



CITY OF ROCK HILL, SOUTH CAROLINA

REQUEST FOR PROPOSAL

STORM DEBRIS CLEARING AND REMOVAL

MANDATORY PRE-BID MEETING: November 9, 2016 at 10:00 a.m.

The City of Rock Hill, South Carolina is seeking competitive bids from qualified firms to provide the City storm debris clearance and removal and ancillary services. The term of this agreement is 36 months with two 12 month options, for a total of 60 months, if options are exercised. Below is a description of service requirements.

A mandatory pre-bid meeting will be held on November 9, 2016 at 10:00 AM beginning at the Operations Center, Purchasing Conference Room, 757 South Anderson Road, Building 103, Rock Hill, SC 29730. Inspection, questions and work review will take place at this time. Only those companies with representatives in attendance at this meeting who have signed in will be allowed to submit a bid proposal.

The process of responding to this Request for Proposal (RFP) should involve interested companies reviewing and analyzing the information provided herein and responding in writing to any and all items where a response is requested.

Background

The City of Rock Hill General Services and Public Works Departments are responsible for this project. The City currently has debris hauling contracts for small to medium size hauling and the City would like to contract for large “disaster debris hauler” as defined by FEMA 325, Debris Management Guide, as a third party who may augment City resources to assist in removal of disaster generated debris if the magnitude of the disaster is beyond the capabilities of its force account resources, state resources, mutual aid agreements, volunteer labor and equipment through a long term blanket contract. The City may award one or more contracts to highest ranked debris hauling contractors.

Bid Request

Sealed bids will be received by the Purchasing Division of the City of Rock Hill, South Carolina until 2:00 PM local time on November 22, 2016 at which time they will be publicly opened and read aloud. All companies submitting bids are welcome to attend, but attendance is not mandatory. Details of the award will be posted on our website cityofrockhill.com after the bid opening.

The bid opening will begin promptly at the appointed time in the Purchasing Office, located at the City Operation Center, 757 S. Anderson Rd. Building 103, Rock Hill, South Carolina 29730. No bid may be submitted after the bid opening begins. The bidder is solely responsible for the timely submission of his/her bid.

No bid may be withdrawn for a period of forty-five (45) calendar days after the bid opening.

Bids may be mailed to City of Rock Hill, Attn: Tom Stanford, P.O. Box 11706, Rock Hill, South Carolina 29731 or hand delivered to Tom Stanford, Operations Center Purchasing Office, 757 S. Anderson Rd., Building 103, prior to the appointed time of the bid opening.

All bids must be in a sealed envelope and marked “**SEALED BID: STORM DEBRIS REMOVAL; OPEN NOVEMBER 22, 2016 at 2:00 PM**”

All bids must be approved by the Rock Hill General Services and Public Works Departments and the City Manager.

Should the bids be higher than the amount allocated by the City for this project, the City reserves the right to negotiate in good faith with the low bidder. Failing an agreement, the City may reject all bids and resubmit for new bids or make any other decisions it deems to be in its own best interest.

Questions regarding terms and conditions, etc. should be directed to Tom Stanford at tom.stanford@cityofrockhill.com.

City Contact

If you have any questions regarding this RFP contact Tom Stanford with the Purchasing Office at tom.stanford@cityofrockhill.com.

All questions about the RFP or the work itself must be submitted to City staff by Wednesday, November 16 at 2:00 PM.

Qualified Vendor

A qualified vendor is defined for this purpose as one who meets, or by the date of bid acceptance can meet all requirements for licensing, insurance and service contained within this RFP.

Insurance

Company agrees that Company shall keep and maintain general automobile liability insurance in the amount of \$ 1,000,000 per occurrence for each vehicle and \$1,000,000 in aggregate for all vehicles which Company brings onto City property or use in any manner in the provision of services, including transportation to and from the site (s) where the services are rendered; and Company further agrees that Company shall maintain general liability insurance in the amount of at least \$1,000,000 per incident/occurrence and \$1,000,000 in aggregate for all incidents/occurrence during the policy period; and Company agrees that Company shall maintain Worker's Compensation Insurance on all of the Company's employees. In no event shall Company serve as self-insurer for the purpose of Workers Compensation Insurance. Company also agrees that Company shall provide, in a form acceptable to City, certificates of Worker's Compensation Insurance, Automobile Liability Insurance and General Liability Insurance.

Illegal Immigration Reform Act Compliance

The contractor certifies that the contractor will comply with the requirements of Chapter 14, Title 8 of the South Carolina Code of Laws titled **Unauthorized Aliens and Public Employment** and agrees to provide to the City of Rock Hill any documentation required to establish either; (a) the applicability of such law to the contractor, subcontractor, and sub-subcontractor; or (b) the compliance with this law by the contractor and any subcontractors or sub-subcontractors.

Indemnification

Company shall indemnify and hold City harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by City, to the extent arising from Company's or its Contractors' negligent performance of the Services under this Agreement, intentional misconduct, negligent acts or omissions, or breach of any term, covenant, representation or warranty of this Agreement.

Non Appropriation of Funds

This Agreement shall be subject to the availability and appropriation of funds by Management, and City Council. If the Council does not appropriate the funding needed by the City to make payments under this Agreement for a given fiscal year, the City will not be obligated to pay amounts due beyond the end of the last fiscal year for which funds were appropriated. No act or omission by the City, which is attributable to non-appropriation of funds, shall constitute a breach of or default under this Agreement

WMBE Statement

It is the policy of the City of Rock Hill to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina.

It is further the policy of the City of Rock Hill to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status.

It is further the policy of the City of Rock Hill to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

City Business License

The successful contractor, prior to execution of the contract, must possess or obtain a City of Rock Hill Business License. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City if the contractor is not currently doing other business inside the City Limits. If the contractor is currently doing other business within the City limits of Rock Hill, and does not possess a business license, then the fee for the license is based on the total gross receipts from customers within the city limits. Contact City Business License Office at 803-329-7042 to determine the exact amount or to ask other pertinent questions regarding doing business in the City of Rock Hill.

Excluded Bidders

Bids from vendors/contractors with prior poor performance; quality issues, contract conformance, payment history, timeline compliance, or any other reason the City deems POOR PERFORMANCE will not be considered.

Excluded Vendors/Contractors can resubmit complete company information with references for city review after a minimum of one year from the last excluded bid. City will contact Vendor/Contractor with its decision within 30 days of company information submittal. City reserves the right to include or exclude said Vendor/Contractor based on findings.

Local Purchasing

It is the intent of the City of Rock Hill to promote the use of local businesses and hiring citizens living within the local Rock Hill/York County area when possible.

- 1.) Local vendors, services, contractors, companies and businesses (Rock Hill/York County) with a valid city of Rock Hill business license may have the opportunity to receive a 3% or a 5% adjustment factor during the consideration of bids. A LOCAL VENDOR, SERVICE, CONTRACTOR, COMPANY OR BUSINESS is defined as a business offering the services and or products being bid. Business must have been established for not less than one year within York County limits along with holding a valid City of Rock Hill Business License for the entire year prior to bid date. City Council shall be entitled to make the final decision as to whether such business is local and may in its discretion consider factors such as the length of time prior to issuance of the local business license, the actual physical presence within the corporate limits or within York County, property taxes attributable to such entity received by the City of Rock Hill, local employment and any other reasonable factors to insure that this policy is not being circumvented.
- 2.) Business located within the Rock Hill municipal limits may be considered for a 5% adjustment factor. Businesses located in York County outside the Rock Hill municipal limits may be considered for a 3% adjustment factor.
- 3.) The maximum value of the percentage adjustment factor will be capped at \$25,000.
- 4.) If a local business is within the percentage guideline, not exceeding \$25,000, of the lowest bid received, the local business may be given consideration of the bid award if it is willing to provide goods or services at the price of the lowest bid received.
- 5.) If conditions of number 4 above are met and the local business is not willing to provide goods or services at the price of the lowest bid received, the consideration of the bid award will revert back the lowest bid received, or the next lowest local business within the percentage (maximum \$25,000) adjustment factor threshold.
- 6.) Contractor and or business must make reasonable attempt to hire local Rock Hill/York County residents.
- 7.) Selected contractor(s) must make reasonable effort to purchase/lease all material, equipment and supplies associated with the awarded bid from a local business with a valid City of Rock Hill Business License.
- 8.) Contractor(s) receiving award must supply City with a list of their employees working on the project which include the city/City in which they reside along with a list of all equipment, material, suppliers and subcontractors and their addresses (This list will be used in the evaluation process).
- 9.) Special consideration may be given to companies that have products produced and/or manufactured in the United States.
- 10.) Local Purchasing provisions of this section will be in effect and apply to bidding until June 30, 2017 and expire unless re-authorized by the City Council.
- 11.) Local Purchasing adjustment factors cannot apply: (i) to Federally Funded Projects (ii) to State Funded Projects where the State restricts the use of local preferences under such circumstances; or (iii) to projects funded by Bond proceeds where the Bond covenants restrict the manner of procurement.
- 12.) Utilization of the Local Purchasing program requires a minimum of three bids; if three or more bids are not received the Local Purchasing program cannot be utilized.

