



**WHITE COUNTY GOVERNMENT
REQUEST FOR PROPOSALS
FOR
DISASTER DEBRIS REMOVAL AND DISPOSAL SERVICES**

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

SEPTEMBER 10, 2019 AT 2:00PM, EST

**WHITE COUNTY BOARD OF COMMISSIONERS
ATTENTION: FINANCE DIRECTOR
1235 HELEN HWY
CLEVELAND, GA 30528**

ISSUE DATE: AUGUST 5, 2019

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

**WHITE COUNTY, GEORGIA
REQUEST FOR PROPOSALS
FOR
DISASTER DEBRIS REMOVAL AND DISPOSAL SERVICES**

SECTION I – GENERAL OVERVIEW

A. PURPOSE

White County Board of Commissioners is issuing this Request for Proposals (RFP) to seek the professional services from qualified contractors for Disaster Debris Removal and Disposal Services. It is the intent of this solicitation to enter into a pre-event contract, which would result in no immediate cost to White County, Georgia. This solicitation by White County Board of Commissioners will result in the selection of two (2) experienced firms to remove and lawfully dispose of disaster-generated debris (other than household and recyclable garbage) from public property and public rights-of-way, and to setup and operate Temporary Debris Staging and Reduction Sites (TDSRS) in White County, Georgia immediately after a disaster. The pre-event contract will extend to any or all municipalities within White County that wish to participate at time of activation.

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

B. INFORMATION TO VENDORS

1. RFP TIMETABLE

The anticipated schedule for the RFP is as follows:

RFP Released	08/05/2019
Deadline for questions for White County to dmurphy@whitecounty.net	08/19/2019 @ 2PM EST
Deadline for Addenda posted on www.whitecounty.net	08/21/2019 @ 5PM EST
Submittal deadline	09/10/2019 @ 2PM EST

2. PROPOSALS SUBMISSION

One (1) original and three (3) copies of the complete signed submittals, both technical and financial, must be received **SEALED**, by **09/10/19 AT 2:00PM, EASTERN STANDARD TIME**. The first inside pages must be the price proposal form. Proposals must be clearly identified on the outside, the **vendor's name, address, and "RFP FOR DISASTER DEBRIS REMOVAL AND DISPOSAL SERVICES"** to:

White County Board of Commissioners
Attention: Finance Director
1235 Helen Hwy
Cleveland, GA 30528

Hand delivered copies may be delivered to the above address ONLY between the hours of 8: 00AM and 5:00PM EST, Monday through Friday, excluding holidays observed by the White County Government. For a complete listing of holidays please visit www.whitecounty.net .

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

Submission by US Mail must be sent to the below address:

White County Board of Commissioners
Attention: Finance Director
1235 Helen Hwy
Cleveland, GA 30528

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

3. CONTACT PERSON

Vendors are encouraged to contact **David Murphy, White County EMA Director at (706) 865-9500 or by email dmurphy@whitecounty.net** to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date shall be directed to the contact person in writing via email. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal.

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

4. ADDITIONAL INFORMATION/ADDENDA

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

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

5. LATE SUBMITTAL AND LATE MODIFICATIONS
Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. White County Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

6. REJECTION OF PROPOSALS/CANCELLATION
White County Government reserves the right to reject any, and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure, when to do so would be to the advantage of White County. White County reserves the right to cancel this RFP at any time.

7. MINIMUM RFP ACCEPTANCE PERIOD
Submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of submittals.

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

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

9. COST INCURRED BY VENDORS
All expenses involved with the preparation and submission of the RFP to the White County Board of Commissioners, or any work performed in connection therewith is the responsibility of the vendor(s).

10. RFP OPENING
Only the names and pricing of the firms responding to this RFP will be read aloud publicly, due to the fact that the proposals will be subject to an evaluation review for accurate Proposals.

A list of names of firms responding to the RFP will be posted on the County's website at www.whitecounty.net under Bids & RFPs or may be obtained from David Murphy, White County EMA Director, after the RFP due date and time stated herein.

11. OPEN RECORDS

All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of White County or its municipalities. All such materials shall remain the property of White County and will not be returned to the respondent.

12. TAXES

Selected vendors will be provided with White County's and any participating municipalities' Sales Tax and Use Tax Certificate of Exemption number upon request.

13. VENDOR INFORMATION

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

14. INSURANCE

Selected vendor will be required to provide White County and municipalities with a Certificate of Insurance for liability and workman's compensation insurance before work can begin on any project within the County or municipality therein and be effective for the duration of the work as described in the contract documents, including authorized change orders, plus any period of guarantee as required in the general warranty.

