



**TOWN OF PEMROKE PARK
REQUEST FOR PROPOSALS, RFP 19-02
FOR
DISASTER DEBRIS REMOVAL AND DISPOSAL SERVICES**

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

THURSDAY, MAY 23, 2019 AT 3:00 PM, EST

**TOWN OF PEMBROKE PARK
ATTENTION: DEPUTY CLERCK
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 PROPOSER**

**TOWN OF PEMBROKE PARK, FLORIDA
REQUEST FOR PROPOSALS, RFP 19-02
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 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 TOWN. This solicitation by TOWN 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 TOWN, immediately after a disaster.

This RFP will 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	Thursday, April 25, 2019
Pre-Bid Conference Meeting	None
Deadline for questions to TOWN TLarson@townofpembrokepark.com	Thursday, May 16, 2019 at 5:00 PM
Deadline for Addenda, posted on these websites: www.townofpembrokepark.com , and www.demandstar.com	Friday, May 17, 2019 at 5:00 PM
Submittal deadline	Thursday, May 23, 2019 at 3:00 PM

2. PROPOSALS SUBMISSION

One (1) original complete signed submittals, five (5) duplicate copies and one (1) electronic copy (CD or USB drive) of the proposal package, both technical and financial, must be received by **Thursday, May 23, 2019 AT 3:00 PM, EASTERN STANDARD TIME**. Proposals must be clearly identified with the following on the outside of envelope: the vendor's name, address, date and hour set for the bid opening, and “**DISASTER DEBRIS REMOVAL AND DISPOSAL SERVICES**” to:

Town of Pembroke Park
Attention: Deputy Clerk
3150 SW 52nd Avenue
Pembroke Park, Florida 33023

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

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 electronic mail at TLarson@townofpembrokepark.com** for clarification to any part of the RFP requirements. All questions shall be directed to Todd Larson in writing via electronic mail before the DEADLINE FOR QUESTIONS by 5:00 PM, Thursday, May 16, 2019. Any information obtained by an unauthorized contact shall not be used as a basis for responding to this RFP, and may result in the disqualification of the vendor's submittal.

Vendors may not contact any elected official or other To TOWN employee to discuss the bid process or bid opportunities except through the Public Services Director named herein, which may only be contacted by electronic mail. This policy shall be strictly enforced, and TOWN reserves the right to reject the submittal of any vendor violating this provision.

4. ADDITIONAL INFORMATION/ADDENDA

TOWN 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 TOWN's website under Departments at www.townofpembrokepark.com/departments/bid-openings/, and on DemandStar at www.demandstar.com. 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 shall prevail. Vendors are advised to check the websites for addenda before submitting their bids.

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

5. LATE SUBMITTAL AND LATE MODIFICATIONS

Submittals received after the due date and time will not be accepted. Modifications received after the due date will not be accepted. TOWN assumes no responsibility for the premature opening of a proposal not properly addressed and identified, or not delivered to the proper designation.

6. REJECTION OF PROPOSALS/CANCELLATION

TOWN 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 TOWN. TOWN 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 proposal in 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 a proposal, 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 TOWN has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be awarded 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 TOWN, or any work performed in connection therewith is the responsibility of the vendor(s).

10. RFP OPENING

The names of the firms responding to this RFP shall be read aloud publicly by the Public Director (or designee) in Town Hall at the submitting deadline and their proposals shall subsequently be subject to an evaluation review. A list of names of firms responding to the RFP shall be posted on TOWN's website at www.townofpembrokepark.com/departments/bid-openings/. The list may also 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 shall 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 TOWN. All such materials shall remain the property of TOWN and will not be returned to the respondent.

12. TAXES

The selected vendor will be provided with 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 to the Public Services Director copies of their State's regulations and/or laws concerning the application of vendor preference requirements applicable in their State. Failure to provide this information could result in the disqualification of the vendor from submitting a proposal.

