



Fayette
COUNTY

"WHERE QUALITY
IS A LIFESTYLE"

PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, STE 204
FAYETTEVILLE, GEORGIA 30214
PHONE: 770-305-5420
www.fayettecountyga.gov

July 8, 2014

Subject: Request for Proposals #P907 Debris Monitoring Services

Gentlemen/Ladies:

Fayette County, Georgia is seeking proposals from qualified firms for an annual contract for debris monitoring services in preparation for and in response to a man-made or natural disaster, weather event, or other conditions. Services to be ordered when needed, in accordance with the scope of work and information contained herein. All required information shall be included with your proposal. Any exceptions to the scope of work shall be listed in the space provided. The term of this agreement shall begin on the effective date as set forth on the agreement page of the contract, and continue through June 30, 2016. Thereafter, this agreement may be renewed by the county for two additional one-year renewal terms (each a "Renewal Term" and together with the Initial Term, the "Term), which renewal will be by letter or other written correspondence from the county to the contractor ninety (90) days prior to expiration of the Initial Term or then then-current Renewal Term. If the county fails to provide notice of renewal, this Agreement will terminate at the end of the Initial Term or the then-current Renewal Term. This agreement is subject to the multi-year contractual provisions of O.C.G.A. 36-60-13(a).

A pre-proposal conference will be held at 10:00 a.m. on Thursday, July 24, 2014 at the Fayette County Administrative Complex, 140 Stonewall Ave., West, Suite 100 in Fayetteville, GA 30214. All companies and interested parties are invited and strongly urged to attend. This will be the opportunity to voice all questions, concerns and comments about this request for proposal and have them addressed. It is important that you attend.

All questions and inquiries concerning this request for proposals or the specifications shall be addressed in writing to Trina C. Barwicks, Contract Administrator of Purchasing, 140 Stonewall Avenue West, Suite 204 in Fayetteville, Georgia 30214 from 8:00 a.m. to 5:00 p.m. excluding weekends and holidays. The telephone number is (770) 305-5420, Fax: (770) 719-5515 and/or Email Address: tbarwicks@fayettecountyga.gov. Any deviations from this procedure for questions or information pertaining to this request for proposal may result in your proposal being rejected.

Be sure to include the **proposal number** and **reference** along with your company's name and address on the **sealed** envelope in which the proposal is returned.

PROPOSAL MUST BE SUBMITTED TO:
FAYETTE COUNTY PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, SUITE 204
FAYETTEVILLE, GEORGIA 30214
REFERENCE: PROPOSAL #P907 DEBRIS MONITORING SERVICES

Proposals will be received at the above address until **3:00p.m., Tuesday, August 5, 2014** in the **Purchasing Department, Suite 204.** Proposals will be opened at approximately 3:00p.m., August 5, 2014 and the names of the companies that responded will be read. Proposals must be signed to be considered. Late proposals will not be considered. Faxed/Emailed proposals will not be considered.

If this request for proposal is downloaded from our website, it is the responsibility of the individual or company that downloads this request for proposal to continue to check the Fayette County web site for any addenda that might come out for this request for proposal and are posted on the Fayette County web site. Fayette County shall not be responsible for any information that any individual or company fails to get in an addendum that is posted on the Fayette County web site but is not downloaded. However, if the Fayette County Purchasing Department mails the request for proposal to a company or individual, we will keep a record of who we mailed that request for proposal to and all addenda for that request for proposal will also be mailed to those companies or individuals.

Note: The name of the companies that respond to this request for proposals will be posted on the Fayette County website within 3 business days after the proposal opening.

There is no set time for an award to be made, as the proposals have to be evaluated. If an award is not made within 60 days of the proposal opening, an update will be posted on the Fayette County website.

If this proposal is awarded; once everything has been received by the successful company and the award is completed, that information will be posted on the Fayette County website. Please keep this procedure in mind.

The County reserves the right to reject or accept any or all proposals and to waive technicalities, Informalities and minor irregularities in proposals received.

