

July 18,2012

REQUEST FOR PROPOSALS
FOR
DEBRIS REMOVAL SERVICES

RFP Debris Removal Garden City

The City of Garden City invites interested parties to submit proposals no later than 2:30 PM, August 15, 2012, to provide Debris Removal Services, to the Mayor and Council. This will primarily include the removal of trees, branches, stumps, and rubbish, white materials and hazardous materials from City streets, right of ways and City owned land.

At a minimum, debris removal shall consist of:

- Debris clearing
- Debris Disposal
- Cutting, chipping shredding and removing of fallen trees and wood waste.
- Cutting and removing partially fallen trees that obstruct City streets or property.
- Debris reduction
- Loading, hauling and disposal of debris and debris reduction.
- Removing other timber, branches, snags, brush, rubbish or other material obstructing Town streets or property.
- Collection of animal carcass and disposal.
- White metals to include but not limited to washers, driers , refrigerators ect. that can be recycled and are found on Town right of ways.
- Demolition debris from houses and or structures that are located on Town right of ways and or streets that are approved for removal by Town officials.
- Shipping containers 20 and 40+ in length that are abandon and or destroyed.
- Small maritime craft washed up from storm surge that are declared as salvage
- Loading and Hauling Household Hazardous Waste to a Final Disposal Site
- Emergency Storm water restoration and repair.
- Logistical Support for
 - o Equipment repair Tire Repair
 - o Food and Catering
 - o Temp Housing for Critical Work Force
 - o Temp Office Space
 - Sat Comms
 - Cell Phones
 - Radios
 - Printers
 - Copiers
 - Other items as needed
 - o Fuel Diesel and Gasoline
 - o Lubricants and mobile fuelers and maintenance trucks

- Marine Salvage and ship/boat removal or re-floating capabilities. All boats salvaged will be deemed property of the Town and disposition will be decided at a later date. All salvage operations must conform with USCG and EPA OPA90 spill regulations.

Disposal of all material resulting from this contract shall be the responsibility of the contractor. All cost in connection with disposal of the material will be at the contractor's expense. Disposal shall be in accordance with the local, state and federal rules and regulations. Contractor shall show proof of current authorization for dumping at a licensed landfill or other licensed waste disposal facility.

Sealed proposals will be accepted at and copies of the Request for Proposals may be obtained from:

City of Garden City
City Hall,
100 Central Ave.
Garden City, Georgia 31405
Phone: (912) 966-7777
EMA Cell 912-657-1433

NOTICE TO PROPOSERS

To ensure that your proposal is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Purchasing Department, at 912-966-7777.

REQUEST FOR PROPOSALS FOR DEBRIS REMOVAL SERVICES RFP Debris Removal Garden City

PURPOSE:

Garden City is soliciting sealed proposals to provide Debris Removal Services. At a minimum, debris removal shall consist of:

- Debris clearing
- Debris Disposal
- Cutting, chipping shredding and removing of fallen trees and wood waste.
- Cutting and removing partially fallen trees that obstruct City streets or property.
- Debris reduction
- Loading, hauling and disposal of debris and debris reduction.
- Removing other timber, branches, snags, brush, rubbish or other material obstructing City streets or property.
- Collection of animal carcass and disposal.

- White metals to include but not limited to washers, driers , refrigerators ect. that can be recycled and are found on City right of ways.
- Demolition debris from houses and or structures that are located on City right of ways and or streets that are approved for removal by City officials.
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 - Other items as needed
 - o Fuel Diesel and Gasoline
- Lubricants and mobile fuelers and maintenance
- Marine Salvage and ship/boat removal or re-floating capabilities. All boats salvaged will be deem property of the Town and disposition will be decided at a later date. All salvage operations must conform with USCG and EPA OPA90 spill regulations

INSTRUCTIONS TO PROPOSERS:

Firms or companies desiring to provide services, as described in the Scope of Work, shall submit sealed proposals in an original and five (5) complete copies not later than 2:30 PM local time on August 15, 2012 to the Purchasing Department at City Hall, Garden City, Georgia 31405.

Offers by telephone or telegram shall not be accepted. Also, proposers are instructed NOT to fax their proposal. Faxed proposals shall be rejected as non-responsive regardless of where the fax is received.

Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid, proposal or quotation is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

It is the sole responsibility of the bidder to ensure that his or her Proposal reaches the Purchasing Department. The time and date for receipt of Proposals will be scrupulously observed. The City shall not be responsible for late deliveries or mail delays. All proposals will be opened publicly.

