, and transport metal from the Facility to an approved processing facility or location approved by the County for recycling, reuse, or other non-disposal purpose.

### **5.3. SCOPE OF SERVICES/SPECIFICATIONS/WORK STATEMENT**

- 5.3.1. The Contractor must accept and remove metals generated from the Public Drop Off Area in the Upper Lot of the Facility and the Facility's tipping floor. Materials accepted are, but not limited to:
  - a. automotive parts (less than 60 pounds)
  - b. bicycles
  - c. exercise machines, including treadmills and weight benches
  - d. fencing, chain link and wire
  - e. grills
  - f. large household appliances
  - g. lawnmowers (no fluids or batteries)
  - h. iron furniture and railings
  - i. metal cabinets
  - j. metal doors
  - k. metal file cabinets
  - l. metal lawn chairs
  - m. metal sheds
  - n. metal swing sets
  - o. pots and pans
  - p. other small metal household items
  - q. sewing machines
  - r. screws, nails, and other hardware
  - s. shower stalls
  - t. wire clothes hangers

#### 5.4. CONTRACTOR'S QUALIFICATIONS

- 5.4.1. The Contractor must be licensed to conduct business in the state of Maryland, be in good standing with the Maryland State Department of Assessment and Taxation (SDAT) and must have sufficient equipment and capacity to collect the required quantities of scrap metal.

#### 5.5. CONTRACTOR'S RESPONSIBILITY

- 5.5.1. The Contractor must maintain its business in "good standing" with the State of Maryland Department of Assessments and Taxation Business Services, <https://dat.maryland.gov/businesses/Pages/default.aspx>, at all times during the performance of the Contract. See section 4.1.9.
- 5.5.2. The Contractor must maintain and update, as applicable, the Contractor's information in the County's Vendor Registration System (CVRS) at <https://www.montgomerycountymd.gov/vendorregistration> within 15 days of any changes. This includes any Automated Clearinghouse (ACH) changes for payment deposits that can only be updated through the CVRS system by the Contractor.
- 5.5.3. The Contractor must notify the County within 15 days of any changes in the company name (including "dba" changes), address, and/or Tax ID changes. The e-mail to submit this information is [DEP.Procurements@montgomerycountymd.gov](mailto:DEP.Procurements@montgomerycountymd.gov).
- 5.5.4. The Contractor must furnish a current Certificate of Insurance (COI) that complies with the requirements in Attachment C to this solicitation before execution of the Contract. The ACORD form, or equivalent, must be provided to the County for Risk Management review and approval. COI renewals must be submitted within 15 days of expiration to [DEP.Procurements@montgomerycountymd.gov](mailto:DEP.Procurements@montgomerycountymd.gov). If the Contractor's Certificate issuer permits, it is recommended that the Contractor add the DEP Procurements e-mail to a direct-distribute list so DEP will receive COI renewals directly from the broker.
- 5.5.5. Hard copy COIs are not required or requested.
- 5.5.6. The Contractor must accept and remove metals generated from the Public Drop Off Area and the Transfer Station Tipping Floor. The Contractor must be able to collect three to five loads of metal daily either using an 80-cubic yard roll-off truck or 40-cubic yard roll-off truck which shall be coordinated by site staff. All equipment must be in acceptable working conditions as determined by Montgomery County, and compliant with Department of Transportation (DOT) Standards. The Contractor must provide valid inspection certificates for the trucks and containers used for this work within seven days if requested.
- 5.5.7. In addition to the regular daily collections, the Contractor may be required, at peak times, to provide extra collections or provide special collections such as a rail container. The County will provide the Contractor with 24-hour notification if additional collections are required.
- 5.5.8. Upon execution of the Contract, truck and trailer combinations must be weighed to obtain a tare weight to store in the scale house software program. Prior to leaving the loading area, drivers must tarp their loads and upon exiting the Transfer Station, all material must be weighed out on the County scales which operate Monday through Saturday, 7:00 AM to 5:00 PM.
- 5.5.9. The Contractor must designate a Project Manager to serve as the principal point of contact between the Contractor and the County. The Contractor's Project Manager must

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