

**GORDON COUNTY BOARD OF COMMISSIONERS
REQUEST FOR PROPOSALS
DEBRIS REMOVAL AND DISPOSAL SERVICES**

The Gordon County Board of Commissioners requests proposals from qualified contractors for Debris Removal and Disposal Services for a period of three (3) years. It is the intent of this solicitation to enter into a pre-event contract, which would result in no immediate cost to Gordon County, Georgia. This solicitation by Gordon County Board of Commissioners will result in the selection of up to two experienced firms to remove and lawfully dispose of disaster-generated debris (other than household putrescible garbage) from public property and public right-of-ways, and to setup and operate Temporary Debris Staging and Reduction Sites (TDSRS) in Gordon County, Georgia immediately after a disaster.

Your written and sealed bid must contain at a minimum:

- Qualification Proposal
- Completed price proposal forms
- An authorized signature.
- Written oath stating the company has not restricted competitive bidding. (Non-Collusion Affidavit form provided by county).

In addition, the successful supplier shall submit the following items within ten calendar days of written notification from the county of the bid award:

- Proof of a valid and current business license from the city/county where the business is located.
- Written certification that the contractor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).
- Proof of General Liability and Workmen's Compensation Insurance as specified in this document.
- Acceptance Certificate in Compliance with Security Homeland Immigration Verifications of workers (form provided by county)
- **Employer Affidavit Of Compliance Pursuant To O.C.G.A. § 36-60-6(d) (form provided by county) E-Verify**

If you choose to submit a written bid for this service, your **sealed** bid must be marked, "Sealed Bid – Debris Removal and Disposal Services in Gordon County." and delivered to the Gordon County Administration Building at 201 N. Wall Street, Calhoun, Georgia 30701 no later than **2:00 p.m.** on **December 30th, 2020**. All bids will be publicly opened at that time and place. No bids shall be withdrawn for a period of 60 days after the bid opening. The responsibility for submitting the proposal on or before the above stated time and date is solely that of the proposer. The County will in no way be responsible for delays in mail

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delivery or delays caused by any other occurrence. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

All proposals must be in writing. Non-responsive proposals may not be considered. 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 respondent.

The County shall not be liable for any costs incurred by a respondent prior to entering into contract. Therefore, all respondents are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements.

The County's evaluation criteria will include, but not be limited to, consideration of the following:

1. Knowledge of Federal Emergency Management Agency regulations and procedures.
2. Respondent's Operational Plan.
3. Proposed price for work to be accomplished.
4. Past performance record on work of similar nature, Financial Capabilities, and Corporate History and Team Organization.
5. Local and minority participation plan

Other criteria the County frequently uses to evaluate submissions include:

7. Verification of availability of qualified personnel to perform the services requested.
8. Possible interviews with references.

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Selection.

The County shall evaluate the written proposals submitted by the firms regarding the proposed project. The County will assign this task to an Evaluation Committee. All respondents shall be placed in rank order based on the outcome.

Presentations.

The County may require oral and visual presentations from those firms that are ranked or short-listed. This may be done at the County'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 County to shortlist 3 firms and rank them according to the most qualified firm with a proposal and presentations that best suits the needs of the County.

Negotiations.

After the County ranks the respondents, the County staff will take the proposed ranking to the Board of Commissioners for approval and permission to start negotiating with the top ranked respondent(s). After staff concludes negotiations with the respondent(s) selected by the Board of Commissioners, staff will present the results of the negotiations to the Board of Commissioners with its recommendation for award of a contract. If the Board of Commissioners determines that staff is unable to negotiate a satisfactory contract with the respondent(s) considered to be the most qualified at a price the County determines to be fair, competitive, and reasonable, negotiations with that respondent(s) shall be formally terminated. Should the County be unable to negotiate a satisfactory contract with the selected respondent(s), the County may select additional respondent(s) in order of their original ranking, competence and qualification; and will continue negotiations until an agreement is reached. However, the County reserves the right to reject all proposals, to waive any irregularities, and to re-advertise and solicit for other proposals.

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies or political subdivisions within Gordon County; provided, however, that the County shall have no liability, responsibility, or obligation whatsoever to either the successful bidder(s) or to the procuring agency or subdivision with respect to such purchases. Such purchases shall be governed by the same pricing, terms and conditions stated herein with no deviations allowed. This agreement in no way restricts or interferes with the right of any public

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agency or political subdivision to bid any or all of the items or services independently.

