



**METRO**

2000 S.W. First Avenue  
Portland, OR 97201-5398  
503/221-1646

# Memorandum

*Second notice*

*Jim G.  
SW*

DATE: July 14, 1992  
TO: All Departments  
FROM: Rich Wiley, Procurement Officer  
RE: Metro Local Area Business Outreach

Attached is a copy of the April 24, 1992 Focus on Metro which outlines our commitment to provide various local groups with notice on upcoming bid and proposal solicitations.

We are committed to timely informational outreach to encourage small, minority and women-owned business involvement. Therefore, we need an effective and efficient plan to network with these organizations.

In that spirit, the Procurement Division will research the MBE/WBE list and our list of interested vendors; mail out one page announcements and place plans and specifications at various minority plan centers; allow potential participants to inspect the documents and attempt to resolve the multitude of procedural questions which may arise.

All that's required is for you to provide the following materials each time a bid or proposal is solicited in excess of the \$15,000 and \$10,000 respective limits:

- (1) copy of the Advertisement, Invitation to Bid, Notice to Contractors or Request for Proposal;
- (1) copy of the initial bidders or contacts list;
- (5) copies of the Technical Plans and Specifications or Scope of Work;  
(This will allow us to mail to two minority plan centers, have two on file for inspection and one "Official" file copy.)

Please provide feedback or propose any alternative means for implementation of this outreach effort.

Thanks.

cc: Dick Engstrom  
Ed Washington

## Focus on Metro



Metro Executive Officer  
Rena Cusma

### Metro plans outreach network; wins grant for building recycling at headquarters renovation project

A procurement outreach to minority and women-owned businesses is scheduled during 1992-93.

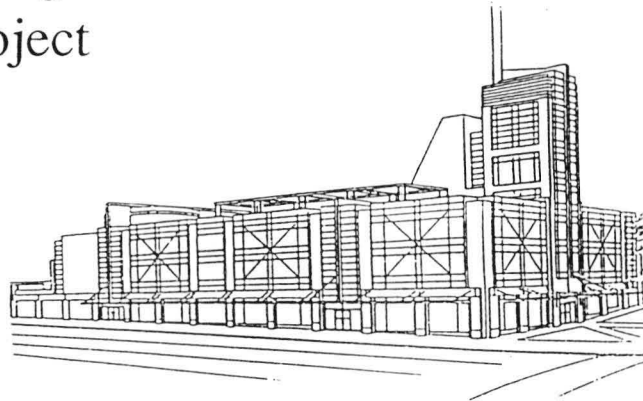
The program is part of Metro's efforts to contact and attract greater participation by local area businesses.

Metro has targeted a variety of local groups (see below) to receive notice of upcoming bid and proposal solicitations.

The procurement outreach program will contact these groups and provide timely information on the contracting process to encourage small business involvement.

To get involved with Metro's outreach program, call the organizations below or contact:

Metropolitan Service District  
Procurement Division  
2000 SW First Ave.  
Portland, OR 97201  
221-1646, ext. 116



Metro headquarters renovation project

#### Minority and women business groups

- *Impact Business Consultants*  
Grace Gallegos, 245-9253
- *International Refugee Center of Oregon*  
Nady Than, 234-1541
- *National Association of Minority Contractors*  
Nate Proby, 282-8472
- *Oregon Association of Minority Entrepreneurs*  
Sam Brooks, 249-7744
- *Association of Professional Businesses*  
Judy Murase, 242-1477
- *Black Mens Coalition*  
Harold Williams, 287-1041
- *Oregon Council of Hispanic Affairs*  
Micheal Burt, 228-4131
- *Institute for Managerial and Professional Women (IMPW)*  
Diana Stephanie, 292-0175
- *Network of Business and Professional Women*  
Marilyn Bergen, 295-1018
- *Urban League of Greater Portland*  
Denna Pierotti, 280-260
- *Women Entrepreneurs of Oregon*  
Jan Mead, 526-0806
- *Women Construction Owners and Executives*  
Isabel Hendricks, 253-0425
- *Related organizations:*  
*Office of Minority, Women and Emerging Small Business, Salem*  
Clifford Freeman, 378-5651
- *Oregon Department of Transportation, Salem*  
Beatrice Brooks, 378-6388
- *Associated General Contractors of America*  
Bill Supak, 682-3363

#### Metro receives EPA grant

In renovating the old Sears building in inner northeast Portland to use as its new headquarters, Metro is creating a role model for other commercial building projects.

The Environmental Protection Agency (EPA) has given Metro a \$30,000 grant to document the "Resourceful Renovation" as a demonstration project to help contractors deal with demolition waste.

The grant will fund a part-time, on-site project coordinator, a how-to manual for contractors and developers and an educational slide show.

Metro plans to conduct workshops and building tours for the construction industry that focus on the renovation and recycling elements.