General liability insurance should be at least one million dollars (\$1,000,000) combined single limit per occurrence. Automobile insurance should be at least five hundred thousand dollars (\$500,000) combined single limit per accident for bodily injury or property damage; and Workman's Compensation insurance should be as required by the State of Georgia.

15. BONDS

Not Required

Refer to Section II – Scope of Work Subsection H for specific bond requirements.

16. ANTI-DISCRIMINATION

White County and any municipality therein, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids

in response to this Request for Proposal and will not be discriminated against on the grounds of race, color, national origin, sex, handicap/disability in consideration of an award.

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

In every contract of over \$10,000 the provisions in 1. and 2. below apply:

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

17. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

Vendors submitting a Qualification package in response to this RFP must provide the following information in the package to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

- A. A statement that indicates the contractor will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-.02 in the execution of the contract.
- B. By completing the affidavit that is provided with this solicitation, the vendor is attesting to the following:
 - a. The affiant has registered with and is authorized to use the federal work authorization program;
 - b. The user identification number and date of authorization for the affiant;
 - c. The affiant is using and will continue to use the federal work authorization program throughout the contract period;

- d. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements set forth in this paragraph; and
- e. Upon contracting with a new subcontractor, a contractor or subcontractor shall notify White County and shall deliver a completed Subcontractor Affidavit to White County within five (5) working days of entering into a contract or agreement of hire with the subcontractor before the new subcontractor begins any work.

C. Failure to provide the completed and notarized affidavit with the contractor's proposal will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

18. DRUG FREE WORKPLACE

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Sections 17.615 and 17.620, the vendor certifies it will provide a drug-free workplace per referenced regulations.

SECTION II – SCOPE OF WORK

A. PURPOSE

White County Board of Commissioners is issuing this Request for Proposals (RFP) to seek the professional services from qualified contractors for Disaster Debris Removal and Disposal Services. It is the intent of this solicitation to enter into a pre-event contract, which would result in no immediate cost to White County, Georgia or any municipalities therein. This solicitation by White County Board of Commissioners will result in the selection of two (2) experienced firms to remove and lawfully dispose of disaster-generated debris (other than household and recyclable garbage) from public property and public rights-of-way, and to setup and operate Temporary Debris Staging and Reduction Sites (TDSRS) in White County, Georgia immediately after a disaster. The pre-event contract will extend to any or all municipalities within White County that wish to participate at time of activation.

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

B. CONTRACT PERIOD

Contract for these services will be from award date to December 31, 2021. Prices must remain as bid for the term of the contract. This contract is eligible for two (2) additional 36-month contract periods after the initial contract term. This contract may be terminated by either party with written notice no less than 180 days before the renewal date. Any price increase must be made known to the White County EMA Director no less than 180 days in advance of the renewal date.

C. PROJECT SCOPE

The objective of the RFP and subsequent contracting activity is to secure the services of an experienced contractor who is capable of efficiently removing large volumes of

disaster-generated debris 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 work force that can complete the debris management operations in a maximum of 120 days.

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

This guide may be accessed at

<https://www.fema.gov/medialibrary/assets/documents/25649> .

Definitions

Contractor – The successful proposed Debris Management Team – The team staffed by the County, and the Contractor.

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

Initiating Contract When a Major Disaster Occurs or is Imminent

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

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

Recyclable garbage will be collected by the County, municipality, 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

The Contractor shall be responsible for removal and disposal of all dead animals. White County Animal Control cannot accept dead animals.

Relationship between Debris Management Team and the Debris Removal Contractor

The County Debris Management Team and/or White 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 Team is crucial to the success of the recovery operation. Prior to the beginning of the 2019 storm season the successful contractor(s) will meet with the County and the Debris Management Team.

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 White 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 designated County Resource Recovery Site either by burning or land filling. Proposers shall prove experience with site management and FEMA requirements, rules, and regulations to qualify for this scope.

Event Type 3: Significant Event – Removal, Reduction, Hauling – Woody Debris Only – Widespread or White 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. Contractors shall prove experience with site management and FEMA requirements, rules, and regulations to qualify for this scope.

Event Type 4: Significant Event – Removal, Reduction, Hauling and Separating – Mixed Debris – Widespread or White 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.

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

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

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

Event Type 6: Catastrophic Event – Site Management – White County, Georgia Wide

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. Contractors shall prove experience with site management and FEMA requirements, rules, and regulations to qualify for this scope.