All telephone conversations are to be considered unofficial responses and will not be binding. Questions, verifying the Request for Proposals' content, if appropriate, will be responded to in writing. The written response will be the County's official response and will be posted upon the county website, so that all potential Respondents will have access.

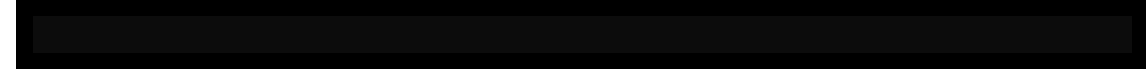
The Gordon County Board of Commissioners reserves the right to accept, or reject, any and all bids received and/or disregard informalities in the bids received. If additional information is needed, contact Regan Bramblett, Gordon County Purchasing Director, rbramblett@gordoncounty.org .

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It is the intent that the successful (CONTRACTOR) will not be responsible for the preparation of the FEMA Project worksheets and submittals to FDEM, FEMA and Federal Highway Administration (FHWA). The Debris Management Consultant will perform these tasks. The CONTRACTOR is responsible to provide full support to the Debris Management Consultant and Gordon County, Georgia for the development of the project worksheets and documentation to support these projects.

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SECTION 1.0 GENERAL INFORMATION

Objective

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 from a large area 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 workforce 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 County the workload is such that the work will not be sufficiently completed in the time period specified. This work is coordinated through the County and the Debris Management Consultant. Federal Emergency Management Agency (FEMA) Debris Management Guide may be used for guidance in preparing a response to this RFP.

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Definitions

CONTRACTOR or Contractor – the successful proposer(s)
Debris Management Team – The team staffed by the County, Debris Management Consultant and the CONTRACTOR.

Debris Management Consultant – A Consultant retained by the County to manage administrative aspects of the recovery process including processing FEMA submittals.

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

FEMA – Federal Emergency Management Agency

FHWA – Federal Highway Administration

TDSRS – Temporary Debris Staging and Reduction Sites

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Initiating Contract When a Major Disaster Occurs or is Imminent.

When a major disaster occurs or is imminent, the County will contact the firm(s) holding Debris Removal and Disposal Contracts to advise them of the County'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 County.

The County upon contacting the contractor will issue a purchase order and work task assignment. The issuance of the purchase 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 County Emergency Management personnel. This may include staffing or preparing reports for the Emergency Operation Center.

The Contractor shall have a maximum of 24 hours from notification by the County 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 County's or the contractor'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.

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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 resident. The County will designate HHW drop-off locations.

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

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

The CONTRACTOR will set up 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 Subcontractor.

Putrescible garbage will be collected by County or commercial waste haulers and is not to be collected or transported by CONTRACTOR forces unless the garbage is a part of a mixed waste stream including debris from the disaster.

Dead Animals

Dead animals shall be the responsibility of the CONTRACTOR to remove and dispose of if the animal is inadvertently delivered to a debris management site. Gordon County, Georgia Animal Service Center will accept dead animals and have them transported to the local Landfill. If in the event that the Service Center cannot accept dead animals because they cannot be properly stored, the contractor will take the responsibility to haul the dead animal to the local landfill.

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Relationship between Debris Management Consultant and the Debris Removal Contractor

The County Debris Management Consultant and or Gordon County, Georgia Staff provide inspection, engineering and administrative services as needed to meet the requirements for FEMA reimbursement. The interaction between the Contractor and the Consultant is crucial to the success of the recovery operation. Therefore, each proposal shall address their ability to work with different accounting and tracking systems. Prior to the beginning of the storm season, the successful contractor(s) will meet with the County and the Debris Management Consultant to finalize and test the processes for inspection and documentation that are to be used during the response and recovery phase of debris removal. For "Event Types" that require Temporary Debris Staging and Reduction Sites (TDSRS) the contractor shall be available for technical assistance in site selection and operational planning. Selection of these sites is the first task done by the Debris Management Team. This first task will result in a map of the various sites and a basic operation plan for each site.

Potential Scenarios

EVENT TYPE 1: SPOT JOBS – LOCALIZED

In this scenario, the contractor may 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 – WIDESPREAD OR GORDON COUNTY, GEORGIA WIDE

In this event, the contractor may provide all necessary supervision, labor, and all equipment to clear, remove; haul, recycle, and/or dispose of all types of debris with its own resources except that government land may be provided for temporary storage. Any government land provided shall be reclaimed at the conclusion of the work as described in section 2.3. The quantity 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 at the County Resource Recovery Facility either by burning or land filling. Proposers shall prove experience with site management and FEMA requirements, rules, and regulations to qualify for this scope.