14. INSURANCE

The selected vendor shall provide TOWN with a Certificate of Insurance for General liability, Automobile insurance, and Workers' Compensation before work can begin on TOWN project, and remain 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 Workers' 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 TOWN: five percent (5%) bid bond, one hundred percent (100%) payment bond, and one hundred percent (100%) performance bond. All bonds shall be payable to TOWN. 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 bond and as acceptable reinsuring companies, and have an "A" or better A.M. Best rating.

16. ANTI-DISCRIMINATION

TOWN, 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 RFP 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 proposals, all vendors certify to TOWN 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 ten thousand dollars (\$10,000) the below-listed provisions apply:

- a. During the performance of this contract, the Contractor agrees as follows:
 - i. 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.
 - ii. 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.
 - iii. 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.
- b. The Contractor will include the above-listed provisions in every subcontract or purchase order of over ten thousand dollars (\$10,000) so that the provisions will be binding upon each subcontractor or vendor.

SECTION II – SCOPE OF WORK

A. PURPOSE

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 TOWN. This solicitation by TOWN 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-ways, and to setup and operate Temporary Debris Staging and Reduction Sites (TDSRS) in TOWN, immediately after a disaster.

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

B. CONTRACT PERIOD

The Contract for these services will be from July 1, 2019 to May 31, 2022. 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 TOWN. Any price increase must be disclosed in writing to TOWN 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 TOWN's intent to secure the services of a second similarly experienced firm to supplement the first firm. This second Contractor shall supplement debris removal and disposal, if in the opinion of 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 should 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>.

1. DEFINITIONS

Contractor – The successful firm or corporation with whom 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 TOWN, and the Contractor.

FEMA – Federal Emergency Management Agency

FHWA – Federal Highway Administration

TDSRS – Temporary Debris Staging and Reduction Sites

2. INITIATING CONTRACT WHEN A MAJOR DISASTER OCCURS OR IS IMMINENT

When a major disaster occurs or is imminent, TOWN shall contact the firm(s) holding Debris Removal and Disposal Contracts to advise them of TOWN's intent to activate the contracts. Debris removal shall 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 shall provide the emergency push into TOWN.

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

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

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

3. HOUSEHOLD HAZARDOUS WASTE

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

The following items shall be 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 shall setup a lined containment area and separate any HHW inadvertently delivered to a debris management site. The Contractor shall be 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 shall 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 unless the recyclable garbage is a part of a mixed waste

stream including debris from the disaster.

4. POTENTIAL SCENARIOS

a. Event Type 1: Spot Jobs

In **Event Type 1**, 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.

b. Event Type 2: Small Event

In **Event Type 2**, the Contractor shall 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 III.C. 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.

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

In **Event Type 3**, 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 III.C. Contractors shall prove experience with site management and FEMA requirements, rules, and regulations to qualify for this scope.

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

In **Event Type 4**, 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. Any Town land provided shall be reclaimed at the conclusion of the work as described in Section III.C.

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

In **Event Type 5**, 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 III.C. 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.

SECTION III – STATEMENT OF WORK

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

A. DEBRIS REMOVAL

1. EMERGENCY ROAD CLEARANCE

Removal of debris from the primary transportation routes as directed by TOWN. In this role the Contractor shall perform an emergency “PUSH” sufficient to allow emergency vehicles to traverse the roadway. 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 TOWN. TOWN will designate roadway priorities for this push.

2. DEBRIS REMOVAL FROM PUBLIC PROPERTY

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 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 TOWN.

3. 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 TOWN, shall accomplish the removal of debris from private property.

4. 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 shall dispose of all white goods encountered in accordance with applicable Federal, State and local laws.

5. HAZARDOUS TREE STUMPS

The Contractor shall remove all stumps that are determined to be hazardous to public access and as directed by TOWN. Stumps shall be hauled to TDSRS where they shall be inspected, categorized by size, and disposed of by Contractor.

6. 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 TOWN.

