



**TOWN OF PEMROKE PARK
REQUEST FOR PROPOSALS
FOR
DISASTER DEBRIS REMOVAL AND DISPOSAL SERVICES**

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

JUNE 21, 2018 AT 3:00 PM, EST

**TOWN OF PEMBROKE PARK
ATTENTION: TODD LARSON, PUBLIC WORKS DIRECTOR
3150 SW 52ND AVENUE
PEMBROKE PARK, FL 33023**

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR

**TOWN OF PEMBROKE
PARK, FLORIDA
REQUEST FOR PROPOSALS
FOR
DISASTER DEBRIS REMOVAL AND DISPOSAL SERVICES**

SECTION I – GENERAL OVERVIEW

A. PURPOSE

The Town of Pembroke Park (Town) is issuing this Request for Proposals (RFP) to seek the professional services from qualified contractors for Disaster Debris Removal and Disposal Services. It is the intent of this solicitation to enter into a pre-event contract, which would result in no immediate cost to the Town of Pembroke Park, Florida. This solicitation by the Town of Pembroke Park will result in the selection of two (2) experienced firms, one Primary and one Secondary, to remove and lawfully dispose of disaster-generated debris (other than household and recyclable garbage) from public property and public rights-of-way, and to setup and operate Temporary Debris Staging and Reduction Sites (TDSRS) in the Town of Pembroke Park, Florida immediately after a disaster.

This RFP may be used as a means of pre-qualifying potential suppliers.

B. INFORMATION TO VENDORS

1. RFP TIMETABLE

The anticipated schedule for the RFP is as follows:

RFP Released	Sunday, May 20, 2018
Pre-Bid Conference Meeting	None
Deadline for questions to Town to tlarson@townofpembrokepark.com	Tuesday, June 12, 2018 at 5:00 PM
Deadline for Addenda posted on www.townofpembrokepark.com	Friday, June 15, 2018 at 5:00 PM
Submittal deadline	Thursday, June 21, 2018 at 3:00 PM

2. PROPOSALS SUBMISSION

One (1) original and six (6) copies of the complete signed submittals, both technical and financial, must be received **Thursday, JUNE 21, 2018 AT 3:00 PM, EASTERN STANDARD TIME**. Proposals must be clearly identified on the outside, the vendor's name, address, the **DISASTER DEBRIS REMOVAL AND DISPOSAL SERVICES** to:

Town of Pembroke Park
Attention: Todd Larson, Public Services Director
3150 SW 52nd Avenue
Pembroke Park, Florida 33023

Hand delivered copies may be delivered to the above address **ONLY** between the hours of 8:00AM and 5:00PM EST, Monday through Friday, excluding holidays observed by the Town of

Pembroke Park.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. NOTE: *Many express mail and delivery services do not guarantee overnight by noon to the Town of Pembroke Park.*

The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

3. CONTACT PERSON

Vendors are encouraged to contact **Todd Larson, Public Services Director via email at tlarson@townofpembrokepark.com** to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date shall be directed to the contact person in writing via facsimile or email. Any information obtained by unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal.

Vendors may not contact any elected official or other Town employee to discuss the bid process or bid opportunities except: 1.) through the Public Services Director named herein, or 2.) as provided by existing work agreement(s). This policy shall be strictly enforced and the Town reserves the right to reject the submittal of any vendor violating this provision.

4. ADDITIONAL INFORMATION/ADDENDA

The Town of Pembroke Park will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date posted on the Town's website under Bid Invitations. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail. Vendors are advised to check the website for addenda before submitting their bids.

Vendors must acknowledge any issued addenda by including the Addenda Acknowledgement with the submittal. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Town's requirements.

5. LATE SUBMITTAL AND LATE MODIFICATIONS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. The Town of Pembroke Park assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

6. REJECTION OF PROPOSALS/CANCELLATION

The Town of Pembroke Park reserves the right to reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure, when to do so would be to the advantage of The Town of Pembroke Park. The Town of Pembroke Park reserves the right to cancel this RFP at any time.

7. MINIMUM RFP ACCEPTANCE PERIOD

Submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified

for receipt of submittals.

8. NON-COLLUSION AFFIDAVIT

By submitting a response to this RFP, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor.

By submitting a proposal, the vendor represents and warrants that no official or employee of the Town of Pembroke Park has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

9. COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the Proposal to the Town of Pembroke Park, or any work performed in connection therewith is the responsibility of the vendor(s).

10. RFP OPENING

Only the names of the firms responding to this RFP will be read aloud publicly due to the fact that the proposals will be subject to an evaluation review. A list of names of firms responding to the RFP will be posted on the Town's website at www.townofpembrokepark.com under Bid Invitations or may be obtained from Todd Larson, Public Services Director, after the RFP due date and time stated herein.

11. PUBLIC RECORDS

All materials submitted in connection with this RFP will be public documents and subject to the Public Records Act and all other laws of the State of Florida, the United States of America and the public records policies of the Town of Pembroke Park. All such materials shall remain the property of the Town of Pembroke Park and will not be returned to the respondent.

12. TAXES

Selected vendor will be provided with the Town's Sales Tax and Use Tax Certificate of Exemption number upon request.

13. VENDOR INFORMATION

All submissions shall include a completed Vendor Information Form, current copy of business license and current W-9. Vendors whose place of business is other than the State of Florida may be required to provide the Public Services Director with copies of your state's regulations and/or laws concerning the application of certain vendor preference requirements to vendors whose place of business is the applicable state. Failure to provide this information could result in the disqualification of the vendor from submitting a proposal.

14. INSURANCE

Selected vendor will be required to provide the Town of Pembroke Park with a Certificate of Insurance for General liability, Automobile insurance, and workman's compensation insurance before work can begin on this Town project and be effective for the duration of the work as described in the contract documents, including authorized change orders, plus any period of guarantee as required in the general warranty.