Customer Service

Please remember, although you are a contracted City service, you each represent the City of Rock Hill during all work performed, face-to-face as well as telephone conversations. These guidelines are to give all contract employees a solid feeling for what the City of Rock Hill expects from any contracted service.

Overview:

- A. Be friendly, courteous, and helpful
- B. Company uniforms must be worn at all times
- C. Staff members must look and act professional at all times.

CONTRACTORS EMPLOYEES:

Before the Contractor can enter the project site, it shall investigate and determine that its employees working on the project site are not listed on the sexual offender registry. Contractor shall require all subcontractors to make a similar investigation. One such investigation within six (6) months of commencement of the project work, by the employer, fulfills the City's requirement for the Project.

The Rock Hill Police Department along with the City of Rock Hill also reserves the right to cancel any contracts, agreements, purchasing or distribution, etc., if they feel the project, purchasing, vehicle(s), and or property(s) may be in jeopardy due to the contractor's employee(s) having a criminal history which may lead to ethical issues while dealing with city workings or investigative activities.

COMPANY _____

Authorized Signature:

PRINT NAME AND TITLE: _____

SIGNATURE _____ DATE _____

Instructions to Bidders

Purpose: The purpose of this document is to provide to potential bidders general and specific information in submitting a bid to supply the City's needs as listed within.

1.1 **Definitions:**

- A) Bidder: This term is used to encompass the party seeking to have an agreement with the City of Rock Hill.
- B) City: This term is defined as the City of Rock Hill, South Carolina. All Communications relating to the bid process or the resulting purchase should be directed to the City's Purchasing Office or to his designated contact.
- C) Purchase: This term means the agreement to be executed by the City and the successful bidder.

1.2 **Bid Preparation:** All bid responses shall be

- A) Prepared and submitted on the forms enclosed herein, unless otherwise prescribed.
- B) Typewritten or completed in ink, signed by the bidding firm's authorized representative with all erasures or corrections initialed and dated by said signer.
- C) Each bid constitutes an offer and may not be withdrawn except as provided herein. Bid prices are to remain firm for the period stated in the Bid Request.
- D) Each bid shall include the name, address, telephone number, fax number and e-mail address of at least three (3) current customers for whom they have provided similar products. These references may be contacted, and if so, their responses will constitute a significant part in the bid evaluation process.

1.3 **Bid Submission:** three (3) copies of the Bid Response shall be:

- A) Submitted in a sealed envelope with the following information written on the outside of the envelope:
 - * The name of the bidding company;
 - * Identification of items being bid; date and time of bid opening.
- B) Mailed or delivered to the address shown in the Bid Request for receipt by the City by the stated deadline.
- C) Bids not received by the time and date specified will not be opened or considered, unless the delay is a result of the City, its agents, or assigns.

1.4 **Failure to bid:** Any company which does not desire to offer a bid should submit to the City a letter stating a reason for not bidding and whether the bidder desires their company's name be retained or removed from the City's bid list for future solicitations.

1.5 **Errors in Bid:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidder's own risk. In case of error in extension of prices in the bid, the unit price shall govern.

- 1.7 Compliance with laws:** The successful bidder shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with all other standards or regulations required by federal, state, county, or City statute, ordinances and rules during the performance of any purchase between the bidder and the City. Any such requirement specifically set forth in any purchase document between the bidder and the City shall be supplementary to this section and not in substitution thereof.
- 1.8 Brand Name:** The use of a brand name is for the sole purpose of describing the standard of quality, performance, and a characteristic desired and is not intended to limit or restrict competition.

1. Scope of Work to be Performed

Under this contract, work shall consist of coordinating and mobilizing an appropriate number of cleanup crews, as determined by the City Manager or his designee. Work shall also include the clearing and removing of any and all “Eligible” debris as most currently defined (at the time written Notice to Proceed is issued and executed by the City for the Contractor) by the Public Assistance grant program guidelines, Federal Emergency Management Agency (FEMA) Publication 321 – Public Assistance Policy Digest, FEMA Publication 322 – Public Assistance Guide, FEMA Publication 323 – Public Assistance Applicant Handbook, FEMA Publication 325 – Debris Management Guide, all applicable state and federal Disaster Specific Guidance (DSG) documents, FEMA fact sheets and policies and as directed by the City Manager or his designee. The City will only authorize payment for eligible debris removal unless specifically stated otherwise in writing. Eligible also includes meeting any changes in definition, rules or requirements regarding debris removal reimbursement as stipulated by FEMA during the course of a debris removal project. The aforementioned definition of “Eligible” applies to all uses throughout Work Overview items A through T. Work will include:

- 1) Examining debris to determine whether or not debris is Eligible;
- 2) Loading the debris;
- 3) Hauling debris to City approved Debris Management Site (DMS(s)) or City Designated Final Disposal Site(s);
- 4) Reducing disaster related debris;
- 5) Hauling reduced debris to a City Designated Final Disposal Site; and
- 6) Disposing of reduced debris at a City Designated Final Disposal Site or final end user.

Debris not defined as Eligible by FEMA Publication 325 or state or federal DSGs or policies will not be loaded, hauled or dumped under this contract unless written instructions are given to the Contractor by the City Manager or his designee. It shall be the Contractor’s responsibility to load, transport, reduce and properly dispose of any and all disaster generated debris which is the result of the event under which the Contractor was issued a notice to proceed unless otherwise directed by the City Manager or his designee, in writing. This includes, but is not limited to:

A. Emergency Road Clearance (Emergency Push):

Removal of debris from the primary transportation routes as directed by the City of Rock Hill. Pre-Stage with public safety units to provide emergency push back from the City of Rock Hill’s primary and secondary evacuation points.

At the request of the City this contract, work shall consist of all labor, equipment, fuel and associated costs necessary to clear and remove debris from City roadways, to make them passable immediately following a declared disaster event. All roadways designated by the City Manager or his designee shall be clear and passable within seventy (70) working hours of the issuance of Notice to Proceed from the City to conduct emergency roadway clearance work. The City may choose to extend the Contractor’s seventy (70) hour limit through a written request. This may include roadways in Planned Unit Developments (PUDs) within the City. Clearance of these roadways will be performed as identified by the City Manager or his designee. The Contractor shall assist the City and its representatives in ensuring proper documentation of emergency road clearance activities by documenting the type of equipment and/or labor utilized

(i.e., certification), starting and ending times, and zones/areas worked. Services performed under this contract element will be compensated using EQUIPMENT and LABOR RATES

B. Eligible Right-of-Way (ROW) Debris Removal:

Vegetative: Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to pick up and transport Eligible disaster-related vegetative debris existing on the City ROW to a City approved Debris Management Site or a City Designated Final Disposal Site in accordance with all federal, state and local rules and regulations.

