

CITY OF CENTRAL
SCOPE OF SERVICES FOR STORM DEBRIS REMOVAL

Bid Opening Date: 09/06/2016

Bid Opening Time: 12:15 PM

It is the intent of the City to enter into a services contract with a firm for an emergency disaster debris removal and disposal services. Contract shall be available to begin work upon receipt of a Notice to Proceed.

Situated in t East Baton Rouge Parish, the City of Central is located in the easternmost part of East Baton Rouge Parish an estimated population of 28,000.

Submittals **MUST BE RECEIVED** no later than **12:00 p.m. on Friday, September 6, 2019.**

Activity	Description to submit	Date(s) & Time (CST)
Publication of Notice Bids	Bids notice published in The Advocate, www.centralbidding.com , & https://www.centralgov.com , and at City Services. Notice sent to (potential vendors)	Wednesday, August 7, 2019
Publication of Notice in Official Journal	Bids Notice published in The Advocate	Wednesdays August 7, 2019 August 14, 2019 August 21, 2019
Inquiries regarding Bids	Deadline for potential bidders to submit inquiries to CentralRFP@central-la.gov	4:00 pm Friday, August 23, 2019
Response to Inquiries	Deadline for City of Central to post all inquiries and responses on https://www.centralgov.com and www.centralbidding.com	Monday, August 26, 2019
Addenda	Deadline for City of Central to issue Addenda to clarify Request for Bids, if necessary, posted on https://www.centralgov.com and www.centralbidding.com	Friday, August 30, 2019
Statements of Qualifications and Bids Due	Deadline for receipt of Statements of Qualifications and Bids	Noon Friday, September 6, 2019
Select Contractor	City of Central reviews Statements of Qualifications and Bids	Monday, September 9, 2019
	Contract Finalized	Thursday, September 12, 2019
	Contract Begins	Friday, September 13, 2019

CITY OF CENTRAL REQUEST FOR BIDS

PART I. ADMINISTRATIVE AND GENERAL INFORMATION

1.1 Purpose

The City of Central seeks to obtain bids from qualified firms to perform debris collection, removal, processing and disposal services for storm debris. The City reserves the right to reject any or all responses. During this disaster event, the Contractor must coordinate with the city and state debris management and FEMA to ensure that debris removal is performed in an efficient and effective manner in compliance with all eligibility criteria for available federal and state funding. Such work shall be managed in accordance with local, state and federal regulations, guidelines, and laws regarding recycling and disposal of the debris following a natural disaster or destructive event.

1.2 Goals and Objectives

Under the contract, the Contractor will remove large volumes of disaster generated debris, household hazardous waste, and white goods from areas of the City of Central, as directed by the City, in a timely, efficient, and cost-effective manner. The Contractor will be responsible for removing, collecting and disposing of debris including white goods and dead animals; providing project management services; providing an action plan to the City detailing the sequence and timing of debris clearing and collection; preparing State and Federal reporting and reimbursement documents for review and submittal to the City of Central; providing community relation support during all phases of disaster recovery work, including providing a hot-line phone number and email address for the public to report complaints and make requests; and obtaining all necessary local, state, and federal permits and licenses.

It is the City's intent to ensure that all work performed pursuant to the contract is eligible for funding through available funding sources including FEMA's PA Program and performed in accordance with FEMA regulations, policies, and guidelines, as well as with any other applicable state or federal regulations, policies, and guidelines.

At all times, the Contractor shall take direction from the Mayor of Central or the Mayor's designee. Direction by the City in this contract may also mean direction by a monitor (the "**Monitor**").

Single Award: The City intends to award one contract and does not anticipate multiple awards; however, the City reserves the right to make multiple or partial awards.

GENERAL REQUIREMENTS

The Contractor shall provide all necessary equipment, operators, and other personnel for a comprehensive disaster debris removal and disposal operation. The work shall include but not be limited to segregation, removal, hauling, and disposal of debris on public land and rights of way. The Contractor shall not be paid to remove, process, or dispose debris that is unrelated to disaster damage. The Contractor will serve as the general contractor for the purpose of this disaster debris removal and disposal operation. The Contractor will use all required resources including subcontractor(s) as necessary to restore the health, safety, and welfare of the community in a timely and cost effective manner. The Contractor will be able to use its own subcontractors, with the expectation that those subcontractors will be members of the local workforce whenever possible. The Contractor shall obtain all permits and licenses necessary to complete the work. The Contractor shall supply comprehensive documentation of work by volume, location, time, and date per FEMA and FHWA reporting requirements and/or any other applicable state and federal reporting requirements.

The Contractor must be capable of providing all services necessary and fully understand FEMA, FHWA, and State of Louisiana requirements of a natural disaster or destructive event debris clean-up operations.

NON-EXCLUSIVITY AND RIGHT TO REASSIGN

The City expects to achieve the following outcomes through this contract:

Provide a skilled and qualified Contractor that has a strong record and experience with FEMA and all applicable State and Federal Disaster Specific Guidance(s) and policies related to disaster debris management, removal and disposal services on an on-call and emergency basis so the City is assured to get dependable, responsive, proven and expert services.

- Obtain the lowest possible pricing.
- Establish a cost effective contract that can provide immediate response to the City's needs during an emergency or disaster.

A. Qualifications and Experience:

All bidders shall hold all required licenses to perform the work.

Each bidder is required to submit with the bid certified supporting data regarding the bidder's experience, qualifications, and suitability for the work to be performed, which should include the following information, sworn to under oath by the bidder, or, if an entity, an authorized representative:

1. The bidder must have expertise and experience in assisting governmental entities in debris removal following a disaster.
2. Bidder must list a minimum of five separate and verifiable

disaster recovery events and his respective clients. Clients listed must be for completed work on disaster recovery projects and debris removal and processing projects. At least two of the client references shall be for a disaster recovery project performed for a public or governmental agency. The projects listed should also show experience in FEMA reimbursement and client training. Confidential clients shall not be included. Respondents using joint ventures should include former clients of the joint venture, if applicable. Information on each client should be provided in the following format:

- Project/event title
- Client name
- Contact person and telephone number
- Location of project (if different than above)
- Project team
- Performance period
- Approximate fee for services
- Brief description of project
- Quantity of debris removed

