



**REQUESTS FOR PROPOSALS
DISASTER DEBRIS REMOVAL AND REDUCTION SERVICES
Town of Silverhill, Alabama**

NOTICE TO RESPONDENTS

All sealed proposals shall be submitted including one (1) marked original and two (2) duplicates on the original forms, clearly marked with RFP title and description. Proposals must be submitted **by September 20, 2021, 4:00 pm** to Town of Silverhill, 15965 Silverhill Ave. Silverhill, AL 36576 to the attention of Nicole Haigler, Town Clerk-Treasurer.

NO LATE PROPOSALS WILL BE CONSIDERED

The Town reserves the right to reject any and/or all proposals, to waive any and all technicalities and to accept any proposal or part thereof, which in the opinion of the Town is most advantageous to the Town. In case of ambiguity or lack of clarity in stating the prices in the proposal, the Town reserves the right to consider the most advantageous proposal thereof or to reject the proposal.

**REQUEST FOR PROPOSAL FOR CONTRACT
FOR DEBRIS REMOVAL SERVICES IN THE TOWN OF SILVERHILL**

The Town is seeking proposals for the removal of disaster related debris from public property and rights-of-way (ROW) generated by disaster events.

Contractor must meet the following general conditions:

- Be licensed to do business in the State of Alabama and in the Town of Silverhill.
- Be able to provide services to clean up, remove, haul and dispose of Debris as defined in the Scope of Services set for in Exhibit "A" attached hereto and incorporated herein by reference (the "Services");
- Be willing and capable of performing the Services, including but not limited to, proper document preparation, management, and event closure services;
- Be knowledgeable of and have experience in providing the Services as described herein, and ensuring that all Services qualify for reimbursement under FEMA's Public Assistance Program; and
- Have the capacity and resources necessary to meet all obligations of this Contract.

Contractor must further provide all information requested in this RFP.

GENERAL TERMS & CONDITIONS OF RFP & CONTRACT

This section provides further RFP requirements and a general overview of the terms of the contract that shall be awarded pursuant to the RFP. Owner reserves the right to negotiate the final terms and conditions of the contract with the successful offeror.

RECEIPT AND OPENING OF PROPOSALS

The Town of Silverhill (hereinafter called the Town) invites proposals on the form attached hereto. Sealed proposals shall be submitted including one (1) marked original and two (2) duplicates clearly marked with RFP title. Forms supplied by the Town in this package must be completed and included in all submittals. The Town will receive proposals at:

Town of Silverhill, AL
c/o Nicole Haigler, Clerk-Treasurer
15965 Silverhill Ave.
Silverhill, AL 36576

Proposals will be publicly opened on **September 20, 2021 at 5:30pm** in the Town Hall, located at 15965 Silverhill Ave. Silverhill, AL 36576. Vendor name only will be read aloud so as to avoid disclosure of contents. The Town Council may take action to award a proposal, if they see fit, during their Regular Monthly Meeting on **September 20, 2021 at 6:00pm** in the Town Hall located at 15965 Silverhill Ave. Silverhill, AL 36576. Again, the Town reserves the right to reject any and all proposals.

Any proposal received after the time and date specified shall not be considered.

PROPOSAL MODIFICATIONS

Any offeror may modify its proposal by written communication at any time prior the scheduled receipt of proposals, provided such communication is received by the Town prior to closing time. The communication should not reveal the proposal price, but should provide the addition or subtraction or other modification so that the Town will not know the final prices or terms until the sealed proposal is opened.

The Town shall not provide interpretation of the meaning of the plans, specifications or other pre-proposal documents to any offeror orally. Such communication must be in writing. Every request for such interpretation should be in writing to the address identified above for receipt of proposals or to townclerk@townofsilverhill.org. All requests shall be received at **least five (5) days** prior to the scheduled time for receipt of proposals. Any and all such interpretations and any supplemental instructions, will be in the form of written addenda to the specifications which, if issued, will be submitted to all prospective offerors not later than three (3) working days prior to the scheduled time for receipt of proposals. Failure of any offeror to receive any such addendum or interpretation shall not relieve offeror from any obligation of submitted proposal. All addenda issued shall become part of the contract documents and must be acknowledged as received on submitted document.

METHOD OF AWARD

The Town recognizes that because any contract awarded would be on a line-item basis for multiple types of disaster-related work, it is impossible to determine with certainty which proposer's prices would ultimately result in the lowest cost to the Town. Further, while the cost of services provided is extremely important to the Town, there are several other criteria, described in greater detail below, which shall also factor into the evaluation process. Award will therefore be based on the criteria stated in the RFP, with price being the foremost, but not the exclusive, criterion.

ACTIVATION/TERMINATION OF CONTRACT OWNER DISCRETION

In the event of a disaster, the Town may elect to remove debris with its own forces, or activate the contract resulting from this RFP. Further, no amount of work is guaranteed under the contract, and the Town may terminate the contract without cause at the Town's convenience. In such event, Contractor shall be paid for work performed through the date of termination of contract. Contractor must have a representative present in the Town Hall or Emergency Operations Headquarters within twelve (12) hours of Notification of Need and be able to mobilize equipment and personnel to the Town within twenty-four (24) hours of Notice to Proceed.

QUALIFICATIONS OF OFFEROR

At the time of the opening of proposals, each offeror will be presumed to be thoroughly familiar with the plans and contract documents (including all addenda). The failure or omission of any offeror to examine any form, instrument, or document shall in no way relieve any offeror from any obligation in respect of his proposal.

The Town may make such investigations as he deems necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any proposal if the evidence submitted by, or investigation of, such offeror fails to satisfy the Town that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

CONDITIONS OF WORK

Each offeror must inform himself fully of the conditions relating to the construction of the project and the employment of labor thereon. Failure to do so will not relieve a successful offeror of his obligation to furnish all material and labor necessary to carry out the provisions of his contract. Insofar as possible, contractor(s) carrying out his work, must employ such methods or means as will not cause any interruptions of or interference with the work of any other contractor(s).

LAWS AND REGULATIONS

The offeror's attention is directed to the fact that all applicable state laws and the rules and regulations of all authorities having jurisdiction over aspects of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full. OWNER and CONTRACTOR expressly state their intent and agreement to comply with all Federal and state laws, regulations, policies and requirements applicable to contracts governing the removal of debris in connection with an event that has been the subject of a federal disaster declaration. The following laws, statutes, regulations and guidelines are hereby incorporated into this Agreement by reference:

- 2 C.F.R. 200.326 as described in Appendix II to Part 200 - Contract Provisions for non-Federal