- 1) For the purposes of this contract, Eligible vegetative debris that is piled in immediate close proximity to the street, and is accessible from the street with loading equipment (i.e., not behind a fence or other physical obstacle) will be removed.
- 2) Removal of Eligible vegetative debris existing in the City will be performed as identified by the City Manager or his designee.
- 3) Once the debris removal vehicle has been issued a load ticket from the City's authorized representative, the debris removal vehicle will proceed immediately to a City approved DMS or a City Designated Final Disposal Site. The debris removal vehicle will not collect additional debris once a load ticket has been issued.
- 4) All Eligible debris will be removed from each location before proceeding to the next location unless directed otherwise by the City or its authorized representative.
- 5) Entry onto private property for the removal of Eligible vegetative hazards will only be permitted when directed by the City or its authorized representative. The City will provide specific Right-of-Entry (ROE) legal and operational procedures.
- 6) The Contractor must provide traffic control as conditions require or as directed by the City Manager or his designee.

Eligible Right-of-Way (ROW) Debris Removal – Construction and Demolition Debris: Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to pick up and transport Eligible Construction and Demolition (C&D) debris existing on the City ROW to a City Designated Final Disposal Site in accordance with all federal, state and local rules and regulations.

- 1) For the purposes of this contract, Eligible C&D debris that is piled in immediate close proximity to the street, and is accessible from the street with loading equipment (i.e., not behind a fence or other physical obstacle) will be removed.
- 2) Removal of Eligible C&D debris existing in the City ROW will be performed as identified by the City Manager or his designee.
- 3) Once the debris removal vehicle has been issued a load ticket from the City's authorized representative, the debris removal vehicle will proceed immediately to a City

Designated Final Disposal Site. The debris removal vehicle will not collect additional debris once a load ticket has been issued.

4) All Eligible debris will be removed from each location before proceeding to the next location unless directed otherwise by the City or its authorized representative.

5) Entry onto private property for the removal of Eligible C&D hazards will only be permitted when directed by the City or its authorized representative. The City will provide specific ROE legal and operational procedures. The Contractor must provide traffic control as conditions require or directed by the City Manager or his designee

C. Debris Removal from Private Property:

Should an imminent threat to life, safety, and health to the general public be present on private property, the Contractor, as directed by the City of Rock Hill, will accomplish the removal of debris from private property. This item will be monitored for strict compliance with FEMA regulations regarding eligibility.

D. Debris Management Sites - Management, Operation and Reduction through Grinding or Burning:

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to manage and operate DMS(s) for the acceptance, management, segregation, staging and reduction through grinding of Eligible disaster related debris. Grinding must be approved by the City Manager or his designee prior to commencement of reduction activities. The DMS(s) layout and ingress and egress plan must be approved by the City Manager or his designee.

1) The management of DMS(s) includes assistance in obtaining necessary local, state and federal permits or approval and operating in accordance with all rules and regulations of local, state and federal regulatory agencies which may include, but are not limited, to the U.S. Environmental Protection Agency (EPA) and South Carolina Department of Health and Environmental Control (S.C. DHEC). The Contractor shall also be responsible for any and all costs associated with third-party groundwater and soil testing.

2) Contractor is responsible for operating the DMS(s) in accordance with Occupational Safety and Health Administration (OSHA), EPA and S.C. DHEC guidelines.

3) Debris at DMS(s) will be clearly segregated and managed independently by debris type (C&D, vegetative debris, Household Hazardous Waste (HHW) etc.), program (ROW collection, private property debris removal, etc.) and Planned Unit Developments located within the City's jurisdictional limits

4) All un-reduced storm debris must be staged separately from reduced debris at the DMS(s).

5) Contractor is responsible for all associated costs necessary to provide DMS(s) utilities such as, but not limited to, water, lighting and portable toilets.

- 6) Contractor is responsible for all associated costs necessary to provide DMS(s) traffic control such as, but not limited to, traffic cones and staff with traffic flags.
- 7) Contractor is responsible for all associated costs necessary to provide DMS(s) dust control and erosion control such as, but not limited to, an operational water truck, silt fencing and other best management practices (BMPs).
- 8) Contractor is responsible for all associated costs necessary to provide DMS(s) fire protection such as, but not limited to, an operational water truck (sufficient and equipped for fire protection), fire breaks and a site foreman.
- 9) Contractor is responsible for all associated costs necessary to provide qualified personnel, as well as lined containers or containment areas, for the segregation of visible HHW/contaminants that may be mixed with disaster debris. The Contractor is also responsible for all associated costs necessary for HHW/contaminant disposal at a permitted Hazardous Waste Treatment, Storage and Disposal Facility (TSDF), as requested by the City. The cost associated with qualified personnel and lined containers/containment areas for HHW/contaminant segregation, as well as HHW/contaminant disposal from DMS locations is a cost reflected in this work overview, item D. Depending on the volume of HHW per DMS location, the City may choose to collect and dispose of HHW segregated from disaster debris at DMS locations.
- 10) Contractor is responsible for providing twenty-four (24) hour DMS(s) security.
- 11) Contractor will only permit Contractor vehicles and others specifically authorized by the City or its authorized representative on site(s).
- 12) Contractor shall provide a tower(s) from which the City or its authorized representative can make volumetric load calls. The tower(s) provided by the Contractor will at a minimum meet the specifications as set forth by OSHA and the United States Army Corps of Engineers
- 13) Upon completion of haul-out activities, the Contractor will be responsible for remediating the physical features of the site to its original condition prior to site use. Site remediation will include, but is not limited to, returning the original site grade, sod, and other physical features. Site remediation does not include restoring fencing, concession stands, lighting, and other permanent structures that may have been demolished at the City's direction for DMS operations. All debris, mulch, etc is to be removed adequately; fill dirt and/or other base material (if required) must meet standards for intended use; new sod or seeding must meet standards for intended use. Site remediation will also include returning all utilized sites to their original condition as verified through soil and groundwater samples. Site remediation will abide by all state and federal environmental regulatory requirements and is subject to final approval by the City, S.C. DHEC Management, Operation and Reduction through Air Curtain Incinerators: Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to manage and operate DMS(s) for the acceptance, management, segregation, staging and reduction through an Air Curtain Incinerator (ACI) of Eligible disaster related debris. ACI reduction must be approved by the City Manager or his designee, Division of Forestry, S.C. DHEC and any other applicable regulatory

agencies as required prior to commencement of reduction activities. DMS(s) layout and ingress and egress plan must be approved by the City Manager or his designee.

E. Generated Hazardous Waste Abatement:

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary for the removal, transportation and disposal of Eligible HHW from the ROW to a TSDF.

- 1) The removal, transportation and disposal of Eligible HHW includes obtaining all necessary local, state and federal handling permits and operating in accordance with all rules and regulations of local, state and federal regulatory agencies.
- 2) All HHW shall be managed as hazardous waste and disposed of at a permitted Hazardous Waste TSDF.

F. Eligible Demolition - Removal, Transport and Disposal of Non-Regulated Asbestos Containing Material (RACM) Structures:

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to decommission, demolish and dispose of Eligible Non-Regulated Asbestos Containing Material (Non-RACM) structures on private property within the jurisdictional limits of the City. Under this service, work will include Asbestos Containing Material (ACM) testing, decommissioning, structural demolition, debris removal and site remediation. Further, Eligible debris generated from the demolition of Non-RACM structures, as well as Eligible scattered C&D debris on private property, will be transported to a City Designated Final Disposal Site in accordance with all federal, state and local rules and regulations.