3. Availability of the contract managers and key personnel must be identified. The bidder shall identify subcontractors and the intended scope of their work. The types and quantities of recovery equipment must be identified. The bidder shall clearly identify that equipment owned by the Bidder separately from the equipment available from other sources. The City expects personnel, subcontractors and equipment identified in the bid response to be available for work to complete services. The City further expects that the identified equipment will be sufficiently maintained so as to be available to operate in a safe and reliable manner. The bidder should provide an estimate of the current workload and all future commitments to other emergency response contracts. The bidder should provide reasonable assurance that the identified personnel will be available to work on future projects. The bidder must provide reasonable assurance that all equipment identified for disaster recovery will be available and are not contractually obligated to other projects (e.g. residential collection contracts, solid waste transfer contracts, or other disaster debris removal contracts.)
4. The bidder should describe the organizational structure, assigned liaison officer, and the project management methods that are most appropriate to perform the Contract services outlined in the scope of services. The discussion should include: methods for communicating with team members and City emergency management staff, protocols for team work assignments, data management and project tracking

methodologies and capabilities, schedule controls, and any other appropriate management considerations. The bidder should also discuss the bidder's staffing and ability to supervise multiple clean-up crews and subcontractors. This discussion should include the bidder's project management methods that ensure the quality of the work being performed by the bidder's crews and subcontractors.

5. An itemized list of the bidder's proposed facilities and equipment that accommodates both large and confined/narrow streets and areas that shall be binding for use in the Contract, including equipment, vehicles, and materials that the Bidder presently owns and/or he/she intends to procure. The equipment specified in the itemized list shall be provided if listed. The equipment may be modified by advance written request by the Bidder and written approval by the City, any failure to do which shall constitute Breach of Contract.
6. All Bidders hereunder must furnish satisfactory evidence to the City that they are fully competent and have the necessary facilities, experience and pecuniary resources to fulfill the terms and conditions of this Contract and Contract Documents. Bidders shall provide personnel to manage the work that possess operating experience in performing Disaster Debris Removal and Management Services or other related debris removal and management services.
7. Bidders who submit qualifications and experience information relying on personnel other than those directly employed by the Bidder shall provide evidence and assurance as may be required by the City that those personnel are in direct and daily management and control of the work required by these Contract Documents. Examples of such personnel are those from the bidder's parent company, affiliates, joint venture, or other entity accepted by the City.
8. Bidders shall inform the City of any and all instances wherein a debris removal services contract, or any related solid waste services contract, held by the bidder has been terminated or assigned to others prior to its contract expiration date. Bidder shall make available to the City any information regarding the nature and circumstances of the termination as the City may deem necessary.
9. Bidders that are wholly-owned subsidiaries of larger parent companies, and that submit qualifications and competency information based in whole or in part on the capabilities of the parent company, shall agree that it will cause its parent company

to guarantee the performance of all of the bidder's obligations under the Contract Documents.

1.5 Changes, Addenda, Withdrawals

The City reserves the right to change the calendar of events or issue Addenda to the Request for Bids at any time. The City also reserves the right to cancel or reissue the Request for Bids.

If the bidder needs to submit changes or addenda, such shall be submitted in accordance with the instructions for submittal of the proposal, signed by an authorized representative of the bidder, cross-referenced clearly to the relevant proposal section. Such shall meet all requirements for the proposal.

1.6 Withdrawal of Bid

A bidder may withdraw a bid that has been submitted at any time up to the bid closing date and time. To accomplish this, a written request signed by the authorized representative of the bidder must be submitted to the City.

1.7 Ownership of Bids

All materials submitted timely in response to this request become the property of the City. Selection or rejection of a response does not affect this right. All responses submitted timely will be retained by the City and not returned to bidders.

1.8 Non-negotiable Contract Terms

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds (if applicable).

1.9 Taxes

Any taxes, other than state and local sales and use taxes, from which the City is exempt, shall be assumed to be included within the bidder's cost.

1.10 Use of Subcontractors

Each bidder shall serve as the single prime Contractor for all work performed pursuant to its contract. That prime Contractor shall be responsible for all

deliverables. This general requirement notwithstanding, bidders may enter into subcontractor arrangements.

1.11 Contract Award and Execution

The City reserves the right to enter into an Agreement without further discussion of the bids submitted based on the bids received.

1.12 Notice of Intent to Award

Upon review and approval of the recommendation for award by the Mayor, a contract shall be completed and signed by all parties concerned. The City shall notify all unsuccessful bidders as to the outcome of the evaluation process.

1.13 Insurance Requirements

Contractor shall furnish the City with certificates of insurance affecting coverage(s) required coverage (see Exhibit D). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the City before work commences. The City reserves the right to require complete certified copies of all required policies, at any time.

1.14 Subcontractor Insurance

The Contractor shall include all subcontractors as insured under its policies or shall insure that all subcontractors satisfy the same insurance requirements stated herein for the Contractor.

1.15 No Guarantee of Quantities

The City does not obligate itself to contract for or accept more than their actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds.

1.16 Bidder's Certification of Uniform Grant Guidance as Prescribed by the Office of Management and Budget (OMB)

Certification of no suspension or debarment: By signing and submitting a bid, the bidder certifies that bidder, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB's Uniform Grant Guidance regulations.

A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.

PART II SCOPE OF WORK/SERVICES

2.1 *Scope of Work/Services*

The Services described herein are the specific conditions for the Disaster Debris Removal and Management Services. These conditions represent the uniform services to which all Bidders must respond in their Proposal. The term "debris" denotes storm related/generated debris.

2.2 *Services*

2.2.1 The services to be provided under this scope of work may include the following:

- Collecting and removing storm debris from public rights-of-way, streets, and roads, including debris collected in bags and placed by the curb;
- Collecting and hauling of storm debris to a site approved by the City;
- Collecting and disposing of white goods and dead animals and separating these items at the specified debris sites for hauling to their ultimate disposal site;
- Providing project management services;
- Providing community relations support during all phases of disaster recovery work, including providing a hotline telephone number and an email address for the public to report complaints;
- Obtaining all necessary local, state, and federal permits and licenses;
- Follow all guidelines as established by the Louisiana Department of Environmental Quality's (LDEQ) Comprehensive Plan for Disaster Clean-up and Debris Management);
- Preparing state and federal reporting and reimbursement documents for review and submission to the City.