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EVENT TYPE 3: SIGNIFICANT EVENT – REMOVAL, REDUCTION, HAULING – WOODY DEBRIS ONLY - WIDESPREAD OR GORDON COUNTY, GEORGIA WIDE

In this event the contractor may 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 government land provided shall be reclaimed at the conclusion of the work as described in section 2.3. Proposers 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 – WIDESPREAD OR GORDON COUNTY, GEORGIA WIDE

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 and disposal site(s) designated, managed, and operated by a government agency or contractor. This event type may require the development and operation of TDSRS.

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

EVENT TYPE 5: CATASTROPHIC EVENT – REMOVAL, REDUCTION, HAULING, AND SEPARATING – MIXED DEBRIS – GORDON COUNTY, GEORGIA WIDE

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. Any government land provided shall be reclaimed at the conclusion of the work as described in section 2.3.

Proposers 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.

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**EVENT TYPE 6: CATASTROPHIC EVENT – SITE MANAGEMENT –
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In this event the contractor will be tasked to plan, set up, mobilize equipment, manage, operate, and close out one or more mixed debris management sites countywide including burn operations. The contractor will be responsible for all necessary traffic control, weighing, measuring, reduction, recycling, and all other necessary operations for the operation of the site(s) through close out of the site(s). Permitting will be in the name of the government agency. Any government land provided shall be reclaimed at the conclusion of the work as described in section 2.3. Proposers shall prove experience with site management and FEMA requirements, rules, and regulations to qualify for this scope.

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SECTION 2.0 STATEMENT OF WORK

The qualified firm will develop and present the scope of services, meeting the County 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 County. In this role the contractor will perform an emergency “PUSH” sufficient to allow emergency vehicles to traverse the roadway. The County 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 Gordon County, Georgia. The County 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 County, it may be necessary 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 County and the Debris Management Consultant.
- 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 County, 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 appliances as defined in the Administrative Code. 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

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County. Stumps shall be hauled to TDSRS where they shall be inspected and categorized by size.

- f. Fill Dirt – The Contractor shall place compacted fill dirt in ruts created by equipment, holes created by removal of hazardous stumps and other areas that pose a hazard to public access upon direction of the County.


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 County will designate debris management sites. The contractor and the County 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 roofed inspection tower sufficient for a minimum of three (3) inspectors for the inspection of all incoming and exiting loads. The contractor will be responsible for obtaining any required permits, which shall be paid at cost by the County. At the County's discretion, owned rights of way or other entity owned property could be provided for temporary storage of 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 include 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.

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

- Access to site
- Site preparation – clearing, erosion control, and grading
- Traffic control procedures
- Safety
- Segregation of debris

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- 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 County. 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 County 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 Debris Management Consultant needed to receive eligible reimbursement through FEMA and (FHWA) for such fees.
- f. Assist Debris Management Consultant 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 tarped 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.

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- 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 Gordon County, Georgia 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 County and their Debris Management Consultant. Inspections will be to insure compliance with the contract and applicable local, State and Federal laws. The Contractor will, at all times, provide the County access to all work sites and disposal areas. The Contractor, the County and Debris Management Consultant 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 Debris Management Consultant 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 Gordon County, Georgia managers and the Debris Management Consultant, noting work progress and efficiency, current/revised estimates, project completion and other schedule forecasts/updates.

The Contractor shall provide all requested information to the Debris Management Consultant that is necessary for proper documentation. Gordon County, Georgia 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 Debris Management Consultant will coordinate this work. Discrepancies in what is required of the Contractor must immediately be brought to the attention of the Debris Management Team.

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- 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 County Debris Management Consultant
 - 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.

2.4. Work Areas

- a. Work Areas – The County 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 Gordon County, Georgia approval. Gordon County, Georgia 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 County will establish and approve all areas that the Contractor will be allowed to work. Daily and/or weekly scheduled

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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 judgement of the County.

- 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 shall conform to Standards and all work sites/conditions shall conform to all applicable Federal, State and local safety standards.