- 1) Decommissioning consists of the removal and disposal of all HHW, E-Scrap, White Goods, and Waste Tires from a Non-RACM structure at a properly sanctioned facility in accordance with all applicable federal, state and local rules and regulations.
- 2) Any structurally unsound and unsafe structures will be identified and presented to the City for direction regarding decommissioning.
- 3) Removal and transportation of Eligible Non-RACM demolished structures and Eligible scattered C&D debris on private property will be performed as directed in writing by the City Manager or his designee.
- 4) Once the debris removal vehicle has been issued a load ticket from the City's authorized representative, the debris removal vehicle will proceed immediately to a City Designated Final Disposal Site. The debris removal vehicle will not collect additional debris once a load ticket has been issued.
- 5) Entry onto private property for the removal of Eligible C&D hazards will only be permitted when directed in writing by the City or its authorized representative. The City will provide specific Right-of-Entry (ROE) legal and operational procedures for private property debris removal programs if requested.

6) The Contractor is required to strictly adhere to any and all local, state and federal regulatory requirements for the demolition, handling and transportation of Non-RACM structures (such as obtaining demolition permits, etc.).

Removal, Transport and Disposal of RACM Structures: Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to decommission, demolish and dispose of Eligible RACM structures on private property within the jurisdictional limits of the City. Under this service, work will include ACM testing, decommissioning, structural demolition, debris removal and site remediation. Further, Eligible debris generated from the demolition of structures, as well as Eligible scattered C&D debris on private property, will be transported to a City Designated Final Disposal Site in accordance with all federal, state and local rules and regulations.

1) Decommissioning consists of the removal and disposal of all HHW, E-Waste, White Goods, and Waste Tires from a RACM structure at a properly sanctioned facility in accordance with all applicable federal, state and local rules and regulations.

2) Any structurally unsound and unsafe structures will be identified and presented to the City for direction regarding decommissioning.

3) Removal and transportation of Eligible RACM demolished structures and Eligible scattered C&D debris on private property will be performed as directed in writing by the City Manager or his designee.

4) Once the debris removal vehicle has been issued a load ticket from the City's authorized representative, the debris removal vehicle will proceed immediately to a City designated final disposal site that accepts RACM debris. The debris removal vehicle will not collect additional debris once a load ticket has been issued.

5) Entry onto private property for the removal of Eligible C&D hazards will only be permitted when directed in writing by the City or its authorized representative. The City will provide specific ROE legal and operational procedures for private property debris removal programs if requested.

6) The Contractor is required to strictly adhere to any and all local, state and federal regulatory requirements for the demolition, handling and transportation of RACM structures (such as obtaining demolition permits, burrito wrapping of debris, etc.).

G. Haul-out of Reduced debris to a City Designated Final Disposal Site:

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs and associated costs necessary to load and transport reduced Eligible material such as ash, compacted C&D or mulch existing at a City approved DMS(s) to a City Designated Final Disposal Site in accordance with all federal, state and local rules and regulations. The Contractor shall not receive any payment from the City for haul-out or load tickets related to reduced or unreduced debris transported and disposed of at a non-City Designated or approved Final Disposal Site.

H. Documentation and Inspections:

Storm debris shall be subject to inspection by the City of Rock Hill. Inspections will insure compliance with the contract and applicable local, state and federal laws. The Contractor will, at all times, provide access to all work sites and disposal areas. The Contractor will have in place at the Debris Management Sites, (DMS), personnel to verify and maintain records regarding the contents and volume of the vehicles entering and leaving the DMS's. The Contractor will assist in preparation of the Federal, (FEMA), and State reports for any potential reimbursement through the training of City employees and the review of documentation prior to submittal. The Contractor will work closely with the City, the City's debris monitoring consultant, the State Division of Emergency Management, FEMA, and other applicable State and Federal Agencies to ensure that eligible debris collection and documentation appropriately addresses concerns of the reimbursement agencies.

I. Work Sites:

The City will identify and approve all sites on which the Contractor will be allowed to work. The Contractor shall remove all debris, waste, materials and equipment from the work sites and restore them to a clean, neat and stabilized condition. This condition of the work site shall be restored to a condition equal to or better than the condition of the site prior to work beginning.

J. White goods:

The Contractor may expect to encounter white goods available for disposal. White goods will constitute household appliances as defined in FEMA-325 (July 2007) Debris Management Guide. Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary for the collection of Eligible white goods from the ROW, removal of refrigerants, transportation to a City approved DMS, decontamination, and transportation to a City approved facility for recycling. Final disposal of White Goods at a Landfill is prohibited in the State of South Carolina. The designated facility for recycling must be approved in writing by the City. Recycling of Eligible white goods containing refrigerants must first have such refrigerants removed by the Contractor's qualified technicians prior to mechanical loading. Offerors are strongly encouraged to familiarize themselves with the State of South Carolina's regulation (61-107.9) on the proper handling and disposal of White Goods.

- 1) The removal, transportation and recycling of Eligible white goods includes obtaining all necessary local, state and federal handling permits and operating in accordance with all rules and regulations of local, state and federal regulatory agencies.
 - All white goods containing food items shall be decontaminated in accordance with local, state and federal law prior to recycling.
- 2) The Contractor shall recycle all Eligible white goods in accordance with all rules and regulations of local, State and federal regulatory agencies.
- 3) Refrigerant containing items will have such refrigerants removed prior to mechanical loading or will be manually loaded and hauled to a designated City approved DMS for refrigerant removal by the Contractor's qualified technicians.

K. Hazardous Leaning Trees and Hanging Limbs:

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to remove all Eligible hazardous trees six (6) inches or greater in diameter, measured three (3) feet from the base of the tree and Eligible hazardous hanging limbs two (2) inches or greater in diameter existing on the City ROW. Debris generated from the removal of Eligible hazardous trees and Eligible hanging limbs two (2) inches or greater existing in the City ROW will be placed in the safest possible location on the City ROW and subsequently removed in accordance Work Overview, item B, under the terms, conditions and procedure described in “Eligible Right-of-Way (ROW) Debris Removal - Vegetative.” Eligible hazardous leaning trees less than six (6) inches in diameter, measured three (3) feet from the base of the tree, will be flush cut, loaded and removed in accordance with the terms, conditions, and compensation schedule Work Overview item B. The City will not compensate the Contractor for cutting leaning trees less than six (6) inches in diameter on a unit rate basis. The collection of all Eligible hazardous leaning trees and Eligible hazardous hanging limbs must be performed on the same day as the cut work. If there is insufficient room for safe placement along the City ROW then Contractor must load the resulting debris as Eligible hazardous leaning tree or Eligible hazardous hanging limbs as they are removed.

- 1) Eligible hazardous trees will be identified by the City or its authorized representative for removal. Removal and placement of Eligible hazardous trees six (6) inches or greater in diameter existing on the City ROW or private property will be performed as identified by the City Manager or his designee. All disaster specific eligibility guidelines regarding size and diameter of leaning trees will be communicated to the Contractor, in writing, by the City Manager or his designee. In order for leaning or hazardous trees to be removed and Eligible for reimbursement, the tree must satisfy a minimum of one (1) of the following requirements:
 - a. The tree is leaning in excess of thirty (30) degrees in a direction that poses an immediate threat to public health, welfare and safety.
 - b. The tree is dead, twisted or mangled as a direct result of the storm and a certified Arborist can attest to the fact that the tree will die, and potentially create a falling hazard to the public.
 - c. Over fifty percent (50%) of the tree crown is damaged or broken and heartwood is exposed.
 - d. The tree has a split trunk that exposes heartwood.

- 2) Eligible hazardous hanging limbs will be identified by the City or its authorized representative for removal. Removal and placement of Eligible hazardous hanging limbs two (2) inches or greater in diameter existing on the City ROW or private property will be performed as identified by the City Manager or his designee. All disaster specific eligibility guidelines regarding size and diameter of limbs will be communicated to the Contractor, in writing, by the City Manager or his designee. In order for hanging limbs to be removed and Eligible for payment, the limb must satisfy all of the following requirements:
 - a. The limb is two (2) inches or greater in diameter.
 - b. The limb is still hanging in a tree and threatening a public-use area.