2.2.2 The Contractor shall furnish all necessary personnel, materials, equipment, labor, supervision, facilities, and shall otherwise provide all services necessary for, or incidental to, the performance of all Work as defined in the RFP specifications. The Contractor will supervise and direct all work, workers and equipment. The Contractor is solely responsible for the means, methods, techniques, sequences, safety program and procedures used. The Contractor will employ and maintain a qualified and accessible supervisor in the area of operation who shall have the full authority to act on behalf of the Contractor. All communications given to the supervisor in writing by the City shall be binding. The name and telephone number of the designated supervisor shall be provided to the City within 24 hours of the Notice to Proceed for each Work Order directive issued.

2.2.3 Utilizing Resources in Disaster Area: The Contractor shall, to the extent practical, give priority to utilizing resources in the City and the surrounding areas, including but not limited to procuring supplies and equipment, awarding subcontracts, and employing workers.

2.2.4 Ownership of Debris: The title to debris and other waste shall pass to the Contractor when placed in the collection equipment. The title to debris and other waste shall remain with the Contractor until the time of deposit and/or disposal at the City designated landfill.

- 2.2.5 **Work Hours:** All activities associated with the collection and loading of eligible debris shall be performed during daylight hours, 7 days per week; including holidays, unless otherwise directed by the City.
- 2.2.6 **Traffic Controls:** The Contractor shall mitigate the impact of his operation on local traffic to the fullest extent practical. The Contractor is responsible for establishing and maintaining appropriate traffic controls in all work areas. The Contractor shall provide sufficient signing, flagging, and barricading to ensure the safety of vehicular and pedestrian traffic in all work areas. All work shall be performed in conformance with all Federal, State, and local laws, regulations, and ordinances governing personal, equipment and workplace.
- 2.2.7 The Contractor shall be responsible for cleaning up any spillage of material resulting from its debris removal and hauling activities. All the Bidder's vehicles shall be equipped at a minimum with brooms, shovels, and rakes.
- 2.2.8 The Contractor shall exercise responsible care to protect all public and private property located in and adjacent to the street right-of-way (Le. curbs and gutters, catch basins, sidewalks, driveways, fire hydrants, mailboxes, etc.) in the execution of the debris removal and hauling activities. The Contractor shall be responsible for all damages to public and private property associated with the debris removal and hauling activities.

2.3 *Debris Definitions:*

- 2.3.1 **Debris:** Items and materials broken, destroyed or displaced by a natural or man-made federally declared disaster. Examples of debris include, but are not limited to, construction and demolition debris, woody waste and personal property.
- 2.3.2 **Eligible Debris:** Debris that is within the scope of this Contract falls under two possible classifications: Burnable and Non-Burnable.
- 2.3.3 **Burnable Debris:** Burnable debris includes all biodegradable matter except that included in the following definitions of other categories of debris. It includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; untreated structural timber, untreated wood products and brush. The City encourages for clean fuel as opposed to just burning for incineration. If the Contractor burns waste for clean fuel purposes, then it should be documented.
- 2.3.4 **Non-Burnable Debris:** Non-burnable debris includes, but is not limited to, treated timber; plastic; glass; rubber products; metal products; sheet rock; cloth items; non-wood building materials, pressure treated wood, furniture, and carpeting. Some non-burnable debris is recyclable and the City encourages recycling whenever possible.
- 2.3.5 **Recyclable Debris:** White goods, metal and other material that the Contractor may deem recyclable.

- 2.3.6 Construction and Demolition Debris (C&D) - FEMA Publication 325 defines eligible construction and demolition (C&D) debris as damaged components of buildings and structures such as: lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, plastic pipe, concrete, fully cured asphalt, heating, ventilation and air conditioning systems and their components, light fixtures, small consumer appliances, equipment, furnishings and fixtures that are a result of a disaster. Current eligibility criteria include:

Debris must be located within a designated disaster area and be removed from an eligible applicant's improved property or right-of-way.

Debris removal must be the legal responsibility of the bidder.

Debris must be a result of the major disaster.

2.4 Debris Removal

- 2.4.1 General Removal Requirements: The Contractor shall provide for the emergency roadway debris clearance and removal of debris from the areas within the Project Area as designated by the City. Debris removal shall be limited to public streets, roads and other rights-of-way, all City municipal property, and other municipal facilities and sites as may be directed, and includes property debris from private residence that is brought to the edge of the right-of-way by citizens. The Contractor is responsible for determining the method and manner of all debris removal. The general concept of the disaster debris removal operations includes multiple scheduled passes or passes as specified by the City of each site, location or right-of-way as directed by the City. This manner of debris removal allows citizens the opportunity to return to their properties and subsequently bring all debris to the edge of the right-of-way for the removal, as property restoration progresses. It is the intent that the Contractor will make as many passes as the City may direct to complete the removal of all natural disaster generated debris. The Contractor shall remove all debris from each location prior to proceeding to the next location along the route during the initial and subsequent passes. The Contractor shall not be permitted to randomly select debris from multiple locations without the complete removal of debris at each location per pass.

Following notification to proceed (NTP) by the City, the Contractor shall be fully operational for clearing, removing, and hauling debris from roadways within 24 hours.

At a minimum, the Contractor shall have the ability to maintain full operational capabilities during daylight hours, 7 days per week, for an extended period. The Contractor shall be able to rapidly adjust the flow of resources based on the magnitude of the damage and debris.

- 2.4.2 Debris Removal from Public Rights-of-Way: The Contractor shall pick-up, remove from public rights-of-way and haul all eligible debris to disposal sites as identified and directed by the City in the attached Appendix D. Any plastic bags containing yard debris placed by the curb shall be picked up separately from other loose woody waste and brought to the designated site. The Contractor shall segregate at the curb all debris to the maximum extent practical.

