

PUBLIC NOTICE

MONROE MUNICIPAL UTILITIES AUTHORITY COUNTY OF GLOUCESTER STATE OF NEW JERSEY NOTICE OF REQUEST FOR PROPOSALS UNDER A FAIR AND OPEN PROCESS

- **SCRAP METAL COLLECTION AND DISPOSAL SERVICES**

SUBMISSION DEADLINE:

Thursday, February 12, 2026

10:00 am

NOTICE IS HEREBY GIVEN that sealed request for proposal submissions will be received by the Executive Director and/or Qualified Purchasing Agent of the Monroe Municipal Utilities Authority for the service(s) set forth below in accordance with the "Fair and Open Process" pursuant to N.J.S.A. 19:44A-20.5, et seq. Request for proposals ("RFP") responses shall be submitted to Wendy Mahoney, Executive Director of the Monroe Municipal Utilities Authority, 372 South Main Street, Williamstown, New Jersey 08094, on or before February 12, 2026, at 10:00 a.m. at which time said responses will be officially opened and read in the office of the Monroe Municipal Utilities Authority. The Proposal packet may be obtained at the Authority Business Office on 372 South Main Street, Williamstown, New Jersey 08094 or via the Authority website at www.monroemuaj.com

Please submit proposal to Wendy Mahoney, Executive Director, Monroe Municipal Utilities Authority, 372 South Main Street, Williamstown, New Jersey 08094. Responses must be enclosed in a sealed envelope. The service provider must indicate the following on the outside of the envelope: (1) the name and address of the submitter, (2) title of the service for which the response is submitted; and (3) RFP submission deadline. Responses may be delivered by hand, overnight courier, or mail. No late responses will be accepted. The Governing body of the Monroe Municipal Utilities Authority shall award a contract(s) to the company(s) that best meets the needs and the interests of the Monroe Municipal Utilities Authority.

Wendy Mahoney
Executive Director

Monroe Municipal Utilities Authority (MMUA)

Request for Proposals (RFP)

Scrap Metal Collection and Disposal Services

1. Notice to Proposers (Public Advertisement)

The Monroe Municipal Utilities Authority (MMUA) is soliciting competitive contracting proposals pursuant to N.J.S.A. 40A:11-4.1 to 4.5 for Scrap Metal Collection and Disposal Services, including on-call container placement, pickups, transportation, lawful processing at authorized Class A recycling facilities, certified weight documentation, and revenue-share/rebate remittances to MMUA. MMUA will award a contract to the responsible proposer whose proposal is most advantageous to the Authority, price and other factors considered, in accordance with LPCL competitive contracting requirements.

This solicitation and any addenda will be posted on MMUA's website (Public Notices / Bid Openings). Proposals must be received by the Qualified Purchasing Agent or Executive Director at 372 South Main Street, Williamstown, NJ 08094, by the due date/time stated above. Late proposals will be returned unopened.

2. Purpose & Scope of Work

2.1 Objectives

- Provide containers (roll-off, lugger, or lockable bins) sized to site conditions at MMUA facilities.
- Perform scheduled and on-call pickups of scrap ferrous and non-ferrous metals (e.g., heavy iron/steel, aluminum, copper, brass, stainless, lead) generated from MMUA operations.
- Transport materials to duly authorized Class A recycling centers and/or markets, ensuring chain of custody and regulatory compliance.
- Provide certified scale tickets, net weights by commodity, pricing basis, and monthly rebate remittances to MMUA per the pricing schedule in Section 9.
- Supply annual tonnage reports suitable for MMUA if needed.

2.2 Materials Included / Exclusions

Included: heavy iron/steel; mixed ferrous; non-ferrous (aluminum, copper, brass, stainless); lead-acid batteries (if separately handled with appropriate compliance and documentation); other metals as accepted by the service provider's receiving facility.

Exclusions: hazardous waste; electronic waste (unless separately contracted); municipal solid waste; Class B/C/D recyclables unless expressly authorized.

2.3 Service Locations

Primary MMUA sites (addresses provided in Appendix A). The Authority may add/remove locations during the contract term with written notice.

3. Contract Term

The initial term is a one-year contract, with one (1) optional 12-month extension at MMUA's sole discretion, subject to performance, continued need, lawful appropriation, and governing body approval.

4. Submission Instructions

- Format & Copies: One (1) original and one (1) electronic copy containing: Technical Proposal, Pricing/Revenue Proposal, Required Forms.
- Sealed Package: Labeled with "MMUA-2026-SMCD" and vendor name/address.
- Delivery Address: MMUA, Attn: Purchasing / QPA, 372 South Main Street, Williamstown, NJ 08094.
- Deadline: No later than 10:00 AM (Eastern), February 12, 2026. Late submissions will not be accepted.