- c. The limb is located on improved public property

L. Hazardous Stumps:

The Contractor shall remove all stumps that are determined to be hazardous to public access and/or as directed by the City of Rock Hill. Stumps will be hauled to DMS where they shall be inspected and categorized by size. No stump removal will take place without prior approval from the City. Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to remove all Eligible hazardous uprooted stumps greater than twenty-four (24) inches in diameter, measured twenty-four (24) inches from the base of the tree existing on the City ROW. Further, debris generated from the removal of uprooted stumps existing on the City ROW will be transported to a City approved DMS or a City Designated Final Disposal Site in accordance with all federal, state and local rules and regulations. Eligible stumps measured twenty-four (24) inches from the base of the tree and twenty-four (24) inches or less in diameter will be considered normal Eligible vegetative debris and removed in accordance with Work Overview item B. The diameter of Eligible stumps less than twenty-four (24) inches will be converted into a cubic yardage volume based on the published FEMA stump conversion table and removed under the terms and conditions of Work Overview item B.

- 1) Eligible hazardous stumps will be identified by the City or its authorized representative for removal. Removal and transportation of Eligible hazardous uprooted stumps existing on the City ROW or private property will be performed as identified by the City Manager or his designee. All disaster specific eligibility guidelines regarding size and diameter of hazardous stumps will be communicated to the Contractor, in writing, by the City Manager or his designee. In order for hazardous stumps to be removed and eligible for reimbursement, the stump must satisfy the following criteria:
 - a. Fifty percent (50%) or more of the root ball is exposed.
 - b. The stump is on City ROW and poses an immediate threat to public health, safety or welfare.

Tree stumps that are not attached to the ground will be considered normal vegetative debris and subject to removal under the terms and conditions of Work Overview item B. Stumps with less than fifty percent (50%) of the root ball exposed shall be flush cut to the ground. The stump portion of the tree will not be removed but the residual debris (i.e. tree trunk) will be removed under the terms and conditions of Work Overview item B. The cubic yard volume of unattached stumps will be based off of the diameter conversion using the published FEMA stump conversion table.

M. E-Scrap Removal:

Under this element, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary for the removal, transportation, and proper disposal of Eligible E-Scrap from the ROW to a City Designated E-scrap recycling facility. Eligible E-Scrap includes, but is not limited to, televisions, computers, computer monitors, and microwaves in areas identified and approved by the City. The Contractor shall recycle or dispose of all Eligible E-Scrap Items in accordance with all rules and regulations of local, State and federal regulatory agencies.

N. Dead Animal Carcasses:

Under this element, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary for the removal, transportation, and lawful disposal of dead animal carcasses from the ROW to a City Designated Final Disposal Site.

O. Other Debris Removal Work:

Neither the Contractor nor any subcontractors shall solicit work from private citizens nor others to be performed in the designated work areas during the term of this agreement. The City reserves the right to require the Contractor to dismiss or remove from the project any workers as the City sees necessary. Any debris removal vehicles dismissed from the project must have their issued placard removed and destroyed.

P. Clean Fill Dirt:

The Contractor shall place compacted fill dirt in ruts created by equipment, holes created by removal of hazardous stumps and other areas that pose a hazard to public access upon direction by the City of Rock Hill. This clean fill dirt shall be compacted as directed by the City of Rock Hill.

Q. Documentation, Reports and Recovery Process:

The Contractor shall submit periodic, written reports (digital and paper files) to the City as requested or required, detailing the progress of debris removal and disposal. All reports should be reviewed for accuracy. These reports may include, but not limited to:

- **Daily Reports:**
The daily reports may detail the location where passes for debris removal were conducted, the quantity of debris (by type) removed and disposed and the total number of personnel crews engaged in debris management operations. The Contractor will also report damages to private property caused by the debris operation or damage claims made by citizens and such other information as may be required to completely describe the daily conduct of the Contractor's operations.
- **Weekly Summaries:**
A summary of all information contained in the daily reports as set out in Daily Report of this Contract or in a format required by the City.
- **Report(s) Delivery:**
The scheduling, point of delivery and receiving personnel for the debris operations report(s) will be directed by the City in consultation with the Contractor.
- **Final Project Closeout:**
Upon final inspection and/or closeout of the project by the City, the Contractor shall prepare and submit a detailed description of all debris management activities to include, but not limited to the total volume, by type of debris hauled, reduced and/or disposed, plus the total cost of the project invoiced to the City. If requested, any other additional information as may be necessary to adequately document the conduct of the debris management operations for the City.

In addition to the reports above, the City may request that the Contractor provides the oral updates on projects as well as a forecasted project schedule. The City may also request that the Contractor assist in the preparation of claim documentation.

R. Existing Utilities:

Some trees and debris which are to be removed under this contract may be blocked or entangled with overhead power, telephone, and television cables. In this case, it shall be contractor's responsibility to coordinate directly with the utility owners to arrange for the removal of the debris without damage to the overhead and underground utility lines. Contractor shall pay all such costs (i.e. damages) to the City Rock Hill or other utility company for any adjustments as instructed by the City Manager or his authorized representative.

Contractor shall make the necessary repairs or pay all costs incurred to repair damaged utilities, as determined by the affected utility company. Repairs to all municipal and privately owned water and sewer facilities shall be made by the contractor as instructed by the City Manager or his authorized representative.

S. Payment:

The City, or its authorized agent, will monitor, verify and document with load tickets the completion of all work, as defined in the scope. The contractor will be provided with copies of this documentation. These documents will be used by the contractor as back-up for invoice submittals. No approvals will be made for work not ticketed or not authorized by the City.

Invoices must be submitted to the City monthly with a paper copy of the invoice and an electronic copy of the invoice detail. The invoice detail must consist of a tabular report listing all information on each load ticket. Invoice detail submittals will be checked against City records. City records are the basis of all payment approvals.

No separate payment will be made for mobilization and demobilization operations. These costs are to be included in the respective unit prices bid for debris removal and will not be adjusted based on the total amount of debris actually removed in the contract.

Payment for disposal cost incurred by the contractor at permitted disposal facilities will be made at the cost incurred by the contractor. Contractor must submit a copy of the invoice received by the disposal facility, an electronic copy tabulating all scale or load tickets issued by the disposal facility, and proof of contractor payment to the disposal facility.

The Contractor must submit final invoice within thirty (30) days of completion of scope of work. Completion of scope of work will be acknowledged, in writing, by the City Manager.

Payment for work completed may be invoiced on a monthly basis. Invoices will be based on reconciled weigh tickets from the daily operational reports.

Time is of the essence to the performance hereunder and the City shall recover from the Contractor any delay costs caused by the acts or omissions of the contractor or its agents. Except as otherwise provided herein, payment shall be made for actual work accepted and completed. For reasonable cause and/or when satisfactory progress has not been achieved by the contractor during any period for which a payment is to be made, the City's authorized agent may retain a percentage of said payment, not to exceed 5% of the contract value to insure performance of the contract. Said cause and progress shall be determined by the City's authorized agent, in his sole discretion, based on his assessment of any past performance of the Contractor and the likelihood

that such performance will continue. Upon completion of all contract requirements, retained amounts shall be paid promptly less any offsets or deductions authorized hereunder or by law.

The City may withhold payment or final payment for reasons including, but not limited to the following: unsatisfactory job performance or progress, defective work, disputed work, failure to comply with material provisions of the contract, third party claims filed or reasonable evidence that a claim will be filed or other reasonable cause.

Final payment, less any offsets or deductions authorized hereunder or by law, shall be made within thirty days of the certification of completion of the project by the City's authorized agent provided the Contractor has completed filing of all contractually required documents and certifications with the City of Rock Hill's authorized agent including acceptable evidence of the satisfaction of all claims or liens.