- 2.4.3 Dead Animals Removal: The Contractor shall collect, remove, transport, and dispose of dead livestock, poultry, large animals, and domestic pets from private property and public rights-of-way as identified by the City, in accordance with regulatory requirements.
- 2.4.4 White Goods: The Contractor should expect to encounter white goods, such as household appliances. The Contractor shall pickup and remove all white goods from public rights-of- way and transport them to a designated white goods recycling site as identified and directed by the City in the attached Exhibit A. The white goods shall be segregated and disposed at the areas within the recycling site as directed by the recycling site operator to correspond with his recycling activities. The white goods shall be handled in accordance with applicable Federal, State and local laws. White goods shall be segregated and handled separately from other debris and transported to a designated white goods recycling site.
- 2.4.5 Construction and Demolition Debris: The Contractor shall pick-up, remove from public rights-of-way and haul all eligible construction and demolition (C&D) debris to a disposal site as identified and directed by the City in the attached Exhibit A. Construction and demolition debris generated by a disaster includes damaged components of buildings and structures, such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and flooring, window coverings, plastic pipe, fully cured asphalt, heating and ventilating, and air conditioning systems and their components, light fixtures, small appliances, equipment, furnishings and fixtures.
- 2.4.6 Electronic Load Tickets: Electronic load tickets will be used for recording volumes of debris removal.
- 2.4.7 Electronic Load tickets will be issued to a vehicle operator at the debris removal location. The City's representative will keep the original copy of the ticket and give two copies to the vehicle operator for the Contractor's records.
- 2.4.8 Debris Removal Equipment: All trucks and other equipment must be in compliance with all applicable Federal, State, and local rules and regulations. Any truck or trailer used to haul debris must be capable of rapidly dumping its load without the assistance of other equipment; be equipped with a tailgate that will effectively contain the debris during transport and permit the truck to be filled to capacity; and measured and marked for its load capacity; and be equipped with a retractable cover that completely covers the load for transport on public roads in compliance with all Federal, State and local laws.

Sideboards or other extensions to the bed are allowable, provided they meet all applicable rules and regulations, cover the front and both sides, and are constructed in a manner to withstand severe operating conditions. The sideboards are to be constructed of 2 by 6" boards or greater and not to extend more than two feet above the metal bedsides. The City's representative must approve all requests for extensions.

Prior to commencing debris removal operations, the Contractor shall present to the City's representative all trucks or trailers that will be used for hauling debris, for the purpose of determining hauling capacity. The hauling capacity will be based on the interior dimensions of the truck's metal dump bed. Hauling capacity, in cubic yards, will be recorded and marked on each truck or trailer with permanent markings. Each truck or trailer will also be numbered for identification with a permanent marking. The certified hauling capacity of all trucks and trailers shall be determined only in the presence of the designated City representative.

Trucks or equipment that are designated for use under this Contract shall not be used for any other work during the working hours of this Contract. The Contractor shall not solicit work from private citizens or other to be performed in the designated work area during the period of this Contract. Under no circumstances will the Contractor mix debris hauled for others with debris hauled under this Contract.

All vehicles and trucks used for debris removal purposes must be clearly identified as such with signage, plaque or paint clearly identifying to citizens of city approved debris clean-up activities.

2.5 *Technical Disaster Recovery Assistance:*

- 2.5.1 **Program Management Assistance:** As part of and in support of the debris removal, processing and disposal services above, the Contractor shall provide technical disaster recovery assistance to the City. The Contractor shall assist the City in the identification and documentation of expenditures eligible for reimbursement by Federal and State agencies and in the submission of official request for Project Worksheet inspection.

The Contractor shall prepare the City's recovery documentation plan and shall maintain the required documentation during the recovery process. The Contractor shall provide training to the City's representatives on the requirements for quality and quantity of the claim documentation. The Contractor shall be responsible for assuring that the required documentation is maintained and prepared. The Contractor shall assist the City in providing community relations services that may include audio/visual presentation and fact sheets.

The Contractor shall provide guidance to the City on issues involving Federal and State reimbursement, and assist the City in negotiations with Federal and State agencies. The Contractor shall provide any other representation as may be reasonably required or requested by the City.

- 2.5.2 **Reimbursement Assistance:** The Contractor shall provide assistance to the City in the City's effort for Federal and State reimbursement for the disaster event. The Contractor shall maintain and provide all records, disposal tickets, field inspection reports and other data sufficient to provide substantiation of Federal and State reimbursement applications.

2.6 *Public Relations*

Customer Complaint Hotline: The Contractor shall set up and maintain a telephone number and email address for the public to report complaints related to debris removal. The Contractor shall provide personnel to answer calls and emails during regular business hours throughout the event recovery period. The Contractor is responsible for advertising the hotline phone number and email address to the public. All complaints shall be documented with date, time, location, issue, and resolution. This documentation shall be submitted as part of the Contractor's weekly report to the City.

2.7 Reporting

2.7.1 **Debris Removal Reports:** The Contractor shall provide daily reports to the City to detail the progress of the debris removal services. Each report shall contain, at a minimum, the following information:

- Reporting date;
- Location of work (street names and address blocks);
- Contractor's name performing work at each location;
- Daily and cumulative amount of debris removed, grouped according to debris type;
- Hours of operation for all vehicles and equipment listed by work locations;
- Number of passes performed at each location;
- Daily and cumulative totals of debris removed, by category; and
- Any Problems encountered or anticipated.

Discrepancies between the daily report and the corresponding electronic load tickets shall be reconciled no later than the following work day.

2.7.2 **Weekly Reports** - The Contractor shall provide Weekly Reports to the Mayor on the complaints received from the previous week and the status of resolution of any outstanding complaints during the execution of the Work under this Contract. The report shall include a description of the steps taken by the Contractor to insure the complaint is resolved and not repeated. The Weekly Report shall contain any reported complaints, including complaint resolution, and any unusual occurrences or problems encountered in providing Disaster Debris Removal and Management Services. The Weekly Report shall be mailed, emailed, or faxed to the Mayor or his designated representative on Friday between the hours of 3:00p.m. and 5:00 p.m. The format of the Weekly Report shall be approved by the City.

2.7.3 **Final Report** - The Contractor shall provide a Final Report on the work completed during disaster cleanup and recovery operations. The Final Report shall be submitted no later than sixty (60) days following the final day of disaster debris collection after each disaster event, and included with the Contractor's invoice to the City. The format of the report shall be approved by the City prior to the start of the work. The Contractor shall attest to the accuracy of the information in the report. False or altered information shall be cause for Contract termination. At a minimum, the report shall contain the following information:

- Locations of work (street names and address blocks);

- Listing of equipment and vehicles used by identification number, with type, model number and year
- Hours of operation for all vehicles and equipment listed by work locations;
- Operator's name for all equipment and vehicles;
- Personnel listing for all work locations;
- Total debris removed by type;
- Report in cubic yards of the amount of storm debris recycled or beneficially re-used. This includes burning ground up wood chips for clean fuel as opposed to incineration;
- Summary of complaints and complaint resolution (with copy of the complaint database on CD ROM);
- Comments or unusual occurrences;
- Bidder's recommendations for improvements to Disaster Debris Removal and Management Services; and
- Claim documentation for submittal to State and Federal government reimbursement.