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SECTION 3.0 PROPOSAL RESPONSE REQUIREMENTS

- 3.1 A prospective service provider's response to this RFP should 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 County.
- 3.2 The County reserves the right to seek additional/supplemental representation on specific issues as needed.
- 3.3 Respondents shall construct their proposal in the following format and a tab must separate each section.
- 3.4 Respondents must include a bid bond in the amount of \$375,000 with an A rated surety Company.

BINDER 1 – QUALIFICATIONS PROPOSAL

In a sealed envelope, provide an **ORIGINAL, so identified and four (4) complete copies** of your qualification proposal for services defined herein for the term of the contract.
Do not include any pricing in any part of BINDER 1.

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 proposer, their title(s), address (es), and telephone and fax number(s). 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.

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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. Gordon County, Georgia has the right to increase or decrease the Contractor's assignment and/or areas of operation within the scope of this contract. Gordon County, Georgia is also requesting proposals for the following items: sunken vessel removal and canal and river debris removal and restoration. These items are not specifically addressed in detail in the specification sections of this RFP. Due to the diversity of damage caused by natural or manmade disasters Gordon County, Georgia 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 Gordon County, Georgia 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, beach and shoreline restoration, 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 Gordon County, Georgia.

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

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- Financial resources/Bond rating
- Training and experience (list all certifications)
- Equipment resources (company versus sub-contractor owned)
- List of subcontractors
- 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 subcontracting plan)
- Sample of subcontracting contracts
- Public announcements/notices, including specific date on proposed venues.
- Ability to track and record all work for invoices and auditing purposes
- Other unique services your company can provide
- Construction drawings for temporary inspection towers
- 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:

Include any pertinent information needed to determine the proposer's experience and ability to perform the anticipated work.

The proposer 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.

The proposal will address the proposer's ability to mobilize including what is anticipated for a maximum time to mobilize.

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TAB 3 – Past Performance

The proposer shall include a list 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 proposer’s past performance.

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

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

The proposal will address how the proposer 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 proposer shall include details of the project such as: the public agency, their contact, FEMA contacts, all pertinent phone numbers and dollar amounts. The proposer should provide information necessary to investigate the work with the public agency.

The proposer 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.

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TAB 4 – Understanding of Project Requirements

The proposer shall provide their interpretation of what is required to meet the needs of the County. The Proposer will use this document, their knowledge and experience to develop their understanding of this project. The proposer is urged to develop scenarios or examples to fully explain their position. Proposer must include a copy of a current certificate of insurance naming the City/County along with a copy of their current business license with the City/County, 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. Gordon County, Georgia prefers the use of self-loading equipment for removing debris and reserves the right to require self-loading equipment in various areas throughout Gordon County, Georgia.

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 Gordon County, Georgia. 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 Gordon County, Georgia. Gordon County, Georgia 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 Gordon County, Georgia. 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

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performance of this contract without the approval of Gordon County, Georgia.

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 reasonably compacted. "Hand Loading" is not permitted under this contract without the approval of Gordon County, Georgia. 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, which the damage occurred. The Contractor shall contact the person(s) making claims regarding damages within 2 days of receiving said claim; 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 Gordon County, Georgia 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 Gordon County, Georgia prior to loading. Ineligible debris shall be left in place, except those items directed by Gordon County, Georgia.

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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 Gordon County.

TAB 5 – Approach and Method

The proposer 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 proposer should identify the resources they will mobilize for each scenario and state their commitment and timeframe to deploy these resources when called upon. The proposer shall provide the management processes anticipated to be used. It shall include how the interaction may take place between Gordon County, Georgia, the Debris Management Consultant and the proposer. The Contractor shall provide weekly public notices of the debris removal schedule. The Contractor shall advertise these notices in the Sunday additions of two (2) local major newspapers and shall be of sufficient size to be easily seen by readers. The Contractor shall also advertise these notices on two (2) local major radio stations, which have markets in Gordon County, Georgia. The radio announcements shall be aired a minimum of four (4) times daily during the period with peak listeners for a minimum of thirty (30) seconds each and be run a minimum of three (3) days per week. All public notices must be approved by Gordon County, Georgia prior to release. The notices shall contain a description of the work, how debris should be placed on the right of way, what is eligible debris, and the schedule for removal.