TERMS AND CONDITIONS:

1. The City reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the Town , or to award a contract to the next most qualified proposer, if a successful proposer does not execute a contract within thirty (30) days after approval of the selection by the Town .

City reserves the right, and the Purchasing Department has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the City .

2. The City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

3. Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide to the City the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.

4. Proposals shall be sealed and proposer should indicate on their proposal the following:

A. RFP #

B. Date of Opening

C. Name and Address of Proposer

5. Costs of preparation of a response to this request for proposals are solely those of the proposers. The City assumes no responsibility for any such costs incurred by the proposer. The proposer also agrees that the City bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

6. The proposer receiving the award will obtain or possess the following insurance coverage's, and will provide Certificates of Insurance to the City to verify such coverage.

6.1 The Contractor does hereby covenant and agree to indemnify and save harmless the City of Garden City , its members and staff, from all fines, suits, claims, demands and actions of any kind and nature based upon or arising out of any or all of the operations to be performed by Contractor hereunder and as provided.

Contractor shall maintain with insurance underwriters satisfactory to the City of Garden City, a standard form policy or policies of insurance in the following amounts:

Comprehensive General Liability -

\$1,000,000 - General Aggregate Limit
\$1,000,000 - Products - Completed Operations Aggregate Limit
\$1,000,000 - Personal and Advertising Injury Limit
\$1,000,000 - Each Occurrence Limit
\$1,000,000 - Fire Damage Limit
\$ 10,000 - Medical Expense Limit (Any One Person)

Commercial Catastrophe (Umbrella) Liability - Shall be written for the following limits:

\$1,000,000 - Each occurrence for Bodily Injury and Property Damage
\$1,000,000 - Annual Aggregate

OCP – Owner’s and Contractor’s Protective Liability - Shall be written for the following limits:

\$1,000,000 - Each occurrence for Bodily Injury and Property Damage
\$1,000,000 - Annual Aggregate

Comprehensive Automobile Liability - Shall be written for all owned vehicles, non-ownership liability and hired vehicles and shall be written for the following limits:

\$1,000,000 - each occurrence for Bodily Injury and Property Damage

It is understood that the specified amounts of insurance in no way limit the liability of the contractor, and that contractor shall carry insurance in such amounts so as to indemnify and save harmless the City of Garden City , its members and staff, from all claims and suits, demands, and actions. Contractor shall furnish a certificate from the insurance carrier or carriers showing such insurance full force contract.

- 6.2 The contractor shall secure and maintain during the term of this contract, Workmen’s Compensation for all of their employees connected with the work on this bid. Such insurance shall comply with the Georgia Workmen’s Compensation Law.
- 6.3 Proof of coverage must be provided within ten (10) days of the city ’s request.
- 6.4 A minimum of thirty (30) days prior to cancellation notice shall be given to the City of Garden City, in writing, prior to cancellation by insurance carrier.

7. The contractor awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of the contract resulting from this RFP. The City shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the awardees place of business to the Town , including the Comptroller's Office and/or its designees, for purposes of inspection, reproduction and audit without restriction.
8. It is the intent of the City to enter into a two (2) year term contract, with renewal clause for one (1) additional two (2) renewal term for services as described herein. A maximum period of work for the contract, once activated, will be eighteen (18) months depending upon the severity of the storm and volume of debris. Any contract awarded as a result of the proposal will be activated only in the event of an emergency.
9. All employees of the contractor shall be, at all times, the sole employees of the contractor under its sole direction and not an employee or agent of Garden City . The contractor shall supply competent and capable employees who shall have and wear proper identification. Garden City reserves the right to require the contractor to remove an employee the City deems careless, incompetent, insubordinate or otherwise objectionable and who continued employment on City property is not in the best interest of the Town . The City also reserves the right to dismiss any of the contractor's employees who fail to follow proper safety standards or traffic rules and regulations.
10. The successful contractor (and all subcontractors') shall be appropriately licensed for the work proposed. The successful contractor shall also be responsible for obtaining any and all permits and licenses as required.
11. Payment of Services under this contract shall be based upon the approved, negotiated fee schedule.
12. Proposer shall furnish a phone number of a contact who can be reached 24 hours daily, seven day a week for order placement.
13. The proposer must describe his ability to conduct business without disruption in the event of a disaster in this area.
14. The City reserves the right to split the award if deemed to be in the best interest of the Town . Awards will be made to multiple vendors (primary, secondary, tertiary) for adequate coverage in case of disaster.
15. Delivery shall be within 48 hours of placement of order. Proposers are not expected to have some items; but, should be able to obtain them for delivery within 48 hours of placement order.