2.7.4 Supporting Information - Supporting information must be provided to the City at the completion of the contract and should include, but not be limited to, the following list. Additional supporting information may be requested by the City.

- Electronic load tickets shall be indexed by date, ticket number and invoice number;
- Ticket logs database, including all information from ticket (hard copy and electronic copy);
- Daily tower logs;
- List of all personnel with signatures and initials;
- Binder(s) with damage reports, completed repairs, and releases, if applicable;
- Binder(s) with issues and final resolution;
- Map books boxed by pass with daily logs;
- List of tickets issued to monitors, by monitor, and list of lost/voided tickets;
- Each debris removal pass may, and the discretion of the City, have a door hanger placed at each residence or street sign hanger placed at key intersection to indicate pickup has occurred. A report describing the location of hangers shall be provided to the City; and
- Each pile of ineligible debris will be photographed and tagged and a list compiled and submitted with photographs to the City. The City must approve the format of the ineligible debris tag.

2.8 *Measurement and Payment*

2.8.1 Dead Animal Removal and Disposal:

Measurement: Measurement for payment of dead animal collection, removal, and transportation and disposal at the landfill shall be on a per pound basis for

animals removed, as directed by the City's representative. No dead animals shall be transported to any TDSRS.

Payment: Payment for removal of dead animals shall be full compensation for furnishing all labor, equipment, material, fuel, supplies, permits, reporting, management, supervision, and all other incidental to the completion of the work associated with loading, hauling, dumping, and disposal of the dead animals. No separate payment shall be made for any item not specifically set forth in the Proposal Form; all other costs shall be included in the price named in the Proposal Form. The cost of disposal of any dead animals, including any landfill fees, is included in this proposal item.

2.8.2 **Collection and Transporting of White Goods:**

Measurement: Measurement for payment for collection and transporting of white goods shall be on a per unit basis.

Payment: Payment shall be full compensation for furnishing all labor, equipment, material, fuel, supplies, permits, reporting, management, supervision, and all other incidental to the completion of the work associated with collection and transporting of white goods to the designated recycling site. No separate payment shall be made for any item not specifically set forth in the Proposal Form; all other costs shall be included in the price named in the Proposal Form. The cost of collection and transporting of white goods, including any recycling site fees, is included in this proposal item.

2.8.3 **Removal of C&D Debris from within Public Rights-of-Way:**

General: Removing and clearing of construction and demolition (C&D) debris from the public rights-of-way and streets. C&D debris shall be segregated and handled separately from other debris and transported to the disposal sites as identified and directed by the City in the attached Exhibit A.

Measurement: Measurement for payment of C&D Debris removal from public rights-of-way shall be by cubic yard as predetermined through the certified truck bed measurement. Contractor shall provide all necessary personnel and equipment to load and unload debris from trucks at the curbside and landfill, as directed by the City. All trucks used for the performance of work under this item shall be measured and pre-certified as to hauling capacity in accordance with the Contract prior to being utilized for work under this item. Contractor shall provide necessary personnel for traffic control while performing curbside collection of debris within streets and rights-of-way. Trucks with less than full capacities shall be adjusted downward by visual inspection by the City's representative. Electronic load tickets shall document measurement for debris removal from public rights-of-way and shall conform to the Contract in form and function.

Payment: Payment for debris removal from public rights-of-way shall be full compensation for furnishing all labor, equipment, material, supplies, permits, reporting, management, supervision and all else incidental to the completion of the work associated with loading, hauling, dumping, and management of debris

dumped at the landfill as described in the measurement section for this Proposal item. No separate payment will be made for removal of C&D debris from within public rights-of-way under this Contract unless specifically stated in a separate proposal item. The cost of disposal of the C&D debris, including any landfill fees, is included in this proposal item.

2.9 Period of Agreement

The Term of this Contract shall commence to run on the authorization and signature date of the Agreement. The scope of services documented shall commence as on the date indicated in the Notice to Proceed issued by the City in response to the disaster event. The Work will be substantially completed within the Contract Times specified in the Notice to Proceed, commence to run as provided above, and be completed and ready for final acceptance in accordance with the General Instructions.

2.10 Price Schedule

Prices proposed by the bidders should be submitted on the Bid Form furnished herein as Appendix B. Prices submitted shall be firm for the term of the contract and inclusive of all charges that Contractor wishes City to consider for proposed services (items, etc.). Prices shall include delivery of all items F.O.B. destination.

2.11 Location

The location(s) the work/delivery/service is to be performed, completed and managed are all area of the City of Central, as shown on Exhibit B.

EXHIBIT A
PROJECT AREA MAP
AND
POTENTIAL TEMPORARY DEBRIS STAGING
AND REDUCTION SITES (TDSRS)

The attached map of the city limits of the city of Central (“City”) identifies the project area.

The following list of designated temporary debris staging and reduction sites (TDSRS) are expected to be available this time. Additional sites may be established by the City. The number and location of additional sites will depend on the magnitude of the disaster event and the scale of the debris collection and removal operation.

Natural Resources Recovery

12537 Scenic Hwy

Baton Rouge, LA 70807

(Approximately 12 miles or 20 minutes travel time from Central City Hall, located at 13421 Hooper Rd, near the center of the city)

White Goods Recycling:

North Landfill

16001 Samuels Road

Zachary, LA 70791

(Approximately 17 miles or 23 minutes travel time from City Hall)

Additional possible TDSRS:

BREC

N. Sherwood Forest Blvd at S. Choctaw Dr.

Baton Rouge, LA 70814

(Approximately 7 miles or 11 minutes travel time from Central City Hall)