General liability insurance must be at least one million dollars (\$1,000,000) combined single limit per occurrence. Automobile insurance must be at least five hundred thousand dollars (\$500,000) combined single limit per accident for bodily injury or property damage; and Worker's Compensation insurance must be in compliance with the requirements established by the State of Florida.

15. BONDS

Any combination of the following bonds will be required by the Town of Pembroke Park. A five percent (5%) bid bond, a one hundred percent (100%) payment bond, and a one hundred percent (100%) performance bond. All bonds shall be payable to the Town of Pembroke Park. Bonding company must be authorized to do business in Florida by the Florida Insurance Commission, listed in the Department of Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating.

16. ANTI-DISCRIMINATION

The Town of Pembroke Park, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this RFP, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this Request for Proposal and will not be discriminated against on the grounds of race, color, national origin, sex, handicap/disability in consideration of an award.

By submitting their bids, all bidders certify to the Town of Pembroke Park that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended and comply with Form FHWA-1273, Required Contract Provisions Federal-Aid Construction Contracts.

In every contract of over \$10,000 the below-listed provisions apply:

1. During the performance of this contract, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The Contractor will include the above-listed provisions in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

SECTION II – SCOPE OF WORK

A. PURPOSE

The Town of Pembroke Park is issuing this Request for Proposals (RFP) to seek the professional services from qualified contractors for Disaster Debris Removal and Disposal Services. It is the intent of this solicitation to enter into a pre-event contract, which would result in no immediate cost to the Town of Pembroke Park, Florida. This solicitation by the Town of Pembroke Park will result in the selection of two (2) experienced firms, one Primary and one Secondary, to remove and lawfully dispose of disaster-generated debris (other than household and recyclable garbage) from public property and public rights-of-way, and to setup and operate Temporary Debris Staging and Reduction Sites (TDSRS) in the Town of Pembroke Park, Florida immediately after a disaster.

This RFP may be used as a means of pre-qualifying potential suppliers.

B. CONTRACT PERIOD

The Contract for these services will be from July 1, 2018 to May 31, 2021. Future contract periods will run from June 1st to May 31st. Prices must remain as bid for the term of the contract. This contract is eligible for two (2) additional 12-month contract periods after the initial contract term at the sole discretion of the Town. Any price increase must be disclosed in writing to the Town of Pembroke Park Public Services Director ninety (90) days in advance of any annual renewal.

C. PROJECT SCOPE

The objective of the RFP and subsequent contracting activity is to secure the services of an experienced Contractor who is capable of efficiently removing large volumes of disaster-generated debris in a timely and cost-effective manner and lawfully disposing of all debris. The successful Contractor(s) must be capable of assembling, directing, and managing a work force that can complete the debris management operations in a maximum of 120 days.

It is also the intent to secure the services of a second similarly experienced firm to supplement the first firm. This Contractor will supplement debris removal and disposal, if in the opinion of the Town the workload is such that the work will not be sufficiently completed in the time period specified. All work required in the performance of the contract will be coordinated through the Town. Federal Emergency Management Agency (FEMA) Debris Management Guide may be used for guidance in preparing a response to this RFP.

This guide may be accessed at:

<https://www.fema.gov/pdf/government/grant/pa/demagde.pdf>

Definitions

Contractor – The successful firm or corporation with whom the Town has executed the Agreement.

Debris – Scattered items and materials broken, destroyed, or displaced by a disaster. Example: trees, construction and demolition material, personal property.

Debris Management Team – The team staffed by the Town, and the Contractor.

FEMA – Federal Emergency Management Agency

FHWA – Federal Highway Administration

TDSRS – Temporary Debris Staging and Reduction Sites

Initiating Contract When a Major Disaster Occurs or is Imminent

When a major disaster occurs or is imminent, the Town will contact the firm(s) holding Debris Removal and Disposal Contracts to advise them of the Town's intent to activate the contracts. Debris removal will generally be limited to debris in, upon, or brought to public streets and roads, right-of-ways, municipal properties and facilities, and other public sites. In preparation for an imminent disaster or tornado strike, Contractor crews may be asked to stage outside the strike area. In this case, contractors are to provide the emergency push into the Town.

The Town upon contacting the Contractor will issue a work order and work task assignment. The issuance of the work order will allow the Contractor to begin pre-storm preparations and allow the immediate response once the recovery begins. The Contractor will also begin coordination with Town Emergency Management personnel. This may include staffing or preparing reports for the Town's Emergency Operation Center.

The Contractor shall have a maximum of 24 hours from notification by the Town to mobilize and begin their response. Failure to mobilize in the allowed time may result in a penalty.

The Contractor will be responsible for determining the method and manner of debris removal and lawful disposal operations. Disposal of debris will be at the Town's approved temporary debris management sites or landfill sites. The Contractor will be responsible for the lawful disposal of all debris and debris-reduction by-products generated at all debris management sites.

Household Hazardous Waste

Household Hazardous Waste (HHW) encountered by the debris removal Contractor is to be set aside. HHW disposal will be the responsibility of the property owner where HHW is located. The Town will designate HHW drop-off locations.

The following items are considered HHW for the purpose of this contract:

- Used Motor Oil
- Batteries
- Paint
- Aerosol spray cans
- Pesticides
- Antifreeze
- Fluorescent light bulbs
- Propane tanks (household size)

The Contractor will setup a lined containment area and separate any HHW inadvertently delivered to a debris management site. The Contractor is responsible for the removal and disposal of this hazardous material. Commercial and industrial hazardous waste such as chemicals, gas containers, transformers, and any other form of hazardous or toxic matter will be set aside for collection and disposal by a Hazardous Materials Removal and Disposal Contractor. The Hazardous Materials Removal and Disposal Contractor may be the Contractor, if qualified, or a qualified Sub-Contractor.