TAB 6 – GORDON COUNTY, GEORGIA DOCUMENTS

Complete and attach the forms contained in the attachments:

- Attachment A – MBE Utilization Plan
- Attachment B – Determination of Good Faith Effort

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SECTION 4.0 GENERAL TERMS AND CONDITIONS

4.1 INDEMNIFICATION

The consultant shall indemnify and save harmless the County, its officials and employees, from all losses, damages, costs, expenses, liability, claims, actions, and judgments of any kind whatsoever brought or asserted against, or incurred by, the County, including without limitation attorney's fees and costs of litigation, to the extent that the same arise out of or are caused by any act or omission of the consultant, its sub consultants or subcontractors, or by the employees, officers, directors, or agents of the consultant, or its subcontractors.

4.2 ISSUANCE OF ADDENDA

9.2.1 If this solicitation is amended, the County will issue an appropriate addendum to the solicitation. If any addendum is issued, all terms and conditions that are not specifically modified shall remain unchanged.

9.2.2 Proponents shall acknowledge receipt of each addendum to this solicitation using one of the following methods:

- By signing and returning the addendum;
- By signing letter;
- By signing facsimile (subject to the conditions specified in the provision entitled "FACSIMILE DOCUMENTS".)

9.2.3 The County must receive the acknowledgment by the time and date and at the location specified for the receipt of proposals.

4.3 PAYMENT:

9.3.1. Prompt Pay Policy

It is the policy of Gordon County, Georgia pay with 30 day terms submitted invoices.

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4.3.2 Withholding Payment

In the event a contract is canceled under any provision herein, the County May withhold from the Contractor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.

4.4 INSURANCE REQUIREMENTS:

Prior to commencing work, the Consultant shall procure and maintain at Consultant's own cost and expense for the duration of the agreement the following insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work or services hereunder by the consultant, his agents, representatives, employees or Subcontractors. The cost of such insurance shall be included in consultant's proposal.

4.4.1 Consultant shall maintain limits no less than:

Commercial General/Umbrella Liability Insurance- \$1,000,000 limit per occurrence for property damage and bodily injury. The service provider should indicate in its proposal whether the coverage is provided on a claims-made or preferably on an occurrence basis. The insurance shall include coverage for the following:

- Premise/Operations
- Explosion, Collapse and underground Property Damage Hazard (only when applicable to the project)
- Products/Completed Operations
- Contractual
- Independent Contractors
- Broad Form Property Damage
- Personal Injury

Business Automobile/Umbrella Liability Insurance- \$1,000,000 limit per accident for property damage and personal injury.

- Owned/Leased Autos
- Non-owned Autos

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- Hired Autos

This policy shall include Employers'/Umbrella Liability coverage for \$1,000,000 per accident. Workers' Compensation coverage is required as a condition of performing work or services for the County whether or not the Contractor or Vendor is otherwise required by law to provide such coverage.

Environmental Liability Insurance- \$1,000,000 per occurrence.

Pollution Liability Insurance

Covering claims for injuries to members of the public or damage to property of others arising out of covered act or omission of the Contractor or any of its employees, agents, subcontractors, or subconsultants, including Premises and/or Operations, Independent Contractors; Broad Form Property Damage and a Contractual Liability Endorsement with One Million Dollars (\$1,000,000) per occurrence and annual aggregate.

4.4.2 Other Insurance Provisions

4.4.2.1 *Commercial General Liability and Automobile Liability Coverage's*

- The Gordon County, Georgia, Members of their Commissions, boards, commissioners and committees, officers, agents, employees and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor or premises on which Contractor is performing on behalf of the County. The coverage shall contain no special limitations on the scope of protection afforded to the County, members of their Commissions, boards, commissions and committees, officers, agents, employees and volunteers.
- The Contractor's insurance coverage shall be primary insurance as respects the County, members of their Commissions, boards, commissioners and committees, officers, agents, employees and volunteers. Any insurance or self-insurance maintained by Gordon County, Georgia, members their Commissions, boards,

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commissions and committees, officers, agents employees and volunteers shall be in excess of Contractor's insurance and shall not contribute with it.

- Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Gordon County, Georgia, members of their Commissions, boards, commissions and committees, officers, agents, employees and volunteers.
- Coverage shall state the Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4.4.2.2 *Worker's' Compensation and Employer's Liability and Property Coverage's*

The insurer shall agree to waive all rights of subrogation against the County, members of their Commissions, boards, commissioners and committees, officers, agents, employees and volunteers for losses arising from activities and operations of Contractor in the performance of services under this agreement.