16. The City requires a contractor to carry out complete storm debris removal services and have the capacity to cover the expenses associated with a major recovery operation prior to City payment and between subsequent payments, as well as the capacity to provide the necessary bonds and insurance.
17. Contractor must meet FEMA requirements for Certified Debris Removal Contractor and must adhere to the requirements.

QUESTIONS REGARDING THIS RFP:

All questions or concerns regarding this Request for Proposals must be submitted in writing or by email to Garden City no later than 2:00 PM, on August 8, 2012. The Purchasing Department may issue an addendum to the Request for Proposals for distribution to all known prospective proposers.

No oral interpretation of this Request for Proposal shall be considered binding. The city shall be bound by information and statements only when such statements are written and executed under the authority of the Purchasing Department.

PROPOSAL FORMAT:

Proposers must respond in the format delineated below.

The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive.

1. QUALIFICATIONS OF THE FIRM

a) Provide a description and history of the firm focusing on previous governmental experience.

1. Recent experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal.
2. Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.
3. Recent experience managing coastal disaster recovery operations including, but not limited to: Right-of-Entry debris removal, and C&D debris separation and removal.

b) Provide at least three references for which the firm has performed services within the past two (2) years that are similar to the requirements in the Scope of Services. Two of the references shall be from government entities for hurricane debris monitoring experience involving a minimum of 150,000 cubic yards of debris. Provide the reference contact name, address, e-mail address, telephone numbers and date of the contract.

2. QUALIFICATIONS OF STAFF

Provide an organizational chart, resumes, and summary of staff qualifications. Key project staff (management staff including, but not limited to: project manager, collection and disposal operations managers, FEMA reimbursement specialist, data manager, etc.) must be full time employees of the proposing firm and have experience in the following:

- a.) Experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal. The proposer must demonstrate experience managing hurricane debris monitoring for at least three government entities involving a minimum of 150,000 cubic yards of debris for each client.
- b.) Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.
- c.) Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, FEMA appeals processing, hauler invoice reconciliation and contracting.

3. TECHNICAL APPROACH

Provide a description of the proposer's approach to the project after a state of disaster has been declared, to include startup procedures and requirements, delivery of debris removal and reduction equipment into the area, debris estimate and management of the debris recovery sites, billing/invoices reporting procedures to FEMA and the city. Provide listing of persons who will be authorized to make representations for your firm, their titles, addresses and telephone numbers. State whether your firm has been involved in any litigation within the past five (5) years, arising out of your performance. Explain fully if it has been involved in any litigation.

4. COST PROPOSAL

Each Proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. All non-labor projected costs will be billed to the City at cost without markup.

5. SELECTION CRITERIA

The following weighted criteria will be utilized to select the contractor awarded this contract.

Firm Qualifications	35
Qualifications on Similar Projects	25
Key Staff Project Understanding and Approach	20
Management Systems/Reporting Systems	10
References	10
TOTAL	100

SCOPE OF SERVICES

I. BACKGROUND

The City requires disaster debris removal contractors. As such, the Contractor should be capable of providing a range of related equipment and labor, and other services as needed and ordered by the city. Services shall be required during periods of declared emergency or subsequent recovery periods resulting from natural or man-made disasters, in order to aid the City in preserving, protecting, or sustaining the life, health or safety of Garden City residents, or their property, within the declared disaster area.

II. SCOPE

A. DEBRIS REMOVAL SERVICES

The selected firm will be expected to provide disaster debris removal services to include debris generated from the public rights-of-way, private property, drainage areas/canals, waterways, and other public, eligible, or designated areas.

Definition of storms could include but are not limited to Hurricanes, Tornados, Ice Storms, Wind Storms or other man made or disastrous incidents.

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- Debris clearing
- Debris Disposal
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- Cutting and removing partially fallen trees that obstruct City streets or property.
- Debris reduction
- Loading, hauling and disposal of debris and debris reduction.
- Removing other timber, branches, snags, brush, rubbish or other material obstructing City streets or property.
- Collection of animal carcass and disposal.
- White metals to include but not limited to washers, driers , refrigerators ect. that can be recycled and are found on City right of ways.
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 - o Equipment repair Tire Repair
 - o Food and Catering
 - o Temp Housing for Critical Work Force
 - o Temp Office Space
 - Sat Comms
 - Cell Phones

- Radios
 - Printers
 - Copiers
 - Other items as needed
- Fuel Diesel and Gasoline
- Lubricants and mobile fuelers and maintenance

At a minimum for debris reduction shall consist of:

- Removal of debris to a reduction area
- Use of reduced natural materials to cover landfill reduction areas
- Use of most efficient and Best Practices for the reduction of all applicable debris removed from the City to a temporary reduction site.
- Recycling of metals where money generated by materials will be returned to the Town as per FEMA requirements in 325
- Marine Salvage and ship/boat removal or re-floating capabilities. All boats salvaged will be deem property of the Town and disposition will be decided at a later date. All salvage operations must conform with USCG and EPA OPA90 spill regulations.