B. DEBRIS PROCESSING

1. TEMPORARY DEBRIS STAGING AND REDUCTION SITE (TDSRS)

The Debris Management Team shall determine the minimum number of sites required for each storm event. TOWN will designate debris management sites. The Contractor and TOWN will jointly select these sites, at the beginning of the storm season. Preparation, maintenance and operation of these TDSRS facilities shall be entirely the Contractor's responsibility. The Contractor may also lease or 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 TOWN's discretion, publicly owned rights of way or other entity owned property could be provided for temporary storage of TOWN debris.

2. TDSRS DEBRIS REMOVAL OPERATIONS PLAN AND ENVIRONMENTAL PROTECTION PLAN

This plan shall address site setup, pre use activities, post use activities and operational activities. The plans shall 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 shall provide a Site Management Plan.

The Contractor(s) shall submit one (1) original and three (3) copies of the plan. 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 shall maintain 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

3. LAWS, STANDARDS, AND REGULATIONS

All debris shall be processed in accordance with local, State, and Federal laws, standards and regulations. Processing shall include, but is not limited to, reduction by tub grinding and/or incineration when approved by TOWN. Prior to reduction, all debris shall be segregated between vegetative debris, construction and demolition debris, recyclable debris, white goods, and hazardous waste.

4. GENERATED HAZARDOUS WASTE ABATEMENT

Abatement of hazardous waste identified by TOWN shall be in accordance with all applicable Federal, State, and local laws, standards and regulations.

5. DEBRIS DISPOSAL

Disposal of all eligible debris, reduced debris, ash residue and other products of the debris management process shall be 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 TOWN to receive eligible reimbursement through FEMA and FHWA for such fees.

6. SUPPORT TO TOWN

Contractor shall be responsible for performing the following duties supporting TOWN during the debris removal period:

- Monitor multiple Contractors and multiple trucks delivering materials to the TDSRS.
- Verify truck deliveries to the TDSRS matching its manifest ticket-truck and maximum capacity.
- Ensure that trucks are properly covered when arriving at the TDSRS.
- Review truck manifest and inspect truck bed to confirm and validate truck's load capacity upon arrival as described on manifest ticket, and ensure that trucks are completely empty upon departure.
- Maintain manifest tickets in an organized manner for proper record review and storage.
- Initial load tickets before authorizing 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.

C. DOCUMENTATION AND RECORDS

1. DOCUMENTATION AND INSPECTIONS

Storm debris shall be subject to inspection by TOWN. Inspections will be conducted to insure compliance with the contract and applicable local, State, and Federal laws. The Contractor shall, at all times, provide TOWN access to all work sites and disposal areas. The Contractor and/or TOWN shall 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. 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 TOWN, noting work progress and efficiency, current/revised estimates, project completion, and other schedule forecasts/updates.

The Contractor shall provide to TOWN all requested information necessary for proper documentation. TOWN employees shall review all documentation prior to submittal. The Contractor shall 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. 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.

2. DOCUMENTATION AND RECOVERY PROCESS

The Contractor shall perform the following in addition to providing debris removal:

- Recovery process documentation – create recovery process documentation plan
- Maintain documentation of recovery process
- Provide written and oral status reports as requested, to TOWN
- Review documentation for accuracy and quantity
- Assist in preparation of claim documentation

3. 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.**

D. WORK REQUIREMENTS

1. WORK AREAS

TOWN will establish and approve all areas that the Contractor will be allowed to work. These include right of ways, public land, and TDSRS. The Contractor shall remove all 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.

2. 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 shall 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's approval. TOWN shall consider for its approval 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.

3. PRIORITY OF WORK AREAS

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 debris and leave the site from which the debris was removed in a clean and neat condition. There may be certain debris that cannot be picked up by Contractor's equipment, machinery and general laborers. Determination of a clean and neat site will be at the sole judgment of TOWN.

4. SAFETY

The Contractor shall have at least one Safety Officer at the work area on duty at all times. The Safety Officer shall be familiar with and be 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.

SECTION IV – PROPOSAL RESPONSE REQUIREMENTS

A. MINIMUM REQUIREMENTS

- The prospective service provider's response to this RFP shall include the information in the following section (Section B) at a minimum. The proposal should address the requirements in a clear and concise manner in the order stated herein.
- Proposals shall be tabbed and shall 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 TOWN.
- TOWN reserves the right to seek additional/supplemental representation on specific issues as needed.
- Respondents shall construct their proposal in the following format, and a tab must separate each section.