Recyclable garbage will be collected by Town or commercial waste haulers and is not to be collected or transported by Contractor forces unless the recyclable garbage is a part of a mixed waste stream including debris from the disaster.

Potential Scenarios

Event Type 1: Spot Jobs

In this scenario, the Contractor shall be called upon only to provide removal, hauling, and/or reduction by chain saw of localized woody debris. The work will most likely be assisting government resources. Much of this work will be awarded by personnel and equipment rates or in combination thereof with an individual job total. Proposers shall prove experience with site management and FEMA requirements, rules, and regulations to qualify for this scope.

Event Type 2: Small Event

In this event, the Contractor may provide all necessary supervision, labor, and all equipment to clear, remove, haul, recycle, and dispose of all types of debris with its own resources except that government land may be provided for temporary debris and equipment storage. Any Town land provided shall be reclaimed at the conclusion of the work as described in section 2.3. The quantity of debris shall not be so significant as to require specialized reduction in volume such as by burning. Any debris waste (anything not recyclable) can be disposed of by burning or land filling. Proposers shall prove experience with site management and FEMA requirements, rules, and regulations to qualify for this scope.

Event Type 3: Significant Event – Removal, Reduction, Hauling – Woody Debris Only

In this event the Contractor shall provide all necessary supervision, labor, and all equipment to remove, reduce (grind and mulch) and haul woody debris to a disposal site designated, managed, and operated by a government agency or Contractor. This event type may require the development and operation of TDSRS. Any Town land provided shall be reclaimed at the conclusion of the work as described in section 2.3. Contractors shall prove experience with site management and FEMA requirements, rules, and regulations to qualify for this scope.

Event Type 4: Significant Event – Removal, Reduction, Hauling and Separating – Mixed Debris

In this event the Contractor shall provide all necessary supervision, labor, and all equipment to remove, reduce (grind and mulch woody; recycle other) and haul mixed debris to a recycling or disposal site(s) designated, managed, and operated by a government agency or Contractor. This event type may require the development and operation of TDSRS.

Contractors shall prove experience with site management and FEMA requirements, rules, and regulations to qualify for this scope. Contractors shall prove experience with site management and FEMA requirements, rules, and regulations to qualify for this scope. Any Town land provided shall be reclaimed at the conclusion of the work as described in section 2.3.

Event Type 5: Catastrophic Event – Removal, Reduction, Hauling and Separating – Mixed Debris

In this event the Contractor shall provide all necessary supervision, labor, and all equipment to remove, reduce, recycle and haul mixed debris to multiple disposal sites designated, managed, and operated by government agencies or Contractor. Any Town land provided shall be reclaimed at the conclusion of the work as described in section 2.3.

Contractors shall prove experience with site management and FEMA requirements, rules, and regulations to qualify for this scope. This event type requires the development and operation of TDSRS.

D. SECTION 2.0 STATEMENT OF WORK

The qualified firm will develop and present the scope of services, meeting the Town needs. The work to be undertaken includes, but is not limited to, the following:

2.1 Debris Removal

- a. Emergency Road Clearance – Removal of debris from the primary transportation routes as directed by the Town. In this role the Contractor will perform an emergency “PUSH” sufficient to allow emergency vehicles to traverse the roadway. The Town will determine route priorities for this push. Additionally, in preparation for an imminent hurricane strike, Contractor crews may be asked to stage outside the strike area. In this case, contractors are to provide the emergency push into the Town. The Town will designate roadway priorities for this push.
- b. Debris Removal from Public Property – Removal of debris from public rights-of-way. Removal of debris beyond public rights-of-way as necessary to abate imminent and/or significant threats to the public health and safety of the community. These areas may include vacant public lands, operational facilities, utility facilities and other land owned by the Town. It may be necessary for the Contractor to make several trips through a neighborhood as debris is moved to the ROW. In this case the loads will need to be documented separately, per the instructions of the Town.
- 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 Town, will accomplish the removal of debris from private property.
- d. White Goods – The Contractor may expect to encounter white goods available for disposal. White goods will constitute household appliance, such as refrigerators, freezers, air conditioners, ovens, ranges, washing machines, clothes dryers, and water heaters. The Contractor will dispose of all white goods encountered in accordance with applicable Federal, State and local laws.
- e. Hazardous Tree Stumps – The Contractor shall remove all stumps that are determined to be hazardous to public access and as directed by the Town. Stumps shall be hauled to TDSRS where they shall be inspected, categorized by size, and disposed of by Contractor.
- f. Fill Dirt – The Contractor shall supply and 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 of the Town.

2.2 Debris Processing

- a. Temporary Debris Staging and Reduction Site (TDSRS) – The Debris Management Team will determine the minimum number of sites required for each storm event. The Town will designate debris management sites. The Contractor and the Town will jointly select these sites, at the beginning of the storm season. Preparation, maintenance and operation of these TDSRS facilities are entirely the Contractor’s responsibility. The Contractor may also lease/own, prepare and maintain additional TDSRS facilities to accept and process all eligible storm debris. Preparation and maintenance of facilities shall include maintenance of the TDSRS approach and interior road(s) for the entire period of debris hauling, including provision of rock for any roads that require stabilization for ingress and egress. Each facility shall include a hydraulic articulated boom lift, sufficient for the inspection of all incoming and exiting loads. At the Town’s discretion, owned rights of way or other entity owned property could be provided for temporary storage of Town debris.

- b. TDSRS Debris Removal Operations Plan and Environmental Protection Plan – This plan is to address site setup, pre use activities, post use activities and operational activities. The plans will also include pre and post video and other checklists to assure proper management of the site. Once the debris management site is selected for use, the Contractor will provide a Site Management Plan.