D. SECTION 2.0 STATEMENT OF WORK

The qualified firm will develop and present the scope of services, meeting the County or Municipality 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 or Municipality. In this role the contractor will perform an emergency “PUSH” sufficient to allow emergency vehicles to traverse the roadway. The County or Municipality 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 White County, Georgia. The County or Municipality 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 or Municipality, 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 Team.

- 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 or Municipality, 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 County or Municipality. 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 or Municipality.

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 or Municipality. 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 also include pre and post video and other checklists to assure proper management of the site. Once the debris management site is selected for use, the CONTRACTOR will provide a Site Management Plan.

Original and five (5) 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
 - 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 or Municipality 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 Team in the following:
- Monitoring multiple contractors and multiple trucks delivering materials to the TDSRS.
 - Verify that each truck that delivers to the TDSRS matches its manifest ticket – truck and maximum capacity.
 - Make sure truck is properly covered when arriving at the TDSRS.
 - Review trucks manifest and observe the truck bed to confirm that the truck was loaded to capacity or as described on manifest ticket, and completely empty on departure.
 - Maintain manifest tickets in an organized manner for proper record review and storage.
 - Initial load tickets before permitting truck to leave the TDSRS check-in area to empty its load.
 - Document location of origin of debris
 - Troubleshoot questions and problems at the TDSRS and identify issues that could impact eligibility for cost reimbursements.
 - Remain in contact with the central office/staging operation command center.

- Perform other duties as directed by White County, Georgia and/or Municipalities 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 Team. Inspections will be to ensure 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 Team 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 Team 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 White County, Georgia, and/or Municipal managers and the Debris Management Team, 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 Team that is necessary for proper documentation. White County, Georgia or Municipal 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 Team will coordinate this work. Discrepancies in what is required of the Contractor must immediately be brought to the attention of the Debris Management Team.

- b. Documentation and Recovery Process – The Contractor will provide the following assistance in addition to debris removal:
 - Recovery process documentation – create recovery process documentation plan
 - Maintain documentation of recovery process
 - Provide written and oral status reports as requested to the County Debris Management Team.
 - 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 and or Municipalities 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 County or Municipal approval. This 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 or Municipality will establish and approve all areas that the Contractor will be allowed to work. Daily and/or weekly scheduled meetings will be held to determine approved work areas. The Contractor shall remove all eligible debris and leave the site from which the debris was removed in a clean and neat condition. There will be certain debris (not identified in scope of work or federal regulation) that is not picked up by equipment, machinery and general laborers used by the Contractor. Determination of when a site is in a clean and neat condition will be at the reasonable judgment of the County or Municipality.
- 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.

E. SECTION 3.0 PROPOSAL RESPONSE REQUIREMENTS

- a. 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.

- b. The County reserves the right to seek additional/supplemental representation on specific issues as needed.

- c. Respondents shall construct their proposal in the following format and a tab must separate each section.

PROPOSAL CHECKLIST

In a sealed envelope, provide an **ORIGINAL, so identified and five (5) complete copies** of your qualification proposal for services defined herein for the term of the contract.

Tab1 – Executive Summary

Present in brief, concise terms, a summary level description of the contents of the proposal and your company and its capabilities. Give the names of the person(s) who will be authorized to make representations for the Contractor, their title(s), address(es), emails 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.

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 Protection Agency(s) requirements to maintain a safe working environment. White County and/or any Municipality therein has the right to increase or decrease the Contractor's assignment and/or areas of operation within the scope of this contract. Due to the diversity of damage caused by natural or manmade disasters White County and its' Municipalities reserve 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 White County and any participating municipality therein, 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 White County or any Municipality.

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

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

At a minimum the proposal should include the following information:

- Organizational Chart
- Information describing company's technical and construction capabilities
- Financial resources /Bond rating

- Training and experience (list all certifications)
- Equipment resources (company versus sub-contractor owned)
- List of sub-contractors
- Past performance on contracts and other accomplishments
- References from past clients
- Listing of all existing disaster related pre-event contracts
- Capacity and Plan for mobilization
- Local participation in the Contractor's plan (provide a sub-contracting plan)
- Sample of sub-contracting contracts
- 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 contractor's experience and ability to perform the anticipated work.

The contractor shall supply sufficient documentation that they are well versed in all aspects of FEMA documentation, reimbursement and project management as well as demolition and debris removal work.