T. Retainage:

A ten percent (10%) retainage will be withheld from each reconciled invoice until the end of the project. In order to recover the retainage, the Contractor must successfully complete and receive a letter of completion from the City for all work zones. Retainage will be held until final reconciliation is complete. Portions of the retainage may be held by the City to repair damage caused by the Contractor to public or private property

2. General Notes

- A. The contract may be used multiple times throughout the term of this agreement or may not be used at all.
- B. Site management will be provided by the City.
- C. Contractor is responsible for finding their own parking area and for the security of their trucks and equipment including non-use hours.
- D. If the contractor provides the scales, a certification for that scale should also be provided before any use of those scales.
- E. All trucks should be registered upon arrival to Rock Hill before any work can commence so that the number of cubic yard capacity can be established and trucks can be weighed.
- F. All wood waste and/or nonhazardous debris produced under this contract shall be removed from the job site by the Contractor the same day it is produced, unless specific alternative arrangements are made with the City.
- G. The Contractor shall employ only such workers as are skilled in the tasks to which they are assigned. The City reserves the right to require the Contractor to remove and/or not to assign any employee the City deems incompetent, careless, insubordinate, or otherwise objectionable to working on City projects.
- H. The Contractor shall not prune or remove trees that are under utility lines unless they employ a qualified line-clearance arborist and/or the power has been turned off by the utility.
- K. All Eligible debris must be removed from an area before the contractor can move on to the next location unless otherwise specified by an authorized city employee
- L. The City will identify & approve all sites on which the Contractor will be allowed to work.
- M. The Contractor is responsible for all damage to any property. The contractor shall restore all disturbed areas to their original condition or better, including re-grading, paving, use of rye-grass and permanent grass and any other means determined to be necessary by the City of Rock Hill. Failure to restore damaged public or private property to the satisfaction of the City will result in the City withholding retainage money in an amount sufficient to make necessary repairs.
- N. The Contractor must be able to mobilize equipment to the designated location with 48 hours of the issuance of the Notice to Proceed and must be present and working within 72 hours of the issuance of the Notice to Proceed. If necessary, the Contractor may need to pre-stage in the region if there is sufficient indication of a likely event.

OR

1. Within 24 hrs, project manager on site
2. 48 hrs 25% of resources and equipment mobilized
3. 72 hours 50% of resources and equipment mobilized

- O. The contractor must provide the debris load ticket(s) as the certified, original source documents to account for the measurement and accumulation of the volume of debris delivered and processed at the reduction and/or disposal site. The tickets should include the following (to be turned in weekly):
1. Date
 2. Ticket number
 3. Tonnage?
 4. Truck capacity in cubic yards
 5. Dumpsite location and time dumped.
- P. Contractors may work 7 days/week
- Q. All work should be completed within a timeframe agreed upon by the contractor and the City of Rock Hill prior to the Notice to Proceed being issued.
- R. The Contractor shall be responsible for reporting to the City and cleaning up all spills caused by the Contractor's operation at no additional cost to the City or any other governmental entity. Immediate containment action shall be taken as necessary to minimize the effect of any spill or leak. Cleanup shall be in accordance with application federal, state, and local laws and regulations.

Spills shall be reported to the City Public Works Department immediately following discovery. A written follow up shall be submitted to the Public Works Director within 7 days after the initial report. The written report shall be in narrative form and as a minimum shall include the following information:

1. Description of the material spilled
2. Determination as to whether or not the amount spilled is EPA/SCDHEC reportable
3. When and to whom it was reported
4. Exact time and location of the spill
5. Receiving streams or waters
6. Cause of incident and equipment and personnel involved
7. Injuries or property damage
8. Duration of discharge
9. Containment procedures initiated
10. Summary of all communication the Contractor had in regards to the spill
11. Description of spill and cleanup procedures

3. Contractor Qualifications

A. Qualifications and Experience

The Contractor shall provide a detailed, comprehensive history of its project experience, specifically hurricane debris projects in areas of heavy tree cover.

- A minimum of 10 relevant projects shall be listed (with date, location, and contract administrator reference)
- It shall be noted whether the work was part of a federally declared disaster
- The contract amount for each project shall be included
- The project duration or performance period for each project shall be included
- The volume of debris handled shall be provided in cubic yards.
- Reference or an active contact (name, title, phone number, e-mail) for each project included in this section (please confirm that reference contact information is valid and up to date)
- Describe any significant or unique awards, acclaim, or accomplishments stemming from your work on previous, similar projects
- Any project related litigation over the past five years, have you ever sued a client or been sued by a client?
- Information regarding premature contract termination, for cause, or otherwise in the last 5 years. Please indicate if your firm was terminated during an active project or from a stand-by contract, reasons for termination, and if your firm was the prime contractor or a sub-contractor during the engagement.

The Contractor shall provide a complete and detailed account of their qualifications and resources to adequately serve the City's debris management needs, including, but not limited to:

- An organization chart with name and title of all members of City of Rock Hill project team. Positions to include (but not limited to): Operations Manager, Project Manager, Logistics Manager, DMS Site Manager, Health & Safety Officer
- Your firm's health and safety plan (as a required document, this document can be provided under a separate cover thus not counting towards the aforementioned 50-page limit)
- Resumes of all key team members
- List of company-owned & leased equipment to include (but not limited to):
Tub Grinders, Air Curtain Incinerators, Dump Trucks, Excavators, Loaders
 - If rented or lease equipment is listed, please provide a copy of the lease contract as proof of availability.
- Sub-contractors planned to be used in the City
- Other services – Environmental, GIS, Haz-Mat, etc.

B. Work Plan / Project Approach

The Contractor shall provide a detailed, comprehensive strategy to clear, haul, reduce and dispose of disaster related debris. The plan should explain the approach and methodologies to be employed and expand on the Contractor's ability and commitment to pre-plan, stage, and manage the work in a well-organized and timely fashion. Information regarding such things as the handling of hazardous waste materials, cleaning drainage ways and navigable waterways, reclaiming beach sand, etc. should also be included. Any automation or unique processes should be identified and explained.

Items to include in the work plan are as follows:

- State your firm's outlined technical approach to the project, encompassing the scope of services required.
- Identify tasks to be completed in each phase of the project and provide time frames, estimated costs, and allocation of resources (i.e., man loading by task, # of trucks, etc).
- Provide specific recommendations on how your firm would address the following situations:
 - (1) Removal of cars/trucks from public lands or right of way,
 - (2) Removal of white goods (with specific attention to refrigerators),
 - (3) Removal of hazardous limbs,
 - (4) Removal of hazardous stumps,
 - (5) Removal of household hazardous waste,
 - (6) Removal of construction and demolition debris
 - (7) Removal of debris from citizen drop off centers
 - (8) Removal of debris from planned unit development road rights of way and storm drainage easements.

Provide a detailed, critical path method schedule, which includes all major project tasks and durations (by weeks). The schedule shall identify all proposed services, including planning, management, permitting, and all major tasks from mobilization to reimbursement and shall be realistic, based on experience with similar types of projects.

- Define the adequacy of your resources, including personnel, labor, equipment, supplies, sub-contractors, and other tools or resources that may benefit the project.
- The Work Plan shall address housing of employees and sub-contractors, and the use of local sub-contractors.
- Assess the regional landfill capacities and costs associated with longer haul disposal vs. reduction.
- The Work Plan shall also address setting up of trailers and generators for a temporary City Hall site.
- At the time of a debris generating disaster, the City may decide to take ownership of reduced debris for the purposes of recycling and/or alternative end uses other than final disposal at a landfill. Please include in your response your firm's methodology and procedures for assisting the City in identifying possible alternative end users.

C. Workload Capacity

- Provide a complete list of the firm's equipment (owned or leased)
- Provide a list of the firm's personnel
- Provide a list of active and stand-by debris hauling contracts (client and area of responsibility (sq. mi.) within 150 miles of the City of Rock Hill.
- Provide narrative explaining how the firm would address multiple contracts being activated at the same time. Explain how personnel and equipment would be divided among multiple contracts being activated at the same time.