Sincerely,



Ted L. Burgess
Director of Purchasing

TLB/tcb

GENERAL TERMS AND CONDITIONS

1. **Definitions:** The terms "contractor" or "firm" as used herein and elsewhere in the Request for Proposals shall be used synonymously with the term "successful offeror." The term "county" shall mean Fayette County, Georgia. "Owner" shall mean Fayette County, Georgia. "Owner" shall also mean any local jurisdiction within the county, in the event that such jurisdiction contracts separately with the successful offeror through use of the cooperative agreement sought by this Request for Proposals.
2. **Cooperative Agreement:** It is intended that any contract resulting from this Request for Proposals shall be a cooperative agreement. Any firm submitting a proposal must be willing, if the successful offeror, to contract with other jurisdictions within the borders of Fayette County, Georgia, with the same prices, terms and conditions, services, and other considerations as exist in the original contract.
3. **Preparation of Offers:** It shall be the responsibility of the offeror to examine specifications, scope of work, schedule and all instructions that are part of this request for proposal. Failure to observe any of the instructions or conditions in this request for proposal may result in rejection of the offer.

All of the specifications and information contained in this request for proposal, unless specifically excepted in writing by the offeror and such exceptions being included with the offer, will form the basis of the contract between the successful offeror and the owner. The offeror should take care to answer all questions and provide all requested information.

4. **Submission of Offers:** Offerors must submit their proposal, along with any amendments issued by the county, in a sealed opaque envelope with the following information written on the outside of the envelope:
 - a. The offeror's company name,
 - b. The Request For Proposals (RFP) number, which can be found in the cover letter to the request for proposals document or on the web site, and
 - c. The "reference" which identifies the proposal, which can be found in the cover letter or the web site.

Place the pricing sheets in a second sealed envelope, and enclose it with the other materials in the sealed, opaque proposal package.

Mail or deliver one (1) unbound original proposal (paperclip or binder clip acceptable, no staples), signed in ink by a company official authorized to make a legal and binding offer. Also include three (3) copies and five (5) CD's and/or memory sticks. Mail or deliver to:

Fayette County Government
Purchasing Department, Attn: Contract Administrator
140 Stonewall Avenue West, Suite 204
Fayetteville, GA 30214

Reference: Proposal #P907 Debris Monitoring Services

5. **Timely Receipt:** Offers not received by the time and date of the scheduled proposal opening will not be considered, unless the delay is a result of action or inaction of the county.

6. **Open Offer:** The offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening unless this time-frame is specifically excepted to in your offer.
7. **Corrections or Withdrawals:** The offeror may correct a mistake, or withdraw a proposal before the proposal opening date by sending written notification to the Director of Purchasing. Proposals may be withdrawn after the opening only with written authorization from the Director of Purchasing.

The county reserves the right to waive any defect or irregularity in any proposal received.

In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.

8. **Trade Secrets - Confidentiality:** A proposal is a public record, except for material which qualifies as trade secret information. To keep this information confidential, a proposer must submit trade secret materials in a separate, sealed envelope marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Proposal." Each page in the envelope should be stamped or otherwise marked designating it as trade secrets or confidential. Do not attempt to designate the entire proposal as a trade secret, and do not attempt to designate pricing information as a trade secret, as doing so may result in your proposal being disqualified. See O.C.G.A. 50-18-72 as amended by 2012 H.B. 397 for specific Georgia law on this subject.
9. **Evaluation of Offers:** The evaluation of offers and the determination as to acceptability of services offered shall be the responsibility of the county and other involved jurisdictions. Accordingly, to insure that sufficient information is available, the offeror may be required to submit literature, samples, or other information prior to award. A short list of top-scoring proposing firms may be invited to interviews or to give presentations. The owner reserves the right to obtain clarification or additional information from any firm regarding its proposal. The owner reserves the right to select a responsive, responsible firm on the basis of best value that is deemed to be most advantageous to the owners. The owner further reserves the right to reject any proposal, or all proposals, and to re-release the request for proposals.
10. **Secondary Contract:** The owner reserves the right to enter into a primary contract and a secondary contract for the services described in this RFP.
11. **Non-Collusion:** By responding to this request for proposals, the offeror shall be deemed to have represented and warranted that the proposal is not made in connection with any other offeror submitting a separate response to this request for proposals, and is in all respects fair and without collusion or fraud.
12. **Ability To Perform:** The offeror may be required, upon request, to provide to the satisfaction of the owners that he/she has the skill, experience and the necessary facilities, as well as sufficient financial and human resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the county, the county may reject the offer.
13. **Arrears:** Proposals will not be accepted from any person, firm, or corporation who is in arrears in any debt or obligation to the county.