EXHIBIT B

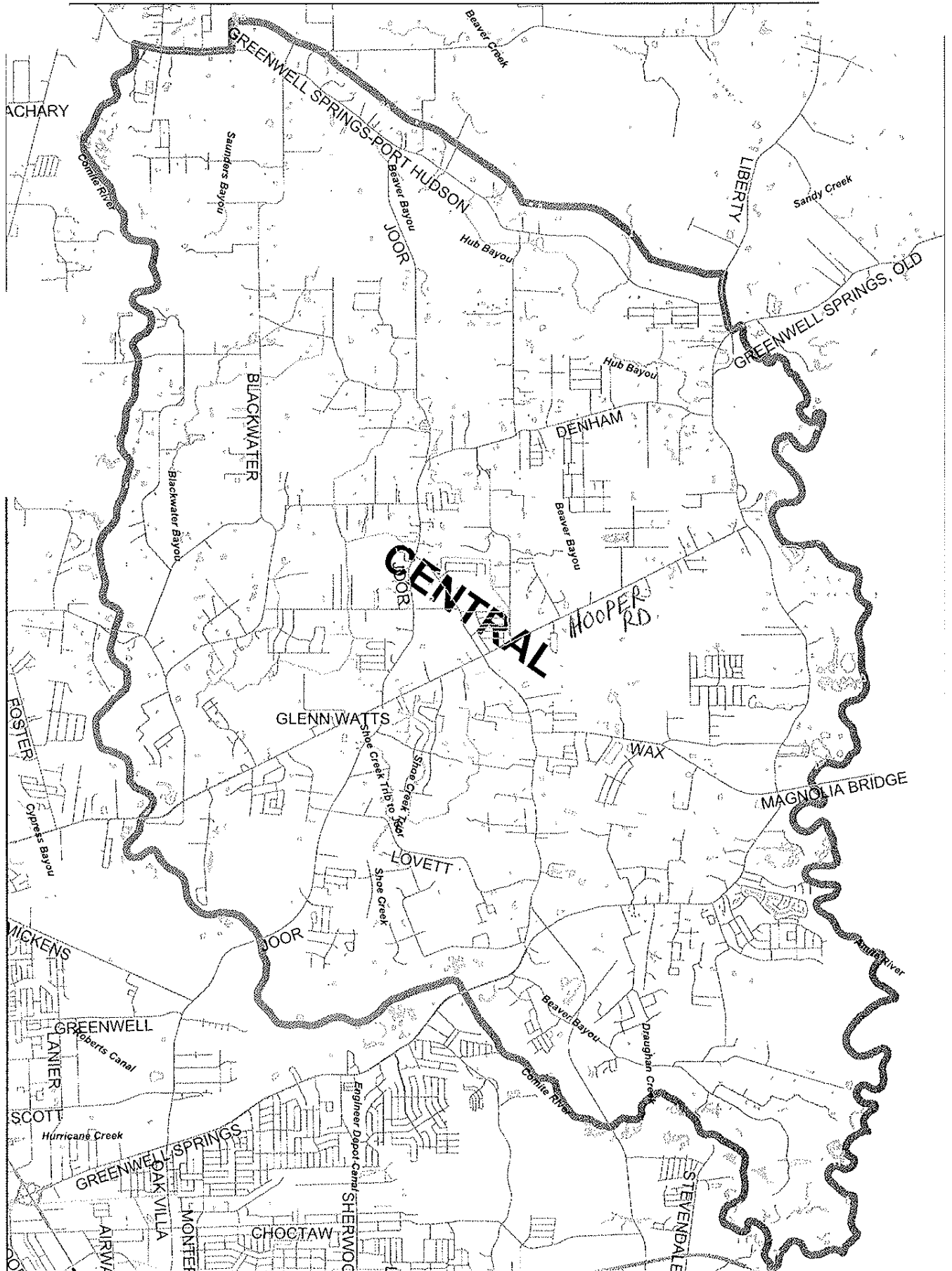


EXHIBIT C
INSTRUCTIONS TO BIDDERS

1. Bidders are urged to review the entire Request for Bids prior to responding. Bidders are responsible for supplying all materials and labor necessary to complete work.
2. The contract title and bidder's name must be clearly printed on the outside of the bid envelope. Only one bid will be accepted from each bidder.
3. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the City of Central at 13421 Hooper Rd, Ste 8, Central, LA, 70818 or by email to www.centralbidding.com on or before the specified opening date and time. Late bids will not be accepted under any circumstances. Items should be marked Attn: Bids.
4. After opening, bids may not be withdrawn for a period of 60 days.
5. Bids shall be on copies of the bid form furnished by Central. Central will accept bids from bidders in whose names the bid forms were issued. Altered or incomplete bids, or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection.
6. Central specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, to accept the bids which are in the best interest of Central, and to reject all bids if that is in the best interest of Central.
7. All quotes must be clearly typed or written. Inability to read any information may result in rejection of the bid.
8. All bids must be signed by an individual authorized to bind Bidder. Failure to do so shall cause the bid to be rejected.
9. Written addenda issued prior to opening which modifies the bid shall become a part of the bid for submittal, and shall be incorporated within the contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method.
10. Contract prices shall remain firm for duration of contract and no price increases will be allowed. In the event of a price decrease, the City must be notified immediately and be allowed to take advantage of such decrease beginning with the effective date of the price decreases.
11. The City of Central is a municipality to which the Louisiana Code of Governmental Ethics, La. R.S. 42:1101, et seq. ("Ethics Code") applies. Information regarding the Ethics Code is located at <http://ethics.la.gov>. La. R.S. 42:1113 prohibits elected officials, public employees, members of the immediate family of public servants and legal entities in which the public servant has a controlling interest from bidding on or entering any contract, subcontract or other transaction that is under the supervision or jurisdiction of the public servant's agency. La. R.S. 42:1102(13) defines "immediate family" as the children, spouses of the children, the siblings, the spouses of the siblings, the parents, the spouse and the parents of the spouse of a public

servant. La. R.S. 42:1102(2) defines “agency” to be a department, division, agency, commission, board, committee, or other organizational unit of a governmental entity. La. R.S. 42:1102(8) defines “controlling interest” as any ownership interest in any legal entity or beneficial interest in a trust, held by or on behalf of an individual or a member of his immediate family either individually or collectively, which exceeds 25% of that legal entity.

Each bidder is responsible for determining that there will be no conflict of interest or other violation of the Ethics Code, if proposer is selected. Bidders should direct all inquiries regarding the applicability of the Ethics Code to the Louisiana Board of Ethics at P.O. Box 4368, Baton Rouge, LA 70821, or by phone to: (225) 219-5600 or 1-800-842-6630.

12. To ensure fair and objective evaluation of responses bidders SHALL NOT initiate contact or communications with any elected or appointed official, employee, or contractor of Central regarding this Request for Bids until after a contract is awarded or this Request for Bids is cancelled.