5. Pre-Proposal Conference / Site Visit (Optional)

If scheduled by addendum, attendance is recommended to assess logistics, container placement, access, and safety requirements. Questions raised will be answered via written addendum posted online.

6. Minimum Qualifications

- Experience: At least three (3) years performing scrap metal collection and recycling/disposal for public entities or utilities in NJ.
- Facilities & Licensing: Access to or contracts with Class A recycling facilities authorized in NJ; provide permits/licenses or letters of acceptance.
- Staff & Equipment: Adequate fleet (roll-off trucks, luggers), containers, and trained operators to meet pickup timelines.
- Documentation: Ability to produce certified weight tickets and monthly reconciliation statements.
- Financial Stability: Evidence of capacity to remit timely rebates and manage commodity pricing risk.

7. Compliance with NJ Public Procurement Requirements

- Business Registration Certificate (BRC) with NJ Division of Revenue (required prior to award/contract start).
- Ownership Disclosure Statement (per N.J.S.A. 52:25-24.2).
- Non-Collusion Affidavit and Proposal Acknowledgement forms.

- Pay-to-Play Compliance: Fair and open or non-fair and open documentation as applicable (N.J.S.A. 19:44A-20.13 et seq.).
- EEO/AA Compliance: Mandatory language/certifications (N.J.S.A. 10:5-31 et seq.; N.J.A.C. 17:27) – Appendix B).
- Prevailing Wage Act (if applicable): N.J.S.A. 34:11-56.25 et seq.
- Public Works Contractor Registration (if applicable): N.J.S.A. 34:11-56.48 et seq.
- Records Retention & Comptroller Threshold Notices (as applicable).

8. Technical Requirements

- Containers: Vendor will provide lockable containers sized 10–40 yd suitable for metals; MMUA may request counts and placements per site.
- Pickup Response: Routine within 3 business days of request; Urgent/Overflow within 24 hours when designated by MMUA.
- Weighing & Tickets: Each pickup weighed at a certified scale; submit certified scale tickets, commodity breakdowns, and photos (on request).
- Destination & Compliance: Deliver to authorized Class A facilities (or direct mills/scrap markets); no landfilling.
- Supply annual tonnage reports suitable for MMUA if needed.
- Safety & Site Rules: Comply with MMUA safety, PPE, traffic control, and security protocols.

9. Pricing / Revenue Proposal

- Commodity Index Basis: Identify pricing basis (e.g., AMM/FAST or RecycleNet indexes) and adjustment frequency (monthly).
- Rebate Formula: Provide clear formula for ferrous and each non-ferrous commodity.
- Fees & Deductions: Itemize container rental, transport, contamination charges, and minimum pickup weights.
- Example Calculation: Include two sample pickups showing net rebate to MMUA.
- Prompt Payment: Rebates due within 30 days of monthly statement.

10. Insurance & Indemnification

- Insurance: Certificates naming MMUA as Additional Insured—CGL, Auto, Workers' Comp, Umbrella; minimum limits per Appendix B.
- Indemnification: Vendor shall defend, indemnify, and hold harmless MMUA to the extent permitted by NJ law.

11. Administrative Requirements & Standard Forms

- Proposal Checklist (completed and signed).
- Acknowledgement of Addenda (if applicable).
- Non-Collusion Affidavit.
- Business Registration Certificate (BRC).
- EEO/AA Language & Exhibit B.
- Iran Disclosure / Russia Belarus (as applicable).
- Certification of Debarment / Suspension (if required).
- References (≥3 NJ public entities/utilities).

12. General Terms & Conditions

- Right to Reject/Cancel: MMUA may reject any/all proposals, waive minor informalities, or cancel the RFP consistent with LPCL.
- Addenda: Only written addenda posted to MMUA's site are binding.
- Assignment/Subcontracting: No assignment or subcontract without MMUA's prior written approval.
- Governing Law: State of New Jersey; venue in Gloucester County.