The City with the assistance of the Debris Removal Contractor, shall designate staging areas for the contractor to stage debris for removal and reduction.

Contractor must be able to provide services as specified by the City 12 hours prior to the onset of a storm.

- The contractor will provide crews as specified by the City at locations specified by the City to be on standby prior to onset of storm.
- These crews and their equipment will be staged at the Savannah Hilton Head International Airport or other designated location.
- Secondary staging locations may be specified and staffed depending upon the size and or landfall location of the storm.

This operational period will consist of the first 70 hours and will be paid out by Time and Materials after the storm has cleared or the wind has subsided and the all clear has been given.

Once the contractor enters the 71 hour the contract will revert to Unit prices based on volume or weight as determined by the City and the monitoring company.

Contractor shall propose their fee structure and provide their methodology for assuring the accuracy of billing.

Contractor shall respond within 12 hours of notification by the City that their services are needed. Contractor shall provide emergency numbers and names of contacts upon award notification.

Contractors will be responsible for providing complete base camp operations at sites agreed upon by City and contractor.

Contractor Payments

All payments will be based on unit prices with the exception of the first 70 hour push which will be billed on materials and time

No payments may be based on time and materials cost unless limited to work performed during the first 70 hours of actual work following a disaster event.

The payment will be made only for debris that FEMA and FHWA determines eligible,

Private property debris removal decisions will be made by the city .

Invoices will be submitted to the Monitoring Company on a schedule established by the city and the Monitoring company and for no more than 30 days.

If the GEMA/FEMA debris Pilot Program is re-instituted and enforced the contractor will work with the City and the Monitoring Company to determine areas of damage that meet the FEMA / GEMA Pilot Debris Removal Program. Contractor will be responsible for providing the City with a reasonable cost estimate not to exceed 500,000.00 per area affected.

Contractor will submit load tickets provided by Monitoring Company that meets FEMA, FHWA, state, and local requirements with specific to include GPS Location, Street Addressing, Zone numbering, where debris is picked up, hauled, and reduced and disposed of. The Contractor will work with City Planners to determine temporary reduction and storage sites that meet Local, State and Federal requirements.

Contractor will work with the City to determine locations and disposal needs for White goods, household trash and Hazardous materials. These sites will meet all Federal, State, and Local requirements for disposal of such materials.

A reasonable limit on the period of performance for the work to be completed will be agreed upon based on known FEMA standards.

The contractor will provide a subcontractor plan including a clear description of the percentage of the work the contractor may subcontract out and limiting use of sub contractors to only those that the City has approved.

The contractor will provide a safe working environment meeting all local, state and federal requirements.

ANNUAL CONTRACT FOR DEBRIS REMOVAL
NOVEMBER 2014

SCHEDULE OF RFP PROPOSAL

The Proposer must fill in the unit prices in figures for each item as indicated.

The Fee Proposal shall be submitted as an attachment. Fee Proposals shall include any and all travel and per diem charges and shall include all fees for work as described in the RFP.

Sample: Equipment Specified in the section must be equivalent to the specific type of equipment in type size and capability.

These examples must be provided in an Excel Spreadsheet format via Email or Thumb drive along with the Bid, in the following format

PART A – UNIT PRICES

<u>Item No.</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>
1	Loading and Hauling Debris from Public Property and right-of-ways to a Temporary Debris Staging and Reduction Site	cubic yard	
2	Loading and Hauling Debris from Public Property and right-of-ways to a Final Disposal Site	cubic yard	
3	Management and Operation of a Temporary Debris Staging and Reduction Site	cubic yard	
4	Debris Reduction by Chipping/Grinding	cubic yard	
5	Debris Reduction by Burning	cubic yard	
6	Metal Compression Debris Reduction unit	pound	
7	Freon Management and Recycling	each	
8	Animal Carcass Collection, Hauling and Final Disposal	pound	
9	Loading and Hauling Debris Reduction By-Products to a Final Disposal Site	cubic yard	
10	Loading and Hauling Household Hazardous Waste to a Final Disposal Site	pound	
11	Hazardous Stump Removal, Loading and Hauling to a Temporary Debris Staging and Reduction Site		
	a) 0 inch to 11.9 inch diameter	each	

	b) 12 inch to 23.9 inch diameter	each	
	c) 24 inch to 35.9 inch diameter	each	
	d) 36 inch to 47.9 inch diameter	each	
	e) 48 inches and larger diameter	each	
12	Clean Borrow	cubic yard	
13	Sand	cubic yard	