During demolition to date, 165 tons of metal and 9 tons of wood have been recycled, 1,968 tons of damaged bricks, concrete and metal studs were recovered for reuse and 50 shrubs were transplanted to another location.

As of April 14, only 20 tons of waste were disposed of as garbage. In the actual build-out stage, Metro expects to recover large quantities of wood, dry-wall, metal, cardboard, cement and asphalt for recycling.

Construction debris makes up about 17 percent of the metro area waste stream and is often recyclable. The Metro project will demonstrate how building materials can be recovered and recycled and money saved through lower disposal fees.



### METRO

2000 SW First Ave.  
Portland, OR 97201-5398  
(503) 221-1646

## **PROPOSED PROVISIONS FOR RECYCLED PRODUCTS IN BID INVITATIONS**

July 17, 1992

### **RECYCLABLE PRODUCTS**

Vendors shall use recyclable products to the maximum extent economically feasible in the performance of the work set forth in this contract document.

### **RECYCLED PRODUCTS AS BID ITEMS**

Oregon Revised Statutes, Section 279.570 (Appendix A), requires Metro to give preference to the procurement of materials and supplies manufactured from recycled materials in accordance with the guidelines set forth therein.

All bidders, therefore, shall complete, sign and submit the Recycled Product Information and Certification Form (Appendix B). Bids submitted without a completed and signed Recycled Product Information and Certification Form will not be considered. Post bid declaration or discovery shall not be allowed. Bidders are required to specify the exact or minimum content of pre- and post-consumer waste material (as a percentage of total product weight) used in the manufacture of all recycled products bid. In the case of recycled paper products, bidders also shall specify the type(s) of recycled fiber content. If recycled content information is not listed on a product label, bidders shall contact the manufacturer to obtain this information. Bidders shall attach an explanation to the Recycled Product Information and Certification Form for any recycled product information that is omitted. If no recycled products can be used in this Contract in accordance with the guidelines set forth in ORS Section 279.570, bidders shall so state. Metro reserves the right to require verification of all information supplied on the Recycled Product Information and Certification Form. A Bidder who claims a recycled product preference shall use in this work all of the recycled product claimed.

Definitions of "recycled product," "post-consumer," and "secondary" waste material, and other explanatory information, are included in ORS 279.545 to 279.573 (Appendix A).

Bidders may wish to consult Metro's Recycled Product Information Resources List (Appendix C) for information about the types, availability, quality, prices, sources and history of recycled products. For additional information about recycled products, contact Metro's Recycling Market Development Section, 2000 S.W. First Ave., Portland, Oregon, 97201, phone (503) 221-1646.

### **BASIS OF AWARD**

1. Metro, in its sole and absolute discretion, accepts any items, or combination of items, of a bid, unless Bidder expressly conditions his proposal on the acceptance of the entire package.
2. Metro reserves the right to make award of this Contract to the lowest responsive, responsible Bidder(s).
3. Any determination of the responsible Bidder(s) submitting the most advantageous bid(s) and award(s) are subject to review and determination by the Metro Legal Counsel as to legal sufficiency of any bid(s) submitted.
4. Metro reserves the right to reject any and/or all bids in whole or in part, and to waive irregularities not affecting substantial rights.

#### SUBCONTRACTORS

All procurement requirements pertaining to recyclability and recycled content in this document apply to bidders and subcontractors.

## RECYCLED PRODUCT INFORMATION AND CERTIFICATION FORM

BID ITEM NO. & DESCRIPTION	SUPPLIER	QUANTITY OF RECYCLED PRODUCT IN BID ITEM (e.g., units, sq. ft., etc.)	TOTAL RECYCLED CONTENT (%)	POST-CONSUMER CONTENT (%)	SECONDARY WASTE CONTENT (%)	DOLLAR VALUE OF RECYCLED PRODUCT BID
1. <b>EXAMPLE:</b> Interior flat latex paint.	Rasmussen Paint	500 gallons	100%	100%	0%	\$2,500
2.						
3.						
4.						
5.						

**\*NOTES:**

1. Refer to ORS 279.545 (Appendix A) for definitions of "recycled product," "recycled content," and "secondary waste."
2. It is the Bidder's responsibility to determine if the recycled product meets the Contract specifications.
3. Bidders shall attach an explanation to this form for any information that is omitted.
4. Bidders shall specify recycled content even if it is zero.
5. Bidders must certify claims for products that reduce waste generation.
6. Type additional recycled product information on an 8 1/2" x 11" sheet of paper if necessary and submit it with this form.