4.4.2.3 *All Coverage's*

- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduces in coverage or in limits except after (30) days prior written notice has been given to the County.
- If Contractor, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. Gordon County, Georgia, at its sole option, may terminate their respective Agreement and obtain damages from the Contractor resulting from said breach.
- Alternatively, Gordon County, Georgia may purchase such required insurance coverage (but has no special obligation to do so), and without further notice to Contractor, Gordon County, Georgia may deduct from sums due to Contractor any premium costs advanced by Gordon County, Georgia for such insurance.

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- Gordon County, Georgia names as “additional insured” as its interest may appear.

4.4.2.4 Deductibles and Self-Insured Retention's

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, members of its County Commissions, boards, commissions and committees, officers, agents, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses, related investigation, claim administration and defense expensed.

9.4.2.4 Acceptability of Insurers

Insurance is to be places with Georgia admitted insures rated A or better by *A.M. Best's* rating service.

4.4.2.5 Verification of Coverage

Contractor shall furnish the County with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the County before work commences.

4.4.2.6 Subcontractors

Contractor shall include each of its subcontractors as insureds under the policies of insurance required herein.

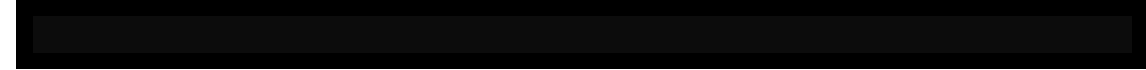
Conditions:

The successful vendor shall submit the following items within ten calendar days of written notification from the county of the proposal award:

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- Written certification that the Vendor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).
- There are no expressed or implied obligations for Gordon County to reimburse responding companies for any expenses incurred in preparing proposals in response to this Proposal.
- The county reserves the right to request clarifications regarding information submitted as well as request additional information from one or more parties submitting qualifications.
- By submitting qualifications, a party certifies that it has fully read and understood this Proposal, has reviewed the attached documents (if any), and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the requirements of the products and services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company of their obligation to enter into a contract and to completely perform the contract in strict accordance with this Proposal.
- No proposals may be withdrawn or revoked for a period of 30 days after date of proposal opening.
- Ownership of all data, materials, and documentation prepared for and submitted in response to this Proposal shall belong exclusively to Gordon County and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.
- The Gordon County Board of Commissioners reserves the right to reject any or all proposals, call for new proposals, to waive any informalities in a proposals, and to select the qualified parties. The Gordon County Board of Commissioners reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by the Board to be in the best interest of citizens of Gordon County.
- This Proposal shall be governed in all respects by the laws of the State of Georgia and the successful proposing parties shall comply with all applicable federal, state, and local laws and regulations.
- By submitting their qualifications, all proposing parties certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any Gordon County employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.
- The proposing parties specifically certify in submitting their proposals that they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery, and/or conspiracy in restraint

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of free and open competition in transactions with state or political subdivisions. By submitting their qualifications, all proposing companies certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and/or the federal government, nor are they an agent of any person or entity that is currently debarred from submitting Proposals on contracts by any agency of the State of Georgia or the federal government

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NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF _____ COUNTY OF _____

I _____, being first duly sworn, depose and say that;

He is _____ of _____, the bidder that has submitted the attached bid;

He or she is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid; Such bid is genuine and is not a collusive or sham bid; Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit, or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Gordon County Board of Commissioners or any person interested in the proposed contract; and

The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Bidder: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

Subscribed and sworn to me this _____ day of _____, 20__.

NOTARY PUBLIC: _____

Commission Expires: _____

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ATTACHMENT 1
3 YEAR CONTRACT
PRICE PROPOSAL FORM
DISASTER DEBRIS REMOVAL AND DISPOSAL

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.

1. Rights-of-Way Vegetative Collection Rate

Vegetative debris collected from public or private right-of-way (ROW) and improved public lands, hauled to, and dumped at the debris management site(s). This includes the removal, collection, hauling, and disposal of all stumps less than 24 inches in diameter and any stumps not originating in the ROW (including stumps removed by third parties and placed in the ROW).

0-15 miles per cubic yard \$ _____

16-30 miles per cubic yard \$ _____

31-60 miles per cubic yard \$ _____

2. Private Property Vegetative Collection Rate

Vegetative debris collected from private property, hauled to, and dumped at the debris management site(s). This includes the removal, collection, hauling and disposal of all stumps less than 24 inches in diameter and any stumps not originating in the ROW (including stumps removed by third parties and placed in the ROW).