Original and three (3) copies of the plan are required. The plan shall be drawn to a scale of 1" = 50' and address the following functions:

- Access to site
 - Site preparation – clearing, erosion control, and grading
 - Traffic control procedures
 - Safety
 - Segregation of debris
 - Location of ash disposal area, hazardous material containment area, Contractor work area, and inspection tower
 - Location of incineration operations, grinding operation (if required). Burning operations require a 100-foot clearance from the stockpile and a 1000-foot clearance from structures.
 - Location of existing structures or sensitive areas requiring protection
 - Restoration of Site
- c. All debris shall be processed in accordance with local, State and Federal law, standards and regulations. Processing shall include, but is not limited to, reduction by tub grinding and/or incineration when approved by the Town. Prior to reduction, all debris shall be segregated between vegetative debris, construction and demolition debris, recyclable debris, white goods and hazardous waste.
- d. Generated Hazardous Waste Abatement – Abatement of hazardous waste identified by the Town in accordance with all applicable Federal, State, and local laws, standards and regulations.
- e. Debris Disposal – Disposal of all eligible debris, reduced debris, ash residue and other products of the debris management process in accordance with all applicable Federal, State, and local laws, standards and regulations. The Contractor shall be responsible for paying all landfill-tipping fees and provide all required documentation to the Town to receive eligible reimbursement through FEMA and (FHWA) for such fees.
- f. Assist the Town in the following:
- Monitoring multiple Contractors and multiple trucks delivering materials to the TDSRS.
 - Verify that each truck that delivers to the TDSRS matches its manifest ticket-truck and maximum capacity.
 - Make sure truck is properly covered when arriving at the TDSRS.
 - Review trucks manifest and observe the truck bed to confirm that the truck was loaded to capacity or as described on manifest ticket, and completely empty on departure.
 - Maintain manifest tickets in an organized manner for proper record review and storage.
 - Initial load tickets before permitting truck to leave the TDSRS check-in area to empty its load.
 - Document location of origin of debris
 - Troubleshoot questions and problems at the TDSRS and identify issues that could impact eligibility for cost reimbursements.

- Remain in contact with the central office/staging operation command center.
- Perform other duties as directed by Town personnel, e.g. conduct final inspections and issue closeout reports.

2.3 Documentation and Records

- a. Documentation and Inspections – Storm debris shall be subject to inspection by the Town. Inspections will be to insure compliance with the contract and applicable local, State and Federal laws. The Contractor will, at all times, provide the Town access to all work sites and disposal areas. The Contractor and/or the Town will have in place at the TDSRS personnel to verify and maintain records regarding the contents and cubic yards of the vehicles entering and leaving the TDSRS. The Town will coordinate data recordation and information management systems, including but not limited to:
- Prepare detailed estimates and submit to FDEM, FHWA, and FEMA for use in Project Worksheet preparation.
 - Implement and maintain a disaster debris management system linking load ticket and TDSRS information, including reconciliation and photographic documentation processes.
 - Provide daily, weekly or other periodic reports for the Town, noting work progress and efficiency, current/revised estimates, project completion and other schedule forecasts/updates.

The Contractor shall provide all requested information to the Town that is necessary for proper documentation. Town employees shall review all documentation prior to submittal. The Contractor will work closely with the FDEM, FEMA and other applicable State and Federal agencies to ensure that eligible debris collection and data documenting appropriately address concerns of the likely reimbursement agencies. The Town will coordinate this work. Discrepancies in what is required of the Contractor must immediately be brought to the attention of the Debris Management Team.

- b. Documentation and Recovery Process – The Contractor will provide the following assistance in addition to debris removal:
- Recovery process documentation – create recovery process documentation plan
 - Maintain documentation of recovery process
 - Provide written and oral status reports as requested to the Town
 - Review documentation for accuracy and quantity
 - Assist in preparation of claim documentation.
- c. TDSRS Site Reclamation – Site reclamation shall be accomplished in accordance with all Federal, State and local laws, standards and regulations. Site reclamations shall be accomplished in accordance with the Contractor’s Debris Removal Operations Plan and Environmental Protection Plan. **The Contractor is responsible for the reclamation and remediation of the TDSRS site to its original state prior to use by the Contractor.**

2.4 Work Areas

- a. Work Areas – The Town will establish and approve all areas that the Contractor will be allowed to work. These include Right of Way, public land and TDSRS. The Contractor will remove all eligible debris and leave the site from which the debris was removed in a clean and neat condition. Fill dirt and grading may be required to achieve the desired condition.
- b. Working Hours – All activity associated with gathering and loading of eligible debris shall be performed during visible daylight hours only. Hauling of eligible debris to the TDSRS will be

allowed during visible daylight hours only between dawn and dusk. The Contractor may work during these hours, seven (7) days per week including holidays. It is understood between the parties that at the TDSRS, debris reduction may take place twenty-four (24) hours, seven (7) days per week if the Contractor deems it necessary to meet the work demand, subject to Town approval. Town approval shall consider safety and impacts to surrounding land uses such as occupied residential areas. The Contractor shall be responsible for obtaining sites to stage equipment, such as trucks, while not in use.

- c. Priority of Work Areas – The Town will establish and approve all areas that the Contractor will be allowed to work. Daily and/or weekly scheduled meetings will be held to determine approved work areas. The Contractor shall remove all eligible debris and leave the site from which the debris was removed in a clean and neat condition. There will be certain debris that is not picked up by equipment, machinery and general laborers used by the Contractor. Determination of when a site is in a clean and neat condition will be at the reasonable judgment of the Town.
- d. Safety – The Contractor shall have at least one Safety Officer on duty at all times. The Safety Officer shall be familiar with and properly trained to perform the assigned Safety Officer duties. Training shall include, but not limited to certification in the Department of Transportation Maintenance of Traffic Standards. All work zones, and all work sites and conditions shall conform to all applicable Federal, State and Local safety standards.

