

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Procurement and Business Services Policy FO-PUR-12**  
**Property Department Scrap Metal Sales**

Informal bids for the sale of scrap metal will be obtained by the Property Department on a per pound basis. The container will be weighed by the University after bid solicitation.

- The bid may be awarded to the highest bid received. The University reserves the right to reject all bids reviewed.
- The awarded vendor will be responsible for the cost of weighing the trailer and contents.
- The awarded bidder's delivery location must be within 12 miles from the University's main campus. The University will only deliver to a business location. The delivery location must be easily accessible.
- The University will not deliver to a residential location. The bidder may opt to remove the scrap metal from the University's container and haul the scrap metal on his own trailer. The scrap must be removed within 24 hours of bid opening or an approved date set by the Property Manager.
- Payment is due upon receipt of the scrap metal by the awarded vendor.

If no bids are received, the University reserves the right to dispose of the scrap metal through a local recycling center.

Reviewed by:           Tessy Rappe', AVP Finance and Operations  
                              Renee' Starns, Exec. Director, Procurement and Business Services

Review Date:           May 2017

Next Review Date:     May 2020