D. Financial Stability

(Note: This information will be kept confidential)

• Provide information substantiating the firm's creditworthiness, assets and exposures, bonding capabilities, and any litigation in the past five years regarding financial considerations and years in business doing this type of work. The City desires a certain level of confidence that the selected firm is operating a highly sustainable business.

E. Reservations and Limitations

- 1) This request does not commit to the award of a contract, or to pay any costs incurred in the preparation for a response to this request.
- 2) The City may or may not require the prospective proposer to participate in negotiations and to submit additional technical information or other revisions to their proposal as may result from the negotiations.
- 3) The City reserves the right to reject any or all proposals, to waive informalities, to request additional information, and to award a contract deemed most advantageous for the City of Rock Hill.

F. Minimum Requirements of Offeror:

- 1) Proposals shall be considered only from firms normally engaged in performing the type of work specified with this Request for Proposal.
- 2) Previous experience in the performance of projects of a similar nature sufficient to ensure timely and efficient completion of any disaster project.
- 3) The individual/firm warrants that he/she is fully qualified, with adequate personnel and experience to undertake the services required with a reasonable time.
- 4) The offeror shall be an equal employment opportunity employer and shall adhere to any applicable local, state, or federal affirmative action requirements.
- 5) The offeror shall have the ability to obtain both a performance and payment bond in an amount equal to 100% of the estimated fee, after the post disaster assessment (PDA) and BEFORE the notice to proceed (NTP) should that estimated fee exceed \$100,000. The offeror shall provide a statement of their current bonding capabilities - \$20,000,000 (minimum).

4. Evaluation criteria

Contracts will be awarded based on the following criteria:

1. Experience & Qualifications
2. Workload Capacity
3. Fees
4. Equipment

The City reserves the right to make such decision as it deems to be in its own best interest. The City alone shall make such determination. The City also reserves the right to award contracts to multiple companies.

Bid Sheet

We, the undersigned, do hereby affirm that we have read and understand the enclosed bid requirements and specifications; and do submit this bid for the items listed below:

Please include three (3) copies of this sheet.

We, the undersigned, have completely read the specification for:

STORM DEBRIS REMOVAL

Cost to include all labor, fuel, equipment, traffic control costs, and other associated costs necessary to pick up and transport eligible disaster related vegetative debris.

Item	Description of Service	Cost	Unit
1	Debris Removal from Public Property (Right-of-Way) and Hauling to Debris Management Site (DMS)		CY
2	Debris Removal from Debris Management Site (DMS) and Hauling to Final Disposal Site		CY
3	Debris Removal of Construction & Demolition debris from Public and Private Property (Right-of-Way) and Hauling directly to Final Disposal Site		CY
4	Management of DMS		CY
5	Processing (Grinding/Chipping) of Debris at DMS or Final Disposal Site		CY
6	Processing (Burning) of Debris at DMS or Final Disposal Site CY		CY
7	Pick Up and Haul of White Goods to Disposal Site within County		UNIT
8	Pick Up and Disposal of Hazardous Material at approved facility		LB
9	Collection and disposal of Whitegoods (Non-Freon)		UNIT
10	Collection and disposal of Whitegoods (Freon) – Price includes Freon removal and approved disposal		CY
11	Dead Animal Collection, Transportation and Disposal		LB
12	Boat Removal from Public Property (Right-of-Way or Drainage Easements), Staging and Disposal		EA
13	Boat Removal from Public Property (Right-of-Way or Drainage Easements), Staging and Disposal		EA
14	Debris Removal from water bodies (bays, rivers, streams, canals, lakes)		CY
15	Debris Removal from Private Property (Right-of-Entry Program) and Publicly Owner Property (other than Right-of-Way)		CY

Hazardous Stump Removal, Hauling, and Disposal			
16	6 inch diameter to 11.99 inch diameter		STUMP
17	12 inch diameter to 23.99 inch diameter		STUMP
18	24 inch diameter to 47.99 inch diameter		STUMP
19	24 inch diameter to 47.99 inch diameter		STUMP
Hazardous Tree Removal, Hauling, and Disposal			
20	6 inch diameter to 11.99 inch diameter		TREE
21	12 inch diameter to 23.99 inch diameter		TREE
22	24 inch diameter to 47.99 inch diameter		TREE
23	48 inch diameter and greater		TREE

NOTE: In the event pre-staging of equipment is required before landfall, a portion of the mobilization will be paid, dependent upon the number of crews staged; this amount will be \$1,000 per crew. Typical crew makeup is as follows: crew supervisor, saw man, laborer and rubber tire loader/backhoe/skid steer loader.

EQUIPMENT and LABOR RATES

FEMA will typically only reimburse on a time and materials basis for eligible debris clearance during the first 70 hours following a declared disaster.

For some types of debris work, time and materials contracts may be the most cost-effective and best suited to the type of work. The City will work closely with the State and FEMA to determine when Time and Materials payment and reimbursement is acceptable. In the absence of guidance or direction stating otherwise, the City will only authorize payment to Contractors for work done on a time and materials basis for the first 70 working hours following a declared disaster event.

Unit Pricing for removal, reduction and disposal of debris

Personnel/Labor	Unit Rate	Unit
Operations Supervisor (with cell phone, computer, and pickup truck)		Hour
Crew Supervisor (with cell phone, and pickup truck)		Hour
Equipment Operator		Hour
Truck Driver		Hour
Traffic Control (Flag Person)		Hour
Laborer – with Chain Saw		Hour
Laborer - with Small Tools		Hour

Hourly Pricing for Equipment

If equivalent equipment is proposed, provide description (make/model)

Equipment	Unit Price	Unit
Air-Curtain Incinerator – Self-Contained System		Hour
Tub Grinder (800-1,000 HP)		Hour
JD 544 Wheel Loader with debris grapple		Hour
JD 644 Wheel-Loader with debris grapple, or equivalent		Hour
Bucket Truck (with 50’ – 60’ Arm)		Hour
Extended boom Forklift with debris grapple		Hour

753 Bobcat Skid Steer Loader with debris grapple, or equivalent		Hour
753 Bobcat Skid Steer Loader with bucket, or equivalent		Hour
753 Bobcat Skid Steer Loader with street sweeper, or equivalent		Hour
30 - 50 HP Farm Tractor with box blade or rake		Hour
2-2.5 Cu. Yd. Articulated Loader with bucket		Hour
3.0-4.0 Cu. Yd. Articulated Loader with bucket		Hour
JD 648E Log Skidder, or equivalent		Hour
CAT D4 Dozer, or equivalent		Hour
CAT D5 Dozer, or equivalent		Hour
CAT D6 Dozer, or equivalent		Hour
CAT D7 Dozer, or equivalent		Hour
CAT D8 Dozer, or equivalent		Hour
950 Front End Loader		Hour
966 Front End Loader		Hour
980 Front End Loader		Hour
JD 690 Trackhoe with debris, or equivalent		Hour
JD 690 Trackhoe with bucket & thumb, or equivalent		Hour
JD 310 Rubber Tire Backhoe, or equivalent		Hour
Rubber Tire Backhoe with debris grapple		Hour
Rubber Tired Excavator with debris grapple		Hour
210 Prentiss Knuckle-boom with debris grapple, or equivalent		Hour
Self-Loader Scraper (Cat 623 or equivalent)		Hour
Hand-Fed Debris Chipper		Hour
30-60 Ton Crane		Hour
61-90 Ton Crane		Hour
100 Ton Crane (8 hour minimum)		Hour
Service Truck		Hour
Water Truck		Hour
Portable Light Plant		Hour
Equipment Transports		Hour
Pickup Truck		Hour
Flatbed Truck		Hour
Lowboy Tractor Trailer for equipment transport		Hour
Water Truck		Hour
Service Truck for Heavy Equipment		Hour
Self-loading Dump Truck with knuckle-boom and debris grapple		Hour
Dump Truck, 5 - 12 Cu. Yd.		Hour
Dump Truck, 16 - 20 Cu. Yd.		Hour
Dump Truck, 21-40 Cu. Yd.		Hour
Trailer Dump Truck, 41-60 Cu. Yd.		Hour
Trailer Dump Truck, 61 - 90 Cu. Yd.		Hour
Power Screen		Hour
Stacking Conveyor		Hour
Off Road Trucks		Hour
Generator With Lighting		Hour
Motor Grader with 12' Blade - CAT125 or equivalent		Hour
Hydraulic Excavator, 1.5 Cu. Yd.		Hour
Hydraulic Excavator, 2.5 Cu. Yd.		Hour
Soil Compactor – up to 80 HP		Hour
Soil Compactor – greater than 80 HP		Hour