14. **Notice to Proceed:** The owners shall not be liable for payment of any work done or any costs incurred by any offeror prior to the county issuing a written notice to proceed.
15. **Term of Contract:** The term of this agreement shall begin on the Effective Date as set forth on the Agreement page of the contract, and continue through June 30, 2016. Thereafter, this agreement may be renewed by the county for two additional one-year renewal terms (each a "Renewal Term" and together with the Initial Term, the "Term"), which renewal will be by letter or other written correspondence from the county to the contractor ninety (90) days prior to expiration of the Initial Term or the then-current Renewal Term. If the owner fails to provide notice of renewal, this Agreement will terminate at the end of the Initial Term or the then-current Renewal Term. This agreement is subject to the multi-year contractual provisions of O.C.G.A. 36-60-13(a).
16. **Patent Indemnity:** The contractor guarantees to save the owner, its agents, officers, or employees harmless from liability of any kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the contractor is not the patentee, assignee or licensee.
17. **Indemnification:** The successful offeror shall defend, indemnify and save the county and all its officers, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. The successful offeror shall pay any judgment with cost which may be obtained against the county growing out of such injury or damages.
18. **Non-Assignment:** Assignment of any contract resulting from this request for proposal will not be authorized.
19. **Insurance:** The successful offeror shall, without expense to the owner, carry the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits set forth as follows:
 - **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
 - **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
 - **Worker's Compensation:** Workers Compensation as required by Georgia statute.
 - **Environmental Professional Liability Insurance:** \$1,000,000 limit per claim and aggregate.

A copy of the certificate of insurance should be submitted with your offer. No award will be made until proof of the insurance coverage is submitted. The certificate shall list an additional insured as follows:

Fayette County Board of Commissioners
140 Stonewall Avenue West
Fayetteville, GA 30214

In the event that other jurisdictions enter into cooperative contracts based on this contract, the contractor shall provide certificates of insurance to them in the same manner.

20. **Site Conditions:** Offerors are urged to visit the site to familiarize themselves with site conditions. Upon submission of an offer, it is understood that the offeror is acknowledging his acceptance of all site conditions.
21. **Bid Bond:** While any future contract costs are unknown at this time, all responders submitting a proposal shall include a bid bond in the amount of \$5,000.00 with the proposal.
22. **Performance and Payment Bonds:** Bids shall include a letter of commitment from an approved surety, which appears on Georgia's list of approved sureties administered by the State Insurance Commissioner, or the U.S. Treasury's list of approved bond sureties (Circular 570). The letter shall confirm the intention of the surety to provide performance and payment bond in the event of mobilization. The bond is required within 24 hours of mobilization, and shall be in the amount of the estimated value of the authorized work.
23. **Liquidated Damages:** Time is of the essence for services included in this contract. Because actual damages would be difficult to ascertain, liquidated damages of \$1,500.00 shall be deducted from the contract sum for each hour the contractor is late in meeting the contracted number of hours to be on-site and ready to commence work, after notification is given by the owner.

SPECIAL TERMS AND CONDITIONS

Debris monitoring contracts must meet rules for federal grants, as provided for in Title 44 Code of Federal Regulations (CFR) §13.36, and other publications, in order to be eligible for reimbursement under the Public Assistance Program. Therefore, the following terms and conditions shall apply to any contract resulting from this RFP.

24. **Access to Records:** The contractor will allow access by the federal grantor agency, the county, the Federal Emergency Management Agency, the United States Comptroller General, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to this contract for the purpose of making audits, examinations, excerpts, and transcriptions.
25. **Records Retention:** The owner shall retain all records pertaining to the contract for three years after the county makes final payments to the contractor, and all other pending matters are closed.
26. **Affiliation with Debris Removal Contractor:** By responding to this RFP, responders certify that they are not employed by, or affiliated with, the debris removal company to be contracted by the owner.
27. **Compliance with Federal Environmental Requirements:** The contractor shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, Environmental Protection Agency regulations (40 CFR part 15), and 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 (Pub. L. 94-163, 89 Stat.871).