E. SECTION 3.0 PROPOSAL RESPONSE REQUIREMENTS

- a. A prospective service provider's response to this RFP must include the following information at a minimum. Please note that the proposal should address the requirements in a clear and concise manner in the order stated herein.

Proposals must be tabbed as follows and must include the information/documents specified in the applicable tab. Proposals that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the Town.

- b. The Town reserves the right to seek additional/supplemental representation on specific issues as needed.
- c. Respondents shall construct their proposal in the following format and a tab must separate each section.

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PROPOSAL CHECKLIST

In a sealed envelope, provide **one (1) ORIGINAL, so identified, six (6) complete copies, and one (1) electronic copy (CD or USB drive)** of your qualification proposal for services defined herein for the term of the contract.

Tab 1 – Executive Summary

Present in brief, concise terms, a summary level description of the contents of the proposal and your company and its capabilities. Give the names of the person(s) who will be authorized to make representations for the Contractor, their title, address, email address, and telephone and fax numbers. The summary must be limited to a maximum of two pages and the signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the principal proponent.

Tab 2 – Experience and Ability and Additional Proposal Requirements

This RFP is for Emergency Debris Clearance (Push), Debris Removal, Temporary Debris Staging and Reduction Site Management, and Tree and Limb Removal. All work shall follow the Occupational Safety and Health Administration (OSHA) and Environmental Protective Agency(s) requirements to maintain a safe working environment. The Town has the right to increase or decrease the Contractor's assignment and/or areas of operation within the scope of this contract. All areas of operation for collection of debris will be limited to Town's municipal boundaries. Due to the diversity of damage caused by natural or manmade disasters the Town reserves the right to negotiate pricing with the Contractor at the time of the event for all unforeseen debris removal and disaster related activities.

The Contractor will be required to conduct annual planning and training activities with the Town throughout the term of the agreement. This planning and training shall include, at a minimum, preliminary TDSR site selections, review and update debris collection zone maps, review and update of primary road clearance routes, local subcontractor coordination, and items such as hazardous waste handling, and current Federal, State and Local guidelines and regulations. The cost for this planning and training shall be included in the unit cost for each activity and be at no additional cost to the Town.

The proposal should outline the ability to provide expert guidance with the current Federal, State and Local guidelines and regulations as they relate to disaster generated debris.

This RFP contains a detailed set of specifications for each category of work. The proposal should provide a detailed outline of how work will be accomplished.

At a minimum the proposal should include the following information:

- Organizational Chart
- Information describing company's technical and construction capabilities
- Financial resources /Bond rating
- Training and experience (list all certifications)
- Equipment resources (company versus sub-contractor owned)
- List of sub-contractors
- Past performance on contracts and other accomplishments
- References from past clients
- Listing of all existing disaster related pre-event contracts
- Capacity and Plan for mobilization
- Local participation in the Contractor's plan (provide a sub-contracting plan)

- Sample of sub-contracting contracts
 - Ability to track and record all work for invoices and auditing purposes
 - Other unique services your company can provide
 - Cost for services
 - Provide a management plan for each category of work describing what actions will be taken for a disaster generating debris in the amount shown below. The plan should include items such as; number and locations of TDSR sites, minimum size, type and numbers of hauling equipment, management and supervision staff, and the methodology for scheduling and routing the removal of debris:
1. Include any pertinent information needed to determine the Contractor's experience and ability to perform the anticipated work.
 2. The Contractor shall supply sufficient documentation that they are well versed in all aspects of FEMA documentation, reimbursement and project management as well as demolition and debris removal work.
 3. The proposal will address the Contractors ability to mobilize including what is anticipated for a maximum time to mobilize.

Tab 3 – Past Performance

The Contractor shall include a list of major debris removal projects completed within the past five years. Major debris removal projects completed beyond the five years may also be presented. Include any pertinent information needed to determine the contractors past performance.

The proposal will address how the Contractor has previously handled disposal of hazardous materials, construction material and white goods.

The proposal will address how the Contractor has previously managed tracking the source location, debris type, source and documentation to debris manager and FEMA.

The proposal will address how the Contractor was previously deployed and their response times for deployment. Include the resources used and available for these past recovery projects.

For each of the above items the Contractor shall include details of the project such as: the public agency, their contact, FEMA contacts, all pertinent phone numbers and dollar amounts. The Contractor should provide information necessary to investigate the work with the public agency.

The Contractor shall provide at least three (3) references for contracts of a similar size and scope, (if available) including at least two references for current contracts or those awarded during the past five years. Include the name of the organization, the length of the contract, a brief summary of the work, and the name and telephone number of a responsible contact person. Also provide a description of any conflicts occurring over the last five years with these or any other contract for similar work.

Tab 4 – Understanding of Project Requirements

The Contractor shall provide their interpretation of what is required to meet the needs of the Town. The Contractor will use this document, their knowledge and experience to develop their understanding of this project. The Contractor is urged to develop scenarios or examples to fully explain their position. Contractor must include a copy of a current certificate of insurance. Failure to do so will result in rejection of proposal.

The Contractor shall provide all labor, equipment, machines and tools necessary to load and haul eligible disaster-generated debris. Equipment should be in good working condition, and if equipment becomes inoperable, it shall be repaired within 8 hours or replaced with similar equipment within 1 day. The Town prefers the use of self-loading equipment for removing debris and reserves the right to require self-loading equipment in various areas throughout the Town.