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B. PROPOSAL CHECKLIST

Contractor shall submit in a sealed envelope, **one (1) ORIGINAL, so identified, five (5) complete copies, and one (1) electronic copy (CD or USB drive)** of its qualification proposal for services defined herein for the term of the contract.

1. TAB 1 – EXECUTIVE SUMMARY

Present in brief, concise terms, a summary of the proposal, your company description, 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. The Proposal shall be signed by a person authorized to declare that the proposal is in all respects fair and in good faith without collusion or fraud and that said person has also the authority to bind the principal proponent.

2. 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. 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 shall be limited to Town's municipal boundaries. Due to the diversity of damage caused by natural or manmade disasters 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 shall be required to conduct annual planning and training activities with 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 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.
 - a. Include any pertinent information needed to determine the Contractor's experience and ability to perform the anticipated work.
 - b. 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.
 - c. The proposal shall address the Contractors ability to mobilize including what is anticipated for a maximum time to mobilize.

3. 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 Contractor's past performance.

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

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

The proposal shall address how the Contractor was previously deployed and its 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, agency contact, FEMA contacts, all pertinent phone numbers and project costs. The Contractor shall provide all information necessary to verify the work with the public agency.

The Contractor shall provide (see Reference Form) 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 duration 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.

4. TAB 4 – UNDERSTANDING OF PROJECT REQUIREMENTS

The Contractor shall provide their interpretation of what is required to meet the needs of TOWN. The Contractor shall 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 must 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. TOWN prefers the use of self-loading equipment for removing debris and reserves the right to require self-loading equipment in various areas throughout 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 TOWN. Work will include:

- a. Examining debris to determine whether or not the debris is eligible vegetative, construction and demolition, or other debris,
- b. Loading the debris,
- c. Hauling the debris to an approved dumpsite or landfill, and
- d. 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 TOWN. 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 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 and direction of 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 TOWN. The Contractor will be responsible for repairing all damages as a result of Contractor's 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, 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. 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 TOWN with a weekly report outlining the status of all damage concerns. Liquidated damages shall be assessed at one thousand dollars (\$1,000) 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 TOWN prior to loading. Ineligible debris shall be left in place, except those items directed by 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 directed otherwise by TOWN.

5. 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 TOWN and the Contractor.

6. TAB 6 – MBE PARTICIPATION

Contractor shall identify qualified local and minority businesses enterprises (MBE) that could work on this potential project. A plan for identifying and use of locals and MBEs shall be included in the proposal.

7. TAB 7 – TOWN DOCUMENTS

Contractor shall complete and attach the following documents with their proposals:

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

8. TAB 8 – PRICE PROPOSAL FORM

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

a. **Desired Proposals**

- i. Qualified contractors shall have at least three (3) years’ experience.
- ii. Qualified contractors shall hold a current Florida Contractor’s license as specified.

b. **Selection Process**

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.

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SECTION V – PROPOSAL EVALUATION

A. 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.

EVALUATION CRITERIA	SCORE
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%
<u>TOTAL</u>	<u>100%</u>

1. 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.

2. PRESENTATIONS

TOWN may require oral and visual presentations from those firms that are ranked or short-listed. This may be done at TOWN’s sole discretion when it is determined presentations are essential as part of the evaluation process, and are in the best interests in this matter. It is the intention of 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 TOWN.

SECTION VI – TOWN BACKGROUND

A. PROPERTY DESCRIPTION

Pembroke Park is a municipality 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.

B. ADMINISTRATION

The project will be administered by TOWN with the Public Services Director or designee being the main point of contact for all questions during preparation and execution of project. The Public Services Department will be instrumental to the implementation of the project.