28. **Energy Policy and Conservation Act:** The contractor shall comply with any applicable 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 (Pub. L. 94-163, 89 Stat. 871).
29. **Worker Safety:** The contractor must provide a safe working environment, in conformance with rules and regulations of the Occupational Safety and Health Administration, the Environmental Protection Agency, and any other federal, state, or other laws, rules or regulations, as applicable. Monitoring towers must be designed, constructed, and used properly and in a safe manner.
30. **Contract Amendments:** All contract amendments, changes, or modifications must be made in writing and executed by both parties.
31. **Contractor Invoices:** Contractor must submit invoices regularly, and for no more than 30-day periods.
32. **Breach of Contract:** In the event that the contractor or a subcontractor should violate or breach contract terms, upon discovery of such violation or breach the owner will notify the contractor in writing. The contractor or subcontractor shall be entitled to cure the breach within ten (10) days and provide evidence of such cure. If the contractor fails to cure the violation or breach within the ten-day time, the owner shall be entitled to all available remedies, including termination of the contract, or the requirement that a subcontractor be dismissed from performing work under the contract. The owner shall be entitled to any and all damages permissible by law.
33. **Termination for Cause or Convenience:** The owner may terminate the contract for cause, or for the convenience of the federal funds grantor, the state grantee or the owner, by written notice to the contractor, giving a minimum of 30 days' notice of cancellation. Cause for termination may include, but is not limited to, contractor's material breach of duty, obligation, or service required pursuant to the contract; contractor's failure to provide timely or satisfactory performance of a task, deliverable, service or other work required by the contract; or contractor's failure to demonstrate a high probability of timely fulfillment of performance requirement under the contract. If the contract is terminated, the owner will be liable for payment in accordance with the terms of the contract only for services rendered prior to the effective date of termination, and the contractor shall be released from any obligation to provide further services as are affected by the termination.

Fayette County, Georgia
Checklist of Required Documents

(Please Return This Checklist with Your Proposal)

PROPOSAL #P907 DEBRIS MONITORING SERVICES

Be sure to include with your proposal:

- Company information – on the form provided _____
- **Work Authorization Documents:** Contractor Affidavit _____
- Bid bond _____
- Letter assuring
 - Performance bond _____
 - Payment bond _____
- Insurance Certificate _____
- Pricing sheet _____
- List of exceptions, if any – on the form provided _____
- References – on form provided _____

COMPANY NAME: _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Fayette County, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

RFP #P907 DEBRIS MONITORING SERVICES

Name of Project

FAYETTE COUNTY BOARD OF COMMISSIONERS

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 2014 in (city) _____, (state) _____

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 2014.

NOTARY PUBLIC

My Commission Expires:

REQUEST FOR PROPOSALS DEBRIS MONITORING SERVICES

OBJECTIVE

Fayette County, Georgia invites proposals from qualified firms to contract for debris monitoring services in preparation for, and in response to, natural or man-made disasters, or other debris-producing events. It is intended that this initiative will result in a cooperative agreement, enabling other jurisdictions within the county to enter into contracts with the winning firm for the same services, at the same prices. This will be a contingency-type contract, with work to be performed upon activation by the owner.

INTRODUCTION

Fayette County is located in the northwestern part of Georgia, about 15 miles south of the city limits of Atlanta. It encompasses about 199 square miles, and is considered an integral part of the Metro Atlanta area. The cities of Fayetteville and Peachtree City, and the town of Tyrone, are located within the county.

The U.S. Census Bureau estimates that 107,442 people resided within the county in 2012. Included in this number are 34,662 in the City of Peachtree City, 16,206 in the City of Fayetteville, and 6,976 in the Town of Tyrone. The Fayette County Board of Education provides public education services for approximately 20,000 students at various locations, including 14 elementary schools, five middle schools, and five high schools. There are approximately 685 miles of roads in the county. In the event of a natural or man-made disaster, or significant weather condition such as heavy snow or ice, the county and other jurisdictions must be in a position to provide necessary public services to residents.

STATEMENT OF NEED

This request for proposals (RFP) is designed to result in contract(s) for debris monitoring services that will help the owner be prepared to deal with a disaster or other emergency before it strikes, and will assist with monitoring debris removal, debris management and reduction, and disposal operations after the event occurs. Areas involved may include public roads and rights of way, drainage structures, public education facilities, parks and recreational areas, and other public facilities. Covered events would include situations caused by various types of natural or man-made disasters or other events, including but not limited to wind damage, flooding, snow or ice, man-made emergencies, or other conditions. It is of utmost importance that the debris monitor be able to mobilize quickly, in order to make roads and other public areas accessible and usable.