The work shall consist of removing any and all “eligible” debris, primarily from the public Right-Of-Way (ROW) of streets and roads, as directed by the Town. Work will include:

- 1) Examining debris to determine whether or not the debris is eligible vegetative, construction and demolition or other debris,
- 2) Loading the debris,
- 3) Hauling the debris to an approved dumpsite or landfill, and
- 4) Dumping the debris at the dumpsite or landfill. Ineligible debris will not be loaded, hauled, or dumped under this contract. Mixed loading of debris shall be kept to a minimum.

Debris removal shall include all eligible disaster related debris found on the ROW within the area designated by the Town. The Town may specify any eligible debris within the ROW which should not be removed, or which should be removed at a later time or by others. The Contractor shall make as many passes through the designated area as required by the Town. Any eligible debris, such as fallen trees, which extends onto the ROW from private property, shall be cut, by the Contractor, at the point where it enters the ROW, and that part of the debris which lies within the ROW shall be removed. The Contractor shall not enter onto private property during the performance of this contract without the approval of the Town.

The Contractor shall use only rubber-tired equipment in the performance of loading and hauling debris. The Contractor shall not use equipment authorized for debris removal under this contract for private work during the working hours designated under this contract. Also, the Contractor's personnel shall not solicit work from private citizens or others with manpower and equipment designated under this contract.

All debris shall be mechanically loaded and reasonable compacted. “Hand Loading” is not permitted under this contract without the approval of the Town. The Contractor will be responsible for repairing all damages as a result of negligence. The Contractor shall be responsible for filling to grade with like material all surface damage, such as rutting and pavement damage, caused by the Contractor's equipment during debris removal. The Contractor shall repair all damage to existing grade, road shoulders, sidewalks, drainage structures, trees, shrubs, grassed areas, etc. caused by the Contractor's equipment or personnel.

The Contractor shall preserve and protect all existing structures, infrastructures, vegetation and etc. on or adjacent to the area of work. The Contractor shall repair or replace with like materials all damaged mailboxes on the same day, when damage was caused by Contractor which the damage occurred. The Contractor shall contact the person(s) making claims regarding damages caused by Contractor within two (2) days of receiving said claim, and information such as method of repair and timeline for completion shall be discussed. All damages shall be repaired no later than thirty (30) days after the completion of the debris removal. The Contractor shall provide the Town with a weekly report outlining the status of all damage concerns. Liquidated damages shall be assessed at \$1,000.00 per calendar day for any time over the maximum allowable time established by the contract to make the necessary repairs.

Disaster-related debris shall be separated into clean vegetative, construction and demolition, white metal, hazardous waste, mixed and ineligible debris at the load sites. Hauling of mixed loads will require approval from the Town prior to loading. Ineligible debris shall be left in place, except those items directed by the Town.

All stump remnants which are fully disengaged from the ground shall be considered normal vegetative debris regardless of size. The Contractor shall remove all disengaged stump remnants from the assigned load site area before moving to another work area unless approved by the Town.

Tab 5 – Approach and Method

The Contractor shall provide a complete scenario for the various scopes of work and scenarios of different types of events. Each scenario will include how the work will be accomplished, the quality control, how FEMA requirements will be met. Include the operational processes for the debris reduction sites. The Contractor should identify the resources they will mobilize for each scenario and state their commitment and timeframe to deploy these resources when called upon. The Contractor shall provide the management processes anticipated to be used. It shall include how the interaction may take place between the Town and the Contractor.

Tab 6 – MBE Participation

Contractor shall identify qualified local and minority businesses that could work on this potential project. A plan for identifying and use of local and minority subcontractors shall be included in the proposal.

Tab 7 – The Town Documents

Complete and attach the following documents:

- Addenda Acknowledgment
- Proposer’s Certification and Non-Collusion Affidavit
- Vendor Information
- Copy of current business license
- Completed W-9
- Reference Form
- Copy of professional licenses and certifications

Tab 8 – Price Proposal Form

The Contractor shall complete the price proposal form as laid out. The Contractor may not vary from the format.

Desired Proposals

1. Qualified contractors will have at least three (3) years’ experience.
2. Qualified contractors will hold a current Florida Contractor’s license as specified.

Selection Process:

The Town has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process, to assure that each person is provided an equal opportunity to submit a technical proposal and a financial proposal in response to this RFP.

Evaluation Scoring:

Proposals will be reviewed by the Review Committee for quality and completeness. These proposals will then be scored in each of the following categories using the maximum point values listed below.

Knowledge of Federal Emergency Management Agency regulations and procedures	20%
Respondent's Operational Plan	20%
Proposed Price for work to be accomplished	20%
Past performance record on work of similar nature, financial capabilities, and corporate history and team organization	20%
Verification of availability of qualified personnel to perform the services	10%
Interview with the review committee	10%
TOTAL	100%

Presentations:

The Town may require oral and visual presentations from those firms that are ranked or short-listed. This may be done at the Town's sole discretion when it feels presentations are essential as part of the evaluation process and are in the best interests in this matter. It is the intention of the Town to short-list a minimum of three (3) firms and rank them according to the most qualified firm with a proposal and presentations that best suits the needs of the Town.

Proposals

Proposals will be reviewed and evaluated by the review committee to determine whether the Respondent has met the experience and staff qualifications described in this RFP. The short list will consist of three (3) firms with the highest ranking scores after the technical proposal scores are tabulated. The financial proposals will then be ranked and considered in conjunction with the technical proposal scores.

F. PROPERTY DESCRIPTION

Pembroke Park is a Town in Broward County, Florida, United States. The Town took its name from its location along Pembroke Road. As of the 2010 census, the population was 6,102. It is part of the South Florida metropolitan area, which was home to 5,564,635 people at the 2010 census. Almost one-half of Town residents live in mobile homes.