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

Tab 3 – Past Performance

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

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

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

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

For each of the above items the contractor shall include details of the project such as: the public agency, their contact, FEMA contacts, all pertinent phone numbers and dollar

amounts. The contractor should provide information necessary to investigate the work with the public agency.

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

Tab 4 – Understanding of Project Requirements

The contractor shall provide their interpretation of what is required to meet the needs of the County. The contractor will use this document, their knowledge and experience to develop their understanding of this project. The contractor is urged to develop scenarios or examples to fully explain their position. Contractor must include a copy of a current certificate of insurance naming White County including any Municipalities therein, along with a copy of their current business license with any of the Cities within White 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. White County and its' Municipalities prefer the use of self-loading equipment for removing debris and reserves the right to require self-loading equipment in various areas throughout White County and its' Municipalities.

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

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 White County or any Municipality therein. 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 the County or Municipality with a weekly report outlining the status of all damage concerns. Liquidated damages shall be assessed at \$1,000.00 per calendar day for any time over the maximum allowable time established by the contract to make the necessary repairs.

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

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

Tab 5 – Approach and Method

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

schedule. The Contractor shall advertise these notices in the weekly additions of two (2) local newspapers and shall be of sufficient size to be easily seen by readers. The contractor shall also advertise these notices on two (2) local radio stations, which have markets in White 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 the County or Municipality 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 – MBE Participation

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

Tab 7 – White County, Georgia Documents

Complete and attach the forms contained in the attachments:

- Attachment A – MBE Utilization Plan
- Attachment B – Determination of Good Faith Effort
- Addenda Acknowledgment
- Proposer’s Certification and Non-Collusion Affidavit
- Vendor Information
- Completed W-9
- Copy of current business license
- Reference Form
- Georgia Security and Immigration Compliance Act Affidavit
 - Contractor Affidavit
 - Subcontractor Affidavit (if applicable)
- SAVE Affidavit
- Copy of professional licenses and certifications

Tab 8 – Price Proposal Form

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

Desired Proposals

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

Selection Process:

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

Evaluation of Bids:

Proposals will be reviewed by the Review Committee for quality and completeness. These proposals will be reviewed for bidder’s:

- Knowledge of FEMA regulations and procedures
- Operational Plan
- Proposed price for work to be accomplished
- Past performance record on work of similar nature, financial capabilities, corporate history and team organization
- Verification of availability of qualified personnel and equipment to perform the services
- Interviews with references by the review committee

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 White County to short-list a minimum of three (3) firms and rank them according to the most qualified firm with a proposal and presentations that best suits the needs of White County.

F. PROPERTY DESCRIPTION

TO BE DETERMINED

G. ADMINISTRATION

The project will be administered for White County by the White County Board of Commissioners with the EMA Director or his designee being the main point of contact for all questions during preparation and execution of project. The White County Solid Waste, Planning and Public Works Department will be instrumental to the implementation of the program.

H. PAYMENT

Payment terms are NET 30 Days. White County and Municipalities therein are exempt from all Federal, State, local and excise taxes. Invoices are to be mailed to the appropriate government agency (County or Municipality) which activated the contract within the County.

I. PROCEDURES AND MISCELLANEOUS ITEMS

1. All questions shall be submitted in writing (e-mail or facsimile is acceptable) and shall be communicated in the form of an addenda if the scope specifications are to be affected and posted on the County's website under: Bids/RFPs. All firms responding to this RFP should check the website before responding to this RFP.

2. All respondents to this RFP shall hold harmless the White County Board of Commissioners, all Municipalities within White County, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to submit proposals. The White County Board of Commissioners reserves the right to determine, in its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The White County Board of Commissioners also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify

the procurement process and schedule. In the event that this RFP is withdrawn, or the project canceled for any reason, the White County Board of Commissioners or Municipalities shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.

3. The RFP is subject to the provisions of the White County Purchasing Policy and any revisions thereto, which are hereby incorporated into this RFP in their entirety except as amended or superseded herein.

4. Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the qualification package. However, White County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.

5. In case of failure to deliver goods in accordance with the contract terms and conditions, White County and its' municipalities, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which White County or its' Municipalities may have.

6. By submitting a proposal package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia.

7. Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. Then contractor shall comply with applicable federal, state, and local laws and regulations.

8. It is understood and agreed between the parties herein that White County and its' Municipalities shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

J. BONDS

Bid Bond – not required

Payment Bond – not required

Performance Bond – not required

K. FINAL SELECTION

Following review of all qualified proposals, selection of suitable vendors, and preliminary contract negotiations, a recommendation will be made to the White County Board of Commissioners and the Municipalities by the project representative. Following Commission and any City approval, the County and Cities will complete contract negotiations.