In the event of a disaster, federal funds may be available to reimburse some costs. Contractors must comply with all relevant state or federal requirements. It will be important to effectively coordinate between the owner, the Georgia Emergency Management Agency (GEMA), and the Federal Emergency Agency (FEMA). Comprehensive observation and documentation of debris removal work will be required from the point of debris collection to final disposal.

SCOPE OF SERVICES

The selected firm will monitor debris removal, debris management and reduction activities, and disposal operations. This will include debris removal contractor compliance, documentation, coordination, and inspection. It will include all management, supervision, labor, transportation, and equipment necessary to initiate load tickets at debris loading sites; estimate the volume of debris being delivered to temporary or other debris management sites and final disposal sites; and support of the operations of the field supervisors, debris loading and observation tower monitors, and clerical staff.

All monitoring shall be done in compliance with FEMA and other federal guidelines. The owner plans to have in place a contract with a debris removal firm. The envisioned contract will provide for work in the first 70 hours that is compensated on an hourly rate. Work after the first 70 hours would be compensated on a unit basis (cubic yards, tons, or other appropriate units). The successful debris monitoring contractor shall provide all monitoring, documenting, reporting, and other services required to qualify for federal financial participation of all eligible costs.

The debris monitoring contractor must take sufficient measures to ensure eligibility of debris, and that accurate quantities are reported. The contractor must use a load ticket system to record with specificity (e.g. street address, GPS coordinates) where debris is collected and the amount picked up, hauled reduced, and disposed of. They must submit daily reports on load quantities, debris management site operations, and operational and safety issues in the field.

The monitoring contractor's work shall include, but not be limited to, the following:

1. Augment the owner's preparedness by providing assistance in updating the owner's debris management and removal plan; participate in meetings, workshops, or tabletop exercises annually or as scheduled; and/or provide training.
2. Provide field inspectors and all other personnel necessary to check and verify information on debris removal at designated checkpoints and temporary debris management sites, as needed. Debris monitors must be trained and possess skills adequate to fulfill the duties of the job. Labor rates should be commensurate with the skill level required by the job function. *{Note: Professional engineers and qualifications are not required to perform monitoring duties.}*
3. Complete any and all forms necessary for reimbursement from state or federal agencies. This may include, but is not limited to, the timely completion and submittal of reimbursement requests, preparation and submittal of any and all necessary cost substantiations, and preparation of replies to agency requests, inquiries, or potential denials. The contractor must supply labor, equipment and material records that will substantiate the actual costs in the project worksheet.
4. Provide technical assistance with location of temporary or other debris monitoring sites, and procure of necessary local, state, and federal permits for any designated debris monitoring site(s).
5. Submit a final debris removal and disaster recovery report to the owner within forty-five (45) days of the completion of operations. The report shall include recommendations for future disaster response strategies, including measures to reduce the owner's exposure to, and expenses arising from, future events.

PROPOSAL RESPONSE REQUIREMENTS

Your proposal should include the following information, in a clear and concise manner, in the order shown below. The owner reserves the right to seek additional information or clarification of issues as needed.

- **Cover page:** Include the RFP number and title. Also include your firm's name, address, telephone number, fax number, and e-mail address.
- **Table of Contents**
- **Qualifications and experience of your firm:** Provide a brief overview of your company, including its size and number of employees, corporate structure, legal status, number of years in business, background and history. Include the firm's experience in providing services such as those described in this RFP. Describe your ability to handle multiple contractual obligations in the event of a regional or statewide disaster involving a number of public entities with which you have contracted for similar support.
- **Key team members' qualifications, experience and availability:** Provide an organization chart of key team members, including any subcontractors, to be assigned to this project. Identify the project manager who will be empowered to make decisions for, and act on behalf of the firm. Provide a resume for key team members. Include training each key team member or subcontractor has acquired. Provide a list of relevant licenses held by key employees or other workers.
- **Project understanding, methodology and approach:** Describe the firm's understanding of the objectives. Explain your proposed approach to meeting the need identified by this RFP. Include your firm's knowledge of relevant FEMA rules and regulations, and the extent to which your employees are familiar with FEMA debris removal eligibility criteria.

