

# ATTACHMENT A

## Sample BID FORM

**TO:** City of Suffolk  
 Purchasing Division  
 P.O. Box 1858  
 Suffolk, VA 23434

**BID:** Scrap Metal Services  
**DUE:** April 25, 2018  
**TIME:** 3:00 p.m., Local

XYZ Corp. (Company) offers to furnish all labor, equipment, materials, permits, and fees, and insurance required to provide annual scrap metal services for the City of Suffolk in accordance with all specifications, terms, and conditions herein.

**Quantities on bid form are annual estimates.**

**Specify if the above amount is to be added to or subtracted from the AMM published price**

A single award will be made for the recycling of both ferrous and non-ferrous material. Determination of the successful bidder will be based on the weighted formula and transportation costs that provides the greatest return to the City for scrap metal.

**RECYCLING PRICE**

Estimated Quantity	X	Adjuster (include + or -)	=	Total (include + or -)
<u>Non-Ferrous Metals</u>				
6800		<u>-.20</u>	=	\$ <u>-1360.00</u> (A)
<u>Ferrous metals</u>				
212,000		<u>-.04</u>	=	\$ <u>-8480.00</u> (B)
<b>Total Recycling Price</b>		<b>(A) + (B)</b>	<b>=</b>	<b>\$ <u>-9840.00</u>(C)</b>

**TRAVEL COSTS**

<b>Travel Time round trip (in minutes)</b>	X	<b>Labor Rate/minute</b>	X	<b># of trips</b>	=	\$ <u>345.60</u> (D)
<u>30</u>		\$.24		48		

<b>Mileage (Round trip)</b>	X	<b>Mileage Cost</b>	X	<b># of trips</b>	=	\$ <u>564.48</u> (E)
<u>21</u>		.56/mile		48		

**Total Annual Transportation Cost (D) + (E) = \$ 910.08 (F)**

**TOTAL BID AMOUNT (C) – (F) = \$ 70,750.08**

Determination of award will be based on the Total Bid Amount (Adjustor Pricing x Estimated Quantity minus Transportation Cost.)

*This Attachment is provided as guidance only. It is the sole responsibility of the bidder to complete the bid form correctly.*