13. Proposal Contents (Tab Order)

- Tab 1 – Cover Letter
- Tab 2 – Qualifications & Experience
- Tab 3 – Technical Approach & Service Plan
- Tab 4 – Facilities & Compliance (Class A partners, permits)
- Tab 5 – Reporting & Customer Service
- Tab 6 – Pricing / Revenue Proposal & Sample Calculations
- Tab 7 – Required Statutory Forms and Certifications
- Tab 8 – Exceptions (if any)

14. Timeline (Anticipated)

- Issue RFP: January 22, 2026
- Optional Site Visit/Addendum Q&A: February 4, 2026
- Proposals Due: 10: 00 AM, February 12, 2026
- Award by Resolution: February 18, 2026
- Contract Start: February 19, 2026

Appendix A — MMUA Service Locations

Appendix B — Insurance Minimums

Insert limits per MMUA risk standard (e.g., CGL \$1M per occurrence/\$2M aggregate; Auto \$1M CSL; Umbrella \$2M; Workers' Comp statutory with \$1M EL).

Appendix C — Required Forms

- Acknowledgement of Addenda
- Ownership Disclosure Statement
- Non-Collusion Affidavit

- Business Registration Certificate (BRC) (submit prior to award)
- EEO/AA Language & Exhibit B
- Iran Disclosure / Russia Belarus (as applicable)
- Acknowledgment Receipt of Addenda
- No Debarment Certification
- No Conflict of Interest
- Performance Bond and Consent of Surety
- List of subcontractors
- Required Licenses or Certifications for each staff member and any subcontractors.

Appendix A — MMUA Service Locations

The following MMUA sites are included for service. MMUA may add or remove locations by written notice during the contract term.

SITE NAME	ADDRESS	ACCESS/GATE HRS	NOTES
Sewer Plant & Yard	100 Melva Lane Williamstown, NJ 08094	Mon–Fri 7:00 AM–3:00 PM (or as posted)	Primary scrap staging area; coordinate container placement with Facilities.
Rt. 322 Storage Tank	1452 Glassboro Road	Mon–Fri 7:00 AM–3:00 PM (or as posted)	Primary scrap staging area; coordinate container placement with Facilities.

Appendix B — Insurance Minimums

Contractor shall provide certificates of insurance naming MMUA as Additional Insured and agreeing to 30 days' notice of cancellation. Minimum limits:

- Commercial General Liability (CGL): \$1,000,000 per occurrence / \$2,000,000 aggregate
- Automobile Liability (Any Auto or Scheduled): \$1,000,000 Combined Single Limit
- Umbrella/Excess Liability: \$2,000,000 per occurrence
- Workers' Compensation: Statutory; Employers' Liability \$1,000,000
- Pollution Liability (if transporting regulated materials): \$1,000,000 per claim

Insurance requirements may be adjusted by MMUA Risk Management based on service scope and risk profile.

Authorized Signature: _____ Date: ____/____/____

F. Business Registration Certificate (BRC) Checklist

NJ Business Registration Certificate attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No (fatal defect)
Legal Business Name on BRC matches proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tax ID / EIN	_____
Authorized Representative Signature	_____ Date: ____/____/____



OWNERSHIP DISCLOSURE FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

VENDOR NAME: _____

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP.
Please answer all questions and complete the information requested.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. The vendor is a Non-Profit Entity ; and therefore, no disclosure is necessary. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The vendor is a Sole Proprietor ; and therefore, no other disclosure is necessary.
A Sole Proprietor is a natural person who owns an unincorporated business by himself or herself. A limited liability company with a single member is not a Sole Proprietor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The vendor is a corporation, partnership, or limited liability company . | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. If you answered YES to Question 3, do any individuals (including a single 100% owner), partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest; and therefore, disclosure is necessary. | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **YES** to Question 4, you must disclose the information requested in the space below:*

- (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
- (b) all individual partners in the partnership who own a 10% or greater interest therein; or,
- (c) all members in the limited liability company who own a 10% or greater interest therein.

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- | | YES | NO |
|---|--------------------------|--------------------------|
| 5. For each of the corporations, partnerships, or limited liability companies identified in response to Question #4 above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **YES** to Question 5, you must disclose the information requested in the space below:*

- (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
- (b) all individual partners in the partnership who own a 10% or greater interest therein; or,
- (c) all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member a 10% or greater interest has been identified.

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- | | YES | NO |
|---|--------------------------|--------------------------|
| 6. The vendor is a publicly traded company. | <input type="checkbox"/> | <input type="checkbox"/> |

7. A Vendor with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent. If any person holds a 10% or greater beneficial interest, also submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10% or greater beneficial interest.* *Attach additional sheets if necessary*

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)

in the County of _____ and State of _____ of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the _____ relies upon
(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Subscribed and sworn to

before me this day

Signature

_____, 2____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 List is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

☐ I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

☐ I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities

Duration of Engagement
Anticipated Cessation Date

**Attach Additional Sheets If Necessary.*

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title