Provide a guaranteed response time, once notified by the owner, to mobilize and be on-site and ready to begin operations. Inasmuch as mobilization and response time is of vital concern in a disaster or emergency situation, a response time of more than six (6) hours will not be acceptable, and will be considered non-responsive to this RFP.

Provide a subcontract plan, including a list of subcontractors you plan to use, and the percentage of the work you plan to subcontract out.

Describe your load ticket system. Explain whether it records with specificity (e.g. street address, GPS coordinates) where debris is collected and the amount picked up, hauled, reduced, and disposed of. Provide sample load tickets reports, truck certification and other forms, and sample reports that you propose in relation to your firm's capabilities and understanding of the federal reimbursement process.

- **Additional services:** Include here additional services you wish to propose, or other information you would like to provide, that is not specifically included elsewhere.

- **Pricing forms:** Show your proposed pricing on the form provided in this RFP. Include mobilization, travel, equipment costs, out-of-pocket expenses, and all other financial considerations in your hourly fees.

Proposers must not include miscellaneous items, or contract contingencies of any kind, including “unknowns.”

- **Other required forms and information:**
 - Information to provide on the included forms:
 - *Company Information:* Provide contact information for your firm’s authorized representative.
 - *Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1):* Sign and notarize this document, in compliance with the State of Georgia’s immigration status verification laws.
 - *References:* List three (3) references for jobs your firm has done that are of the same or similar nature to the work described herein.
 - Audited financial statements for each of the past two years.
 - Certificate of Insurance, as described in the Terms and Conditions of this RFP
 - Bid bond
 - Letter of Commitment and proof of bonding capacity issued by the Surety Company for payment and performance bonds.
 - Litigation – all judgments entered into against the firm by any federal, state or local court within the past ten (10) years; any criminal conviction ever issued against the firm or its owners or principals, and all civil, criminal and administrative proceedings pending against the firm at the present time.

EVALUATION CRITERIA

Award will be made to the responsible firm whose proposal is most advantageous to the local jurisdictions, with price and other factors considered. An Evaluation Committee will review and evaluate proposals. Evaluation scores will be based 70% on technical merit of the proposal, using the following criteria, which are listed in order of relative importance:

1. Project understanding; methodology and approach to the project
2. Qualifications and experience of the firm
3. Key Team members’ qualifications and experience
4. Mobilization and guaranteed response time (*maximum acceptable is 6 hours*)

The remaining 30% of the evaluation scores will be based on proposed price.

EXCEPTIONS

[illegible]

COMPAN Y NAME _____

PRICING SHEET FOR DEBRIS MONITORING SERVICES

Position	Hourly Rate	Estimated Hours*	Extended Estimated Price
Project manager		80	
Project coordinators		100	
Operations managers		100	
FEMA coordinators		20	
Environmental specialists		30	
GIS analysts		20	
Scheduler / expediter		100	
Crew monitors		2,500	
Debris site monitors		800	
Tower monitors		800	
Admin assistant		100	
Billing / invoicing analysts		60	
Load ticket data entry clerks		2,200	
Other Positions:**			
Total Proposed Estimated Price			

*Hours included are not intended to represent actual contracted hours. They are an estimated number of hours, for an assumed typical event. Payments under the contract will be for actual hours incurred, with no minimum number explicit or implied.

**Include a job description for each type of additional position listed.

COMPANY'S NAME: _____

**PRICING SHEET FOR DEBRIS MONITORING SERVICES
(CONTINUED)**

STATE PAYMENT TERMS _____

STATE TIME NEEDED TO MOBILIZE AFTER NOTIFICATION: _____ HOURS.

COMPANY'S NAME: _____

RESPONDENTS'S QUALIFICATION SHEET – PROPOSAL #P907

Please list three (3) references of current or very recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferred.

REFERENCE ONE

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

REFERENCE TWO

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period, _____

Scope of Work _____

REFERENCE THREE

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

COMPANY INFORMATION

Company _____

Physical Address Of Business _____

Mailing Address (**If Different**) _____

Authorized Representative _____

(Print or Type)

Authorized Representative _____

(Signature)

Title _____

Email Address: _____

Telephone Number: _____ Fax Number: _____

Cellular Number: _____