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

Every vendor submitting a proposal must complete the forms showing compliance with the **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA §13-10-90**. The forms are provided with this RFP package.



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

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

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	\$
16-30 miles	\$
31-60 miles	\$

2. 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	\$
16-30 miles	\$
31-60 miles	\$

3. Cutting Partially Uprooted or Split Trees (Leaner's)

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	\$
24-36 inches	\$
Greater than 36 inches	\$

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	\$
24-36 inches	\$
Greater than 36 inches	\$

Removal of Dangerous Hanging Limbs (Hangers)

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

Per Tree	\$
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4. 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	\$
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5. 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, City 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	\$

6. Stump Removal and Collection Rate

Removal and collection of stumps brought 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	\$
----------------	----

7. Backfill

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

Per Cubic Yard	\$
----------------	----

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

Per Cubic Yard	\$
----------------	----

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

Per Cubic Yard	\$
----------------	----

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

Per Cubic Yard	\$
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11. 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	\$
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12. 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	\$
----------------	----

13. Haul-out of reduced vegetative debris

Per Cubic Yard	\$
----------------	----

14. Haul C&D debris to final disposal site

Per Cubic Yard	\$
----------------	----

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

Per Cubic Yard	\$
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16. 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	\$
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17. Removal of storm-damaged vehicles and vessels from post-disaster environments including towing and aggregation.

Transfer/Tow of typical passenger car -- price per vehicle	\$
Transfer/Tow and Handling of recreational vessels up to 24' – price per vessel	\$
Operation of secure aggregation site for vehicles and vessels – price per day	\$
Storage of each light and medium duty vehicle and/or vessels – price per day	\$

*Special Consideration: Large vehicles, trucks, buses, vessels, houseboats or vehicles/vessels within environmentally sensitive areas may require unexpected additional effort and further negotiation may be allowed on a case by case basis.

18. Hazardous Waste Removal and Bio-hazards

Hazardous Waste/ HHW Removal – price per pound	\$
Dead Animal Collection – price per pound	\$

19. Recovery and Handling of “White Goods” Units requiring liquids, oils, or gas recovery- Gathering and hauling to temporary site, and removal of all harmful or hazardous fluids to include but not limited to white goods, propane tanks, air conditioners, lawn mowers, grills, etc.

Per Unit	\$
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**RFP DISASTER DEBRIS REMOVAL & DISPOSAL SERVICES
ADDENDA ACKNOWLEDGEMENT**

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

Addendum No. _____

Addendum No _____

Addendum No. _____

Addendum No. _____

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)

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

**RFP DISASTER DEBRIS REMOVAL & DISPOSAL SERVICES
PROPOSER'S CERTIFICATION AND STATEMENT OF NON-COLLUSION**

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

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

I certify that there has been no contact or communication by the proposer or the proposer's associates with any County or City staff, or elected officials since the date this RFP was issued except: 1) through the County Finance Director, 2) at the Pre-Proposal Conference (if applicable) or 3) as provided by existing work agreement(s). **The County reserves the right to reject the proposal submitted by any proposer violating this provision.**

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

COMPANY NAME: _____

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)



**RFP DISASTER DEBRIS REMOVAL & DISPOSAL SERVICES
INFORMATION FORM**

1. Legal Business Name _____

2. Street Address _____

3. City, State & Zip _____

4. Type of Business: _____ State of Registration: _____

(Association, Corporation, Partnership, Limited Liability Company, etc)

5. Name & Title of Authorized Signer: _____

6. Primary Contact _____

7. Phone _____ Fax _____

8. E-mail _____

9. Company Website _____

10. Has your company ever been debarred from doing business with any federal, state or local agency?

Yes _____ No _____ If Yes, please state the agency name, dates and reason for debarment.

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

**RFP DISASTER DEBRIS REMOVAL & DISPOSAL SERVICES
REFERENCE FORM**

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

Company Name: _____

1. Company: _____

Street Address: _____

City, State & Zip: _____

Contact Person Name: _____ Title: _____

Phone: _____ Email: _____

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

2. Company: _____

Street Address: _____

City, State & Zip: _____

Contact Person Name: _____ Title: _____

Phone: _____ Email: _____

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

3. Company: _____

Street Address: _____

City, State & Zip: _____

Contact Person Name: _____ Title: _____

Phone: _____ Email: _____

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

Georgia Security & Immigration Compliance (GSIC) Act Affidavit

As per the Georgia Senate Bill 529 and Senate Bill 447, the Georgia Department of Labor has promulgated new rules for the implementation of Section 2. O.C.G.A. §13-10-91 and Chapter 300-10-01-.02 state that no Georgia Public Employer shall enter into a contract for *the physical performance of services within the State of Georgia* unless the Contractor registers and participates in a federal work authorization program to verify the work eligibility information for all of its new employees.