0-15 miles per cubic yard \$ _____

16-30 miles per cubic yard \$ _____

31-60 miles per cubic yard \$ _____

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3. Public Right of Way Construction and Demolition Collection Rate

Construction and demolition debris collected from designated work zone, to, and dumped at the debris management site(s) or other designated location.

0-15 miles per cubic yard \$ _____
16-30 miles per cubic yard \$ _____
31-60 miles per cubic yard \$ _____

4. Cutting Partially Uprooted or Split Trees (Leaners)

Falling partially uprooted or split trees from the ROW or the portion of the ROW and placing the debris in the ROW for haul-off.

Partially Uprooted Leaner (Price is inclusive of excavating the root ball and placing it in the ROW)

Diameter of tree at 2 feet from base

Less than 24 inches Per Tree \$ _____

24-36 inches Per Tree \$ _____

Greater than 36 inches Per Tree \$ _____

Split Leaner (No exposed root ball) (Price is inclusive of flush cutting the tree trunk)

Diameter of tree at 2 feet from base

Less than 24 inches Per Tree \$ _____

24-36 inches Per Tree \$ _____

Greater than 36 inches Per Tree \$ _____

Removal of Dangerous Hanging Limbs (Hangers)

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Removing hanging or partially broken limbs from trees in the ROW or limbs hanging over the ROW and placing the debris in the ROW for haul-off

Per Tree \$ _____

5. Demolition and Collection Rate

Demolish identified structures in designated work zone. Remove C&D debris from designated work zone, hauled to, and dumped at a DM Site or other designated location.

Per Cubic Yard \$ _____

6. Hazardous Stump Removal and Collection Rate

Removal and collection of stumps partially uprooted in the ROW. Stumps will be identified and certified in the ROW by the County or its representative. Stumps will be hauled to and dumped at a debris management site(s) or other designated location.

Diameter of Stump at 2 feet from base

24-36 inches Per Stump \$ _____

36-48 inches Per Stump \$ _____

Greater than 48 inches Per Stump \$ _____

7. Stump Removal and Collection Rate

Removal and collection of stumps brought to the ROW. Stumps will be hauled to and dumped at a debris management site(s) or other designated location.

According to FEMA guidelines for conversion of stumps to cubic yards.

Per Cubic Yard \$ _____

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8. Backfill

Supply and placement of clean fill dirt into holes created by stump removal in the ROW.

Per Cubic Yard \$ _____

9. Reduction of vegetative debris via burning at debris management site(s) or other designated location.

Per Cubic Yard \$ _____

10. Reduction of vegetative debris via grinding at debris management site(s) or other designated location.

Per Cubic Yard \$ _____

11. Reduction of C&D debris at debris management site(s) or other designated location.

Per Cubic Yard \$ _____

12. Sand Collection (Public Property) and Screening Rate

Removal and collection of debris-laden sand from public property. Debris-laden sand will be hauled to a designated location, screened, and stockpiled at a debris management site(s). (Debris generated from screened rejects will be hauled to a debris management site(s) or other designated location.

Per Cubic Yard \$ _____

13. Sand Collection (Private Property) and Screening Rate

Removal and collection of debris-laden sand from public property. Debris-laden sand will be hauled to a designated location, screened, and stockpiled at a debris management site(s). (Debris generated from screened rejects will be hauled to a debris management site(s) or other designated location.

Per Cubic Yard \$ _____

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14. Haul-out of reduced vegetative debris

Per Cubic Yard \$ _____

15. Haul C&D debris to final disposal site

Per Cubic Yard \$ _____

16. Marine Debris Removal - removal of storm generated debris from marine environments including streams, canals, and waterfronts.

Per Cubic Yard \$ _____

17. Bank Restoration - perform river and canal shoreline restoration to include any necessary excavation, compaction, fill, and backfill of embankment soils and materials to restore banks to preexisting conditions insofar as possible.

Per Linear Foot \$ _____

18. Removal of storm-damaged vehicles and vessels from post-disaster environments including towing and aggregation.

Transfer/Tow of typical passenger car

Per Vehicle \$ _____

Transfer/Tow and Handling of recreational vessels up to 24'

Per Vessel \$ _____

Operation of secure aggregation site for vehicles and vessels

Per Day \$ _____

Storage of each light and medium duty vehicle and/or vessels

Per Day \$ _____