PART B– EQUIPMENT AND LABOR RATES

<u>Item No.</u>	<u>Description</u>	<u>Hourly Rates</u>
1	JD 544 Wheel Loader with Debris Grapple	
2	JD 644 Wheel Loader with Debris Grapple	
3	Extended Forklift with Debris Grapple	
4	753 Bobcat Skid Steer Loader with Debris Grapple	
5	753 Bobcat Skid Steer Loader with Bucket	
6	753 Bobcat Skid Steer Loader with Street Sweeper	
7	30-50 H Farm Tractor with Box Blade or Rake	
8	2 – 2 ½ cu yd. Articulated Loader with Bucket	
9	3 – 4 cu yd. Articulated Loader with Bucket	
10	JD 648E Log Skidder, or equivalent	
11	CAT D4 Dozer	
12	CAT D5 Dozer	
13	CAT D6 Dozer	
14	CAT D7 Dozer	
15	CAT D8 Dozer	
16	CAT 125-140 HP Motor Grader	
17	JD 690 Trackhoe with Debris Grapple	
18	JD 690 Trackhoe with Bucket & Thumb	
19	(Hard) Rubber Tire Excavator with Debris Grapple	
20	JD 310 Hard Rubber Tire Backhoe with Bucket and Hoe	
21	Hard Rubber Tire Excavator with Debris Grapple	
22	210 Prentiss Knuckle-boom with Debris Grapple	
23	DAT 623 Self-Loader Scraper	
24	Hand-fed Debris Chipper	
25	300-400 HP Tub Grinder	
26	800-1,000 HP Tub Grinder	
27	30 Ton Crane	
28	50 Ton Crane	
29	100 Ton Crane (89 hours minimum)	
30	40 – 60-foot Bucket Truck	
31	Greater than 60-foot Bucket Truck	
32	Fuel/Service Truck	

33	Water Truck	
34	Portable Light Plant	
35	Lowboy Trailer with Tractor	
36	Flatbed Truck	
37	Pickup Truck (unmanned)	
38	Self-loading Dump Truck with Debris Grapple	
39	Single Axle Dump Truck. 5 – cu yd.	
40	Tandem Axle Dump Truck, 16-20 cu yd.	
41	Tandem Axle Dump Truck, 21-30 cu yd.	
42	Tandem Axle Dump Truck, 31–50 cu yd.	
43	Tandem Axle Dump Truck, 51-80 cu yd.	
44	Power Screen	
45	Stacking Conveyor	
46	Chainsaw (without operator)	
47	Air Curtain Incinerator, self contained	
48	Temporary Office Trailer	
49	Mobile Command and Communication Trailer	
50	Labor, with small hand tools, and Traffic Control Flag-person	
51	Skilled Saw-man	
52	Crew Foreman with Cell Phone	
53	Operations Manager with Cell Phone	
54	Tipping Fees	
55	Tree Climber	
*56	Time and Materials Estimates for first 70 push	

Note: All equipment rates include the cost of the operator, fuel, and maintenance.
All equipment rates will compared to FEMA standard rates.

All labor rates include the cost of personal protective equipment, including but not limited to: hard hat, traffic safety vest, steel-toed shoes, gloves, leggings, and protective eyewear.

END OF SCOPE

EXCEPTION SHEET

RFP # _____

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

It is the desire of the City to utilize the storm debris removal contract for both major and minor storm events. If this is a factor that would impact the fee structure, please address this issue in your response and clearly define the guidelines for differentiating between major and minor events.

Below are the exceptions to the stated specifications:

Date

Signature

Company

Title

I have read and understand the requirements for this proposal #_____ and agree to provide the required services in accordance with this proposal and all attachments, exhibits etc.

Submitted By: _____

Proposer: _____

By: _____
Signature

Name (print): _____

Address: _____

Town/ State: _____ Zip: _____

Telephone; _____

E-mail: _____