Pembroke Park is located at 25°59'04"N 80°10'38"W / 25.984326°N 80.177305°W / 25.984326; 80.177305°W. According to the United States Census Bureau, the Town has a total area of 1.7 square miles, of which 1.4 square miles is land and 0.27 square miles (17.5%) is water.

G. ADMINISTRATION

The project will be administered by the Town of Pembroke Park with the Public Services Director or his designee being the main point of contact for all questions during preparation and execution of project. The Public Services Departments will be instrumental to the implementation of the program.

H. PAYMENT

Payment terms are NET 30 Days. The Town is exempt from all Federal, State, local and excise taxes.

Invoices must be mailed to:

Town of Pembroke Park
Attn: Todd Larson, Public Services Director
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023

I. PROCEDURES AND MISCELLANEOUS ITEMS

1. All questions shall be submitted in writing via email, and shall be communicated in the form of an addendum if the scope specifications are to be affected. This will be posted on the Town's website under Bids & RFPs. All firms responding to this RFP should check the website before responding to this RFP.
2. All respondents to this RFP shall hold harmless the Town of Pembroke Park and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to submit proposals. The Town of Pembroke Park reserves the right to determine, in its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The Town of Pembroke Park also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason, the Town of Pembroke Park shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.
3. The RFP is subject to the provisions of the Town of Pembroke Park Purchasing Policy and any revisions thereto, which are hereby incorporated into this RFP in their entirety except as amended or superseded herein.
4. Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the qualification package. However, the Town of Pembroke Park reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as

non-responsive.

5. In case of failure to deliver goods in accordance with the contract terms and conditions, the Town of Pembroke Park, after due oral or written notice, may procure substitute goods or services from other sources and hold the Contractor responsible for any resulting in additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which the Town may have.
6. By submitting a proposal package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Florida, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Florida.
7. Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought in the courts of the State of Florida. Then Contractor shall comply with applicable federal, state, and local laws and regulations.
8. It is understood and agreed between the parties herein that the Town shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

J. FINAL SELECTION

Following review of all qualified proposals, selection of a suitable primary and secondary vendor, and preliminary contract negotiations, a recommendation will be made to the Town Commission by the project representative. Following Commission approval, the Town will complete contract negotiations.

The Town reserves the right to accept the response that is determined to be in the best interest of the Town. The Town reserves the right to reject any and or all proposals.

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**DISASTER DEBRIS REMOVAL & DISPOSAL SERVICES
PRICE PROPOSAL FORM**

NOTE: Respondents are to make no changes to the table below and are to fill it out completely. Values must be provided for all categories below or your response may be deemed non-responsive.

<u>FEES SCHEDULE</u>		
1.	Vegetative storm debris picked up at the designated work zone, hauled to and dumped at a Temporary Debris Storage and Reduction Site (TDSRS).	
	Mileage Radius: 0-15 Miles	\$ /CY
	16-30 Miles	\$ /CY
	31-60 Miles	\$ /CY
	61-90 Miles	\$ /CY
	91-120 Miles	\$ /CY
2.	Construction and Demolition debris hauled to and dumped at a Town approved disposal site or landfill.	
	Mileage Radius: 0-20 Miles	\$ /CY
	21-40 Miles	\$ /CY
	41-70 Miles	\$ /CY
	71-100 Miles	\$ /CY
	101-140 Miles	\$ /CY
3.	Validated load hauled tickets from the TDSRS for final processed vegetative debris at a Town approved recycling facility.	
	Mileage Radius: 0-20 Miles	\$ /CY
	21-40 Miles	\$ /CY
	41-70 Miles	\$ /CY
	71-100 Miles	\$ /CY
	101-140 Miles	\$ /CY

4.	Tipping fees/disposal costs for Green Waste shall be paid by Contractor, and actual incurred cost shall be invoiced to the Town for reimbursement.	
5.	Management, Processing and Loading of all eligible debris and/or residue at the TDSRS. Including locating, leasing (if required), preparing and layout of site; management, maintenance and operation of the TDSRS; the receiving, sorting, segregation, processing and reduction of vegetative debris (chipping or grinding or burning as directed by the Town); furnishing materials, supplies, labor, tools and equipment necessary to perform services; maintenance of internal roadways, providing traffic control, dust control, erosion control, articulated boom lift(s), lighting, hazardous/toxic waste (HTW) containment areas, fire protection, all required permits, environmental monitoring, and safety measures; loading reduced/stored debris and initiating load tickets for final disposition; and Closure and remediation of the TDSRS.	\$ /CY
6.	Pick up and dispose of hazardous materials.	\$ /lb.
7.	Dead Animal Collection, Transportation & Disposal.	\$ /lb.
8.	<u>Hazardous trees</u> – Trees will be evaluated by the Town and be designated to be cut down and hauled to the TDSRS for reduction. Trees will be measured 3’ above the ground.	
	Trees with branches remaining – FEE ONLY TO CUT TREE	
	6-12” Diameter	\$ /tree
	13-24” Diameter	\$ /tree
	25-48” Diameter	\$ /tree
	> 48” Diameter	\$ /tree
9.	Stumps up to 24” in diameter.	\$ /EA
	Stumps over 24” in diameter (requires Town approval).	\$ /EA
10.	<u>Hangers</u> – Hangers will be considered any hanging/damaged remaining in the tree(s) above the ROW of 2” or greater diameter. The Contractor, at the direction of the Town, will remove hangers for a unit price per hanger.	
	2-4” Hanger	\$ /hanger
	5-12” Hanger	\$ /hanger
	> 12” Hanger	\$ /hanger
11.	<u>Private Property Demolition and Debris Removal</u> – The Contractor shall operate within the Public Right-of-Way (ROW) only as identified and directed by the Town. Operations beyond the ROW on private property shall be only as necessary to abate imminent and significant threats to the public health and safety of the community and shall include, but is not limited to, the demolition of structures and the removal and relocation of the debris to the public ROW.	\$ /CY
12.	Tipping fees/disposal costs for construction and demolition (C&D) debris shall be paid by the Town.	