Questions concerning this Request for Bids shall be submitted via email to CentralRFP@central-la.gov no later than 4:00 p.m. CST Friday, August 23, 2019. All inquiries together with responses thereto will be posted on <https://www.centralgov.com> and www.centralbidding.com on or before Monday, August 26, 2019.

13. If Bidder is placed in default by Central for failure to accept the order or contract, after being awarded the contract, for failure to timely deliver, or for otherwise unsatisfactory performance, bidder shall be subject up to six months suspension from bidding or proposing on any City of Central work. In any event, bidder is not eligible to submit a bid for any project or contract for work for which he has been placed in default.
14. Central is an equal opportunity employer, and does not discriminate against anyone on the basis of race, sex, creed, color, religion, national origin, ancestry, reprisal, disability, sexual orientation, marital status or political affiliation.
15. Right To Audit Clause: Contractor shall permit Central’s authorized representative to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.
16. Central is exempt from all state and local sales taxes; however, bidders should include in cost any applicable taxes required to be paid for purchase of materials and services required to perform the work.
17. Contractor, and any sub-contractor, shall comply with all applicable laws, obtain all permits and possess all licenses required in connection with work hereunder.
18. Contractor shall indemnify the City of Central against any and all liens for which the City of Central owned property may become liable as a result of Contractors work hereunder.
19. Before issuance of final payment, Contractor will be required to submit evidence satisfactory to Central that all payrolls, material bills, and other indebtedness connected with the work have been paid or otherwise satisfied.

20. All material and workmanship, as applicable, shall be guaranteed for a minimum of one year, unless provided otherwise by the specification or bid form. Such guarantee shall include all labor and materials needed to replace any defective workmanship or materials within the guarantee period.
21. The City of Central, its officers, employees and agents, shall not be responsible for the negligent acts and omissions of the Contractor or the Contractor's officers, employees or agents or subcontractors, nor shall the Contractor or the Contractor's officers, employees or agents be responsible for the negligent acts or omissions of the City of Central, its officers, employees and agents. Accordingly, Contractor shall indemnify and save the City of Central, its officers, employees and agents, harmless from any and all claims, suits and actions of any character, name or description brought for or on account of any injury or damage to any person or property arising out of the work performed by the Contractor, or Contractor's officers, employees, agents or subcontractors.
22. Bidder shall submit an appropriate resolution approving the contract.
23. Contractor shall furnish evidence of insurance required by Exhibit C prior to commencing services.
24. Contractor shall furnish a performance bond in the estimated contract amount.
25. Contractor shall abide by the requirements of Title VII of the Civil Rights Act of 1964, and shall not discriminate against employees or applicants due to color, race, religion, sex, handicap or national origin. Contractor shall take Affirmative Action pursuant to Executive Order #11246 and the National Vocational Rehabilitation Act of 1973 to provide for positive posture in employing and upgrading persons without regard to race, color, religion, sex, handicap or national origin, and shall take Affirmative Action as provided in the Vietnam Era Veteran's Readjustment Act of 1974. Contractor shall also abide by the requirements of Title VI of the Civil Rights Act of 1964 and the Vocational Rehabilitation Act of 1973 to ensure that all services are delivered without discrimination due to race, color, national origin or handicap.
26. ANTI-KICKBACK CLAUSE: Contractor shall agree to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each Contractor or sub grantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.
27. CLEAN AIR ACT: Contractor shall agree to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities.
28. ENERGY POLICY AND CONSERVATION ACT: Contractor shall recognize the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

29. CLEAN WATER ACT: Contractor shall agree to adhere to the provisions which require compliance with all applicable standards, orders, or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities.
30. ANTI-LOBBYING AND DEBARMENT ACT: Contractor shall comply with Federal statutes required in the Anti-Lobbying Act and the Debarment Act.
31. PROCURMENT OF RECOVERED MATERIALS: If applicable, the Contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
32. MANDATORY STANDARDS: If applicable, the Contractor must comply with any applicable mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan (La. R.S. 40:1730.49)

EXHIBIT D
Insurance Requirements for
Disaster Debris Removal Services

CONTRACTOR’S AND SUB-CONTRACTOR’S INSURANCE: Contractor and any sub-contractors shall carry and maintain at least the minimum insurance specified below until completion and acceptance of the work. Contractor shall not commence work until certificates of insurance have been approved by the City. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to A.M. Best’s Key Rating Guide. Contractor is solely responsible for assuring that its sub-contractors meet these insurance requirements. The Contractor shall furnish copies of insurance certificates for subcontractors, and/or copies of all actual policies including the Contractor’s policies.

A. Commercial General Liability – Occurrence basis:

General Aggregate	\$2,000,000
Projects-Comp/Op Agg	\$2,000,000
Personal & Adv Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one fire)	\$ 50,000
Medical Expenses	\$ 5,000

B. Business Auto – Any Auto; or Owned, Non-Owned & Hired: \$2,000,000

C. Standard Workers Compensation – Full statutory liability for State of Louisiana with Employer’s Liability Coverage of not less than \$1,000,000 per occurrence.

D. Coverage afforded to Central applies as primary and not excess or contributing to any other insurance carried by Central.

E. Central must be named as additional insured on all general liability policies described above.

F. Waiver of subrogation in favor of Central is required from Worker’s Compensation Insurer.

G. Certificates must provide for 30 days written notice to Certificate Holder prior to cancellation or change.

H. The Certificate Holder should be shown as: City of Central, notices of change or cancellation shall be provided to:

Attn: David Barrow, Mayor
13421 Hooper Rd, Ste 8
Central, Louisiana 70818-2900

All insurance certificates must be filed with the City of Central for approval by the time of execution of Agreement by Contractor, but in any event not later than five calendar days after receipt of notification of award, and prior to beginning any work.

EXHIBIT E

SUBMISSION REQUIREMENTS AND CONTRACTOR SELECTION

A. Submission Requirements

1. To be considered, submit all required documents prior to deadline.
2. Bidders shall submit a statement of qualifications to meet the city of Central's objectives and perform tasks listed in the Scope of Services. Statement of qualifications shall include the size of the firm, office location from which the service is being performed and nature of staff and equipment to be employed for the project.
3. List of equipment available for the project.
4. List of all disaster specific experience within the last five years, including response time, client list, and a contact person. This includes previous experience in the performance of projects of a similar nature sufficient to ensure timely and efficient completion of any disaster project.
5. Explanation of how quickly you could mobilize based on the severity of the disaster.
6. Indicate and list any legal actions against your company in the last five years.
7. A debris management and response plan applicable for the scope of services.
8. Minimum of three letters of reference.
9. Any plans for subcontractor participation.