The Employment Eligibility Verification “E-Verify” site operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security is the electronic federal work authorization program to be utilized for these purposes.

The website is <https://e-verify.uscis.gov/enroll/>

By executing the attached Contractor Affidavit, Contractor verifies its compliance with O.C.G.A. §13-10-91 stating affirmatively that the individual, firm or corporation which is contracting with the White County Board of Commissioners has registered and is participating in this federal work authorization program in accordance with the applicability provisions and deadlines established in this Statute.

Contractor further agrees that should it employ or contract with any Sub-Contractor(s) for the physical performance of services pursuant to the contract with the White County Board of Commissioners or any Municipality, Contractor will secure from the Sub-Contractor(s) verification of compliance with O.C.G.A. §13-10-91 on a Sub-Contractor Affidavit and shall provide a copy of each such verification to the White County Board of Commissioners or the appropriate City Council at the time the Sub-Contractor(s) is retained to perform such services.

PLEASE COMPLETE THE ATTACHED AFFIDAVIT AND RETURN IT TO:

Ms. Jodi Ligon
White County Finance Officer
1235 Helen Hwy
Cleveland, GA 30528
Email: jligon@whitecounty.net



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
County Solicitation/ Contract No.:	

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the County, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the County at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify™ Company Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public

[NOTARY SEAL]

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
County Solicitation/ Contract No.:	

ADDITIONAL INSTRUCTIONS TO CONTRACTOR: Identify all subcontractors used to perform under the county contract. In addition, you must attach a signed and notarized affidavit (third page of this form) from each of the subcontractors listed below. The contractor is responsible for providing a signed and notarized affidavit to the County within five (5) days of the addition of any new subcontractor used to perform under the identified County contract.

Contractor's Name:	
Subcontractors:	



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
Subcontractor's (Your) Name:	
County Solicitation/ Contract No.:	

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Subcontractor which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of the County identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / E-Verify™ Company Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public

My Commission Expires:

[NOTARY SEAL]

WHITE COUNTY BOARD OF COMMISSIONERS

SAVE Affidavit

(Systematic Alien Verification for Entitlements)

Affidavit for a Public Benefit as required by the Georgia Immigration Reform and Enforcement Act of 2011

By executing this affidavit under oath, as an applicant for a public benefit as referenced in the Georgia Illegal Immigration Reform and Enforcement Act of 2011 [O.C.G.A. § 50-36-1(e)(2)], I am stating the following:

_____ **I am a United States citizen; or**

_____ **I am a legal permanent resident of the United States*; or**

_____ **I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.***

*Alien registration number for non-citizens issued by the Department of Homeland Security or other federal immigration agency is: _____

At least one secure and verifiable document for identification purposes must be provided as required by O.C.G.A. § 50-36-1 (e) (1). See list on page 2 of this document.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia and face criminal penalties as allowed by such criminal statute.

Applying on behalf/Name of associated business

Signature of Applicant

Date

Printed Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 20____.

Notary Public

My Commission Expires: _____

*NOTE: O.C.G.A. 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number.

SECURE AND VERIFIABLE DOCUMENTS UNDER O.C.G.A. §50-36-2

[Issued August 1, 2011 by the Office of the Attorney General, Georgia]

The following list of secure and verifiable documents, published under the authority of O.C.G.A. §50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

INDICATE AND ATTACH A COPY OF THE DOCUMENT (front and back).

- United States passport or passport card
- United States military identification card
- Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard
- Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card
- Driver's license issued by one of the United States, the District of Columbia, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth gender, height, eye color, and address to enable the identification of the bearer.
- Identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth gender, height, eye color, and address to enable the identification of the bearer.
- Tribal identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth gender, height, eye color, and address to enable the identification of the bearer.
- Passport issued by a foreign government
- Free and Secure Trade (FAST) card
- NEXUS card
- United States Permanent Resident Card or Alien Registration Receipt Card
- Employment Authorization Document that contains a photograph of the bearer.
- Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) [Form N-560 or Form N-561]
- Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) [Form N-550 or Form N-570]