13.	<u>Fallen Trees</u> – The Contractor shall cut a fallen tree, which extends onto the ROW from private property, at the point where it enters the ROW. Vegetative debris will be placed on the ROW for collection.	Price Included
14.	<u>Fill Dirt</u> – As identified and directed by the Town , the Contractor shall place compatible fill dirt in ruts created by equipment and vehicles, holes created by removal of hazardous stumps and other areas that pose an imminent and significant threat to public health and safety.	\$ /CY
15.	<u>White Goods</u> – The Contractor shall recycle or dispose of all eligible white goods in accordance with all federal, state and local rules, regulations and laws.	\$ /unit
16.	<u>Freon Recovery</u> – The Contractor SHALL REMOVE AND RECOVER Freon from any white goods, such as refrigerators, freezers or air conditioners, at the TDSRS or final disposition site in accordance with all federal, state and local rules, regulations and laws.	\$ /unit
17.	<u>Training and Assistance Sessions</u> for all key Town personnel and assistance in all disaster debris recovery planning efforts as requested.	Price Included
18.	<u>Preliminary Damage Assessment</u> – Determining the impact and magnitude of the disaster event before federal assistance is requested, identifying damaged locations and facilities, distinguishing between pre-disaster damage and disaster – generated damage, documenting eligible costs and describing the physical and financial impact of the disaster.	Price Included
19.	<u>Mobilization and Demobilization</u> – All arrangements necessary to mobilize and demobilize the Contractor’s labor force and machinery needed to perform the Scope of Services contained herein shall be made by the Contractor.	Price Included
20.	<u>Temporary Storage of Documents</u> – The Contractor shall provide storage of daily or disaster-related documents and reports for protection during the disaster event.	Price Included
21.	<u>Debris Planning Efforts</u> – The Contractor shall assist in all disaster debris recovery planning efforts as requested by the Town. These planning efforts shall include, but are not limited to, development of a <i>debris management</i> plan, identification of adequate temporary debris storage and reduction sites, estimation of debris quantities, and emergency action plans for debris clearance <u>following</u> a disaster event.	Price Included
22.	<u>Closure and Remediation of the TDSRS</u> – The Contractor shall remove all Contractor equipment and temporary structures and shall dispose of all residual debris from the TDSRS at an approved final disposition site. <u>The Contractor is responsible for the reclamation and remediation of the TDSRS site to its original state prior to use by the Contractor.</u>	Price Included
23.	<u>Reporting and Documentation</u> – The Contractor shall provide and submit to the Town all reports and documents as may be necessary to <u>adequately</u> document the <u>Debris Recovery Services</u> in accordance with FEMA requirements.	Price Included

HOURLY FEE SCHEDULE

<i>All equipment rates below include operator, fuel and maintenance costs</i>	
Personnel/Equipment	Hourly Rate
Stump Grinder	\$
50' Bucket Truck	\$
16-20 Cubic Yard Dump Truck	\$
850 HP or Equivalent Tree Grinder	\$
Water Truck (2000 gal.)	\$
Rubber Tire Backhoe	\$
Climber with Gear	\$
Superintendent with Truck	\$
Foreman with Truck	\$
Operator with Chainsaw	\$
Traffic Control Personnel	\$
Laborer	\$
Field Project Foreman	\$
Administrative Assistant	\$
Clerical	\$
Pickup Truck	\$
Mechanized Broom	\$
Trackhoe, 490 or Equivalent	\$
50 Ton Lowboy	\$
Skidsteer	\$
Rubber Tire Excavator	\$



**DISASTER DEBRIS REMOVAL & DISPOSAL SERVICES
ADDENDA ACKNOWLEDGEMENT**

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)

Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.



PROPOSER'S CERTIFICATION AND STATEMENT OF NON-COLLUSION

I _____ certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences and civil damages awards.

I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

The Town reserves the right to reject the proposal submitted by any proposer violating this provision.

I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

COMPANY NAME: _____

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)

INFORMATION FORM
DISASTER DEBRIS REMOVAL & DISPOSAL SERVICES

1. Legal Business Name _____

2. Street Address _____

3. City, State & Zip _____

4. Type of Business: _____ State of Registration: _____
(Association, Corporation, Partnership, Limited Liability Company, etc.)

5. Name & Title of Authorized Signer: _____

6. Primary Contact _____

7. Phone _____ Fax _____

8. E-mail _____

9. Company Website _____

10. Has your company ever been debarred from doing business with any federal, state or local agency?
Yes _____ No _____ If Yes, please state the agency name, dates and reason for debarment.

ATTACH COPY OF BUSINESS LICENSE AND A COMPLETED W-9 FORM

REFERENCE FORM

All references must be from customers for whom your company has provided similar services as the specifications of this bid. *(Invalid contact information will result in default of references and may cause the bid to be disqualified.)*

Company Name: _____

1. Company: _____

Street Address: _____

City, State & Zip: _____

Contact Person Name: _____ Title: _____

Phone: _____ Email: _____

Describe Scope of Work and dates of project/service: _____

2. Company: _____

Street Address: _____

City, State & Zip: _____

Contact Person Name: _____ Title: _____

Phone: _____ Email: _____

Describe Scope of Work and dates of project/service: _____

3. Company: _____

Street Address: _____

City, State & Zip: _____

Contact Person Name: _____ Title: _____

Phone: _____ Email: _____

Describe Scope of Work and dates of project/service: _____