Unit & Hourly Pricing for Hazardous Materials Remediation and Abatement

PERSONNEL	Unit Rate	Unit
Project Coordinator		Hour
HAZ-MAT Field Manager		Hour
HAZ-MAT Containment Area Manager		Hour
Field Project Supervisor		Hour
HAZ-MAT Area Supervisor		Hour
HAZ MAT Field Foreman		Hour
HAZ-MAT Containment Area Foreman		Hour
HAZ-MAT Field Technician		Hour
HAZ-MAT Containment Area		Hour
Health and Safety Specialist		Hour
Project Engineer		Hour
Project Geologist		Hour
Chemist		Hour
Regulatory Manager		Hour
Equipment Operator		Hour
Asbestos Abatement Supervisor		Hour
Asbestos Abatement Laborer		Hour
Asbestos Inspector		Hour
Truck Driver		Hour
Administrative Assistant		Hour

EQUIPMENT	Unit Price	Unit
If equivalent equipment is proposed, provide description (make/model)		
Pickup Truck		Day
Box Truck		Day
Passenger Car		Day
20' Response Trailer		Day
36' Response Trailer		Day
Office Trailer		Day
Flatbed Trailer		Day
Vehicle Use – Pickup Trucks, Vans, Cars		Mile
Vehicle Use – Heavy Trucks		Mile
12' Work Boat (with Motor)		Day
12' Work Boat (without Motor)		Day
Vacuum Truck - 3500 GAL		Day
Truck Scales		Day
Personal Protective Equipment (PPE)		
Level A – Employee Fully Encapsulated Suit, SCBA, 1 SCBA Bottle, Boots, Hard Hat, and Gloves (does not include replacements of suit, boots, or gloves)		Day
Level B – Employee Protective Coveralls, SCBA or Airline Respirator, Gloves, Hard Hat (does not include replacements of coveralls, cartridges or gloves)		Day
Level C – Employee Protective Coveralls, Half or Full Face Respirator and Cartridges, Hard Hat, and Gloves (does not include replacements of coveralls, cartridges or gloves)		Day
Air Filtration Panel		Day
Airline Respirator (including at least 150' of airline), or equivalent		Day

Respirator Airline - 50' Section		Each
Respirator Cartridges		Each
Level A Suit (Kappler Responder or Equivalent)		Each
Level B Suit (Kappler Responder or Equivalent)		Each
Tyvek Suit, or equivalent		Each
Proshield Suit, , or equivalent		Each
Saranex Suit, or equivalent		Each
Acid Suit, or equivalent		Each
Rain Suit, or equivalent		Each
Neoprene Gloves		Pair
Nitrile Gloves		Pair
Silvershielded Gloves		Pair
PVC Gloves		Pair
Cotton or Latex Gloves		Pair
Leather Work Gloves		Pair
PVC Boots (HAZMAX)		Pair
Boot Covers		Pair
Hearing Protection		Pair
High Hazard Personnel Decontamination		Day
Low Hazard Personnel Decontamination		Day
Portable Eye Wash Station		Day
First Aid Station		Day
Personnel Retrieval System		Day
Personnel Retrieval Harness		Day
Disaster Recovery Monitoring/Sampling Equipment		Day
Combustible Gas Indicator		Day
Toxic Gas Detector		Day
Photo-ionization Detector		Day
HAZCAT Kit		Day
Detector Tubes (10-Pack)		Day
PH Paper Pack		Day
Spill Classifier Strip		Day
Personnel Air Sampling Pump		Day
Asbestos Bulk Sample		Each
Hand Auger (Stainless Steel)		Day
Mechanized Broom Truck		Hour
Backhoe		Day
Backhoe – Extended Arm		Day
Trackhoe 490 OR Equivalent		Day
Bulldozer DR or Equivalent		Day
12 TON Lowboy		Day
50 TON Lowboy		Day
Skid Steer (Bobcat(35.00/HOUR AFTER 8)		Day
Dump Truck		Hour
Hand Operated Transfer Pump		Day
1" Diaphragm Pump		Day
2" Diaphragm Pump		Day
2" Diaphragm Pump - SS		Day
3" Diaphragm Pump		Day
1" Suction or Discharge Hose		Day
2" Suction or Discharge Hose		Day

3" Suction or Discharge Hose		Day
2" Chemical Suction or Discharge Hose		Day
3" Chemical Suction or Discharge Hose		Day
Small Compressor		Day
185 CFM Compressor		Day
Air-hose Section		Day
Miscellaneous Small Equipment		Day
Portable Light Plant		Day
4000-5000 WATT Generator		Day
Electrical Power Cord (50')		Day
Spike Bar		Day
Airless Sprayer		Day
Pressure Washer		Day
Water Hose Section (Garden type)		Day
Cutting Torch		Day
Wire Welder		Day
Air Blower		Day
HEPA Vacuum		Day
Barrel Cart		Day
Wheelbarrow		Day
Oil-Dry Material		Day
Traffic Control Vests, Cones, Barrels, Flags, Hand-held Lights		Day
Drill with Bits		Day
Grounding Cable and Rod		Day
Circular Saw		Day
Hand Tools (shovel, broom, rake, hoe, saw, etc – per employee)		Day
Tool Box - Hammers, Pliers, Screwdrivers, Wrenches, Sockets, Channel Locks, Etc.		Day
Step Ladders		Day
Extension Ladders		Day
Camera / Photographic Equipment		Day
Porta-John Toilet		Day
Flashlights		Day
Hand-Held Radios		Day
Decontamination Charge for ALL vehicles and Equipment		Day
Unit Pricing for Disposable HAZ-MAT Materials and Equipment. If equivalent equipment is proposed, provide description.		
	Unit Price	Unit
5" X 10' Absorbent Boom – for Petroleum		Each
8" X 10' Absorbent Boom – for Petroleum		Each
3' X 12' Absorbent Boom – Universal		Each
Absorbent Pads – Bundle		Each
Absorbent Clay Bag		Each
Oil Dry		Each
Peat Moss		Each
Vermiculite		Each
Soda Ash Bag		Each
4 MIL 20 X 100 Polyethylene Roll		Each
6 MIL 20 X 100 Polyethylene Roll		Each
6 MIL Bags		Each
Duct Tape Roll		Each
55- GALLON Drums		Each

55- GALLON Drum Liners (10 MIL)		Each
Fiber Drums		Each
30-GALLON Overpack		Each
95 GALLON Poly Overpack		Each
DOT HAZARDOUS WASTE Labels		Each
Fire Extinguisher		Each
Caution / Hazard Tape (50' Roll)		Each
Respirator Wipes		Each
Kappler Tape Roll, or equivalent		Each
Unit Pricing for Temporary City Hall Site	Unit Price	Unit
3 Double Unit Office Trailers for City Use (24'x68')		Month
5 Single Unit Office Trailers for City Use (12'x60')		Month
Set Up of All Trailers and Generators for City Hall Site		Each
3 - 280 kW generators for double wide office trailers		Month
5 - 150 kW generators for single wide office trailers		Month
Take Down & Return of All Trailers and Generators for City Hall Site		Each

Company Name: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Email: _____