C. PAYMENT

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

Invoices shall be mailed to:

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

D. PROCEDURES AND MISCELLANEOUS ITEMS

1. All questions shall be submitted in writing via email, and all questions will be answered by addenda. All Addenda will be posted on the Town's website under Departments at www.townofpembrokepark.com/departments/bid-openings/, and on DemandStar at www.demandstar.com. All firms responding to this RFP must check these websites before responding to this RFP.
2. All respondents to this RFP shall hold harmless the TOWN, 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. TOWN reserves the right to determine, in its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. TOWN 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, TOWN 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 TOWN Procurement 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 with this proposal package shall be just cause for the rejection of the qualification package. However, TOWN 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 services in accordance with the contract terms and conditions, TOWN, after due oral or written notice, may procure substitute services from other sources, and hold the Contractor responsible for any resulting additional purchasing and administrative costs. This action shall be in addition to any other remedies which TOWN may consider.
6. By submitting a proposal package, the vendor is certifying that the firm is not currently debarred from bidding on contracts by any agency of the State of Florida, nor the firm is an agent of a person or entity that is currently debarred from submitting contract bids for 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. Any litigation with respect thereto shall be brought in the Circuit Court of the Seventeenth Circuit, Broward County, Florida. Then, Contractor shall comply with applicable federal, state, and local laws and regulations, in the performance of the project.
8. It is understood and agreed between the parties herein that 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.

E. FINAL SELECTION

The Review Committee representative will make a recommendation to the Town Commission following review of all qualified proposals, selection of a suitable primary and secondary vendors, and preliminary contract negotiations. TOWN shall complete contract negotiations with the successful primary and secondary vendors following the Town's Commission approval.

TOWN reserves the right to accept the response that is determined to be in the best interest of TOWN. 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 shall make no changes to the table below and shall fill it out completely. Values shall be provided for all categories below, otherwise proposal may be deemed non-responsive.

<u>EEE 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.	Tippling fees/disposal costs for Green Waste shall be paid by Contractor, and actual incurred cost shall be invoiced to TOWN for reimbursement.	
5.	Management, Processing and Loading of all eligible debris and/or residue at the TDSRS. Include locating, leasing (if required), preparing and layout of site; management, maintenance and operation of the TDSRS; receiving, sorting, segregation, processing and reduction of vegetative debris (chipping or grinding or burning as directed by 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 disposal of hazardous materials.	\$ /CY
7.	Dead Animal Collection, Transportation & Disposal.	\$ /CY
8.	<u>Hazardous trees</u> – Trees will be evaluated by TOWN and be designated to be cut down and hauled to the TDSRS for reduction. Trees will be measured 3’ above the ground.	\$ /CY
	Trees with branches remaining – FEE ONLY TO CUT TREE	\$ /CY
	6-12” Diameter	\$ /CY
	13-24” Diameter	\$ /CY
	25-48” Diameter	\$ /CY
	> 48” Diameter	\$ /CY
9.	Stumps up to 24” in diameter.	\$ /CY
	Stumps over 24” in diameter (requires TOWN’s approval).	\$ /CY
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 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 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.	Tippling fees/disposal costs for construction and demolition (C&D) debris shall be paid by 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 shall be placed on the ROW for collection.	Price Included

14.	<u>Fill Dirt</u> – As identified and directed by 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</u> Sessions 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 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 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

DISASTER DEBRIS REMOVAL & DISPOSAL SERVICES**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 ADDENDA is hereby acknowledged:

Addendum No. _____

Addendum No _____

Addendum No. _____

Addendum No. _____

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)

Vendors must acknowledge all 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.



DISASTER DEBRIS REMOVAL & DISPOSAL SERVICES

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 laws 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.

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)



DISASTER DEBRIS REMOVAL & DISPOSAL SERVICES

VENDOR INFORMATION FORM

1.	Legal Business Name	
2.	Street Address	
3.	City, State & Zip	
4.	Type of Business (Association, Corporation, Partnership, Limited Liability Company, etc.)	State of Registration
5.	Name & Title of Authorized Signer	
6.	Primary Contact	
7.	Phone	Fax
8.	E-mail	
9.	Company's 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



DISASTER DEBRIS REMOVAL & DISPOSAL SERVICES

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	