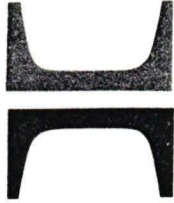
I, the undersigned duly authorized representative of the bidder (proposer), hereby certify that the information provided on this form is true and accurate, and understand and acknowledge that providing incorrect or incomplete information may be cause for bid (proposal) rejection or contract termination. I further understand that the bid (proposal) must be signed in ink by the bidder (proposer) or an authorized representative of the bidder (proposer) and that any alterations or erasures must be initialed in ink by the person signing the bid (proposal). I acknowledge that I have read and understand all bid (proposal) instructions, specifications, terms and conditions (including Appendices B, C and D), and agree, on behalf of myself and the bidder (proposer) to be bound by them.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_



HOFFMAN CONSTRUCTION COMPANY  
OF OREGON

October 22, 1992

**RECEIVED**

OCT 28 1992

Metro  
2000 S.W. First Avenue  
Portland, Oregon 97201-5398

ATTN: Mr. Andy Sloop

**FILE CODE:  
METRO SOLID WASTE DEPT.**

PROJECT: Metro Headquarters  
Portland, Oregon  
Our Job No. 9214

RE: Recycling Subcontract Verbiage

Dear Andy:

As discussed at our earlier meeting, the trick with the recycling verbiage at bid time is to make the recycle requirements strong enough to encourage participation, but not so strong that potential subcontractors decide not to bid on the project. I would recommend verbiage as follows:

"All bidders are hereby advised that this project will be requiring a proactive recycling participation for waste disposal and use of materials with recycled content. Each Subcontractor shall be required to complete a waste disposal questionnaire and make a diligent effort to recycle materials where economically feasible. Each Subcontractor shall also be required to price alternates which utilize materials with recycled content. If a Subcontractor does not bid an alternate, they agree to submit a formal written explanation why they cannot bid the alternate. All bidders are subject to participation in the recycled program."

If you have any other concerns or questions on the recycle program, please give me a call.

Very truly yours,

*Cade Lawrence*

Cade Lawrence  
Assistant Operations Manager

CL/gac

cc: Wayne Drinkward  
Don Nail

**WASTE MANAGEMENT REPORT**  
for  
**SUBCONTRACTORS**

Metro is requesting that all subcontractor document waste generated, (reused, recycled or landfilled).

Please complete this form each time materials are removed from the site or reused on-site.

If you have any questions regarding materials or processors, please page me, Pat Merkle at 295-4663. Enter your telephone number and extension. I will return your call.

Thank you in advance for your cooperation.

-----  
**FORM**

COMPANY NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

MATERIAL: \_\_\_\_\_

CONTAINER SIZE: \_\_\_\_\_ TRANSPORTATION: \_\_\_\_\_

COST TO TRANSPORT: \$ \_\_\_\_\_ COST TO DISPOSE OF MATERIAL: \_\_\_\_\_

RECYCLING COMPANY OR DISPOSAL SITE: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

## WASTE MANAGEMENT PLAN FOR CONTRACTORS

Circle the materials that will be produced, estimate the quantity, list how the materials will be transported and circle where the materials will be taken.

MATERIAL	ESTIMATED QUANTITY	DISPOSAL METHOD	RECYCLING COMPANY OR DISPOSAL SITE (If self-haul)	
Salvage and used building materials	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	Architectural Salvage Hippo Hardware Pumilite Bldg. Products Reclamation Services	Rejuvenation Inc. Storie Steel & Wood Prod. The Warehouse Project Other: _____
Wood	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	Architectural Salvage Bredl Saw Service Durham Wood & Dirt East County Recycling Grimm's Fuel Co. H&H Wood Recycling Hillsboro Landfill Lakeside Reclamation	McFarlane's Bark Smurfit Newsprint Storie Steel & Wood Prod. Taylormade Products Inc. Wastech Wood Exchange Other: _____
Drywall	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	Gypsum Wallboard Knez Bldg. Materials	United Pacific Recycling Other: _____
Glass	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	Potters Industries	Other: _____
Insulation	_____ tons _____ tons	self-haul or Hauler Name: _____	Western Insulation	Other: _____
Land-clearing debris	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	American Compost & Recycling Best Buy Durham Wood & Dirt East County Recycling Grimm's Fuel Co. H&H Wood Recycling	Hillsboro Landfill Hyponex Lakeside Reclamation McFarlane's Bark Wastech Other: _____
Corrugated cardboard	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	East County Recycling EZ Recycling Farwest Fibers Hillsboro Landfill KB Recycling	Oregon Paper.Fiber Sunflower Recycling Wastech Other: _____
Metals	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	Acme Trading and Supply Calbag Metals Co. East County Recycling Hillsboro Landfill KB Recycling Metro Metals	Mt. Hood Metals Oregon Pacific Steel Schnitzer Steel Products Storie Steel & Wood Prod. Sunflower Recycling Other: _____
Rubble	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	99W Fill Durham Wood & Dirt East County Recycling Hillsboro Landfill Karbon Rock Lakeside Reclamation	Porter Yett Portland Road & Driveway Portland Sand & Gravel The Wall Other: _____
Carpet	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	Hickory Springs Magic Carpet	Other: _____
Mixed Loads (i.e., trash, plastic, packaging, etc.)	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	Metro Central Station Metro South Station East County Recycling	Hillsboro Landfill Lakeside Reclamation Other: _____