B. Information to be submitted in a sealed envelope or package in the order requested:

1. Cover Sheet (Page 1)
2. Bid Form for Unit Price Contract for Storm Debris Removal City of Central 2014 -2015 (Page 2)
3. Bidder's Organization (Page 3)
4. Schedule of Items (Page 4)
5. Statement of Qualifications

C. Limitations

1. This bid does not commit the City of Central to the award of a contract, or to pay any cost incurred in the preparation for a response to this request.
2. The City of Central may or may not require the prospective bidder to participate in an interview and to submit additional technical information to determine eligibility.
3. The City of Central reserves the right to reject any or all bids, to request additional information, and to award a contract deemed most advantageous to the City of Central.

APPENDIX A

CITY OF CENTRAL
East Baton Rouge Parish Louisiana

REQUESTS FOR BIDS FOR A UNIT PRICE CONTRACT
FOR STORM DEBRIS REMOVAL
2019-2020

Bids must be received by noon on September 6, 2019
at one of the following addresses:

City of Central
ATTN: Bids
13421 Hooper Rd, Ste 8
Central, LA 70818

OR

By email to www.centralbidding.com.

Bids must be placed in a sealed package or envelope and include a cover sheet with the following information.

NAME OF BIDDER: _____

BIDDER'S MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____

OFFICE PHONE NO.: _____ CELL PHONE NO.: _____

FACSIMILE NO.: _____ EMAIL: _____

YOUR PARTICIPATION IS IMPORTANT TO US

IF YOU DO NOT WISH TO SUBMIT A BID PLEASE ACKNOWLEDGE RECEIPT OF THIS REQUEST FOR BIDS BY RETURNING THIS COVER SHEET WITH YOUR ENTITY NAME TO (225) 261-0811 OR CENTRALRFP@CENTRAL-LA.GOV MARKED "NO BID". THE ENTITY'S ABILITY TO PARTICIPATE IN REQUESTS FOR BIDS FOR OTHER PROJECTS WILL NOT BE AFFECTED BY THE RESPONSE OR LACK THEREOF.

APPENDIX B

CITY OF CENRAL

**BID FORM FOR UNIT PRICE CONTRACT FOR
STORM DEBRIS REMOVAL CITY OF CENTRAL 2019-2020**

The undersigned represents that he/she is authorized to submit the attached bid on behalf of

BIDDER: _____

BIDDER'S ADDRESS: _____

(if different from mailing address on cover)

CITY: _____ STATE: _____ ZIP CODE: _____

Bidder has carefully examined the, QUOTATION FORM, SCOPE OF WORK AND OTHER APPLICABLE DOCUMENTS made a part of this Request for Bids. Bidder further certifies that the prices shown are in full compliance with the conditions, terms and specifications of the Request for Bids.

Bidder understands that Central has discretion to reject any or all bids if determined to be in the best interest of Central. Central does not guarantee it will need such services during the Contract Period.

Bidder agrees to furnish to Central evidence of required insurance and a performance bond (if applicable) required for the project within 48 hours after receiving notice of contract award.

Contract Period

Contract period is September 13, 2019 through September 12, 2020 which may be extended for 2 additional 1 year periods. All prices and quotes are valid through December 31, 2019 and through the contract term.

Contract Price/Payment

Price for quantities collected on a cubic yard basis shall be provided on the Schedule of Items attached as Appendix B. The contract unit price shall not exceed the unit cost quoted by the successful bidder for the maximum cubic yards collected.

Undisputed invoices will be paid less a 10% retainage within 30 days from receipt invoice and supporting documentation. Retainage will be released upon satisfactory completion of work and certification of payment for all materials, labor and supplies used to perform work.

SIGNATURE: _____ TITLE: _____

PRINTED NAME: _____ DATE _____

APPENDIX C

BIDDER'S ORGANIZATION
COMPLETE ALL APPLICABLE SECTIONS

INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____ Cell Phone No.: _____

Fax No.: _____ Email: _____

BIDS OF LEGAL ENTITIES MUST BE SIGNED BY AN INDIVIDUAL AUTHORIZED TO BIND THE ENTITY. ATTACH PROOF OF AUTHORIZATION.

PARTNERSHIP

Firm Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Managing Partner: _____

Telephone No.: _____ Cell Phone No.: _____

Fax No.: _____ Email: _____

LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Manager: _____

Telephone No.: _____ Cell Phone No.: _____

Fax: _____ Email: _____

CORPORATION

Corporation Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

State of Incorporation: _____

Person authorized to bind entity: _____

Title: _____

Telephone No.: _____ Cell Phone No.: _____

Fax No.: _____ Email: _____

ALL PARTIES IN A JOINT VENTURES MUST COMPLETE THIS FORM.

APPENDIX D
CITY OF CENRAL
SCHEDULE OF ITEMS FOR UNIT PRICE CONTRACT FOR
STORM DEBRIS REMOVAL

Item No.	Item Description	Unit	Unit Price
1	Emergency Roadway Debris Clearance	/Crew - Hours	
2	Total Debris Collection and Removal by Volume	/Cu. Yd	
3	Hazardous Stump Removal, greater than 24" dia.	/Each	
4	Cutting and Removal Hazardous Leaning Trees	/Each	
5	Cutting and Removal Hanging Tree Limbs	/Tree	
6	Collection and Disposal of Dead Animals	/Pound	
7	Collection & Transport White Goods	/Each	
8	Collection and Disposal of C&D Debris	/Cu. Yd.	
9	Processing of Burnable Debris using air curtain incinerator at disposal site	/Cu. Yd	

The signature on Page 2 of this form certifies that the bidder has carefully examined all documents associated with this REQUEST FOR BIDS AND OTHER APPLICABLE DOCUMENTS made a part of this Request for Bids. Bidder further certifies that the prices shown are in full compliance with all the conditions, terms and specifications of this Request for Bids.

These prices are valid through December 31, 2019 and through the contract date.

All unit prices requested will be reviewed for reasonableness; however, the following formula will be used to determine the lowest priced bid:

The sum of 95 times the Unit Price for Item No. 2 and 5 times the Unit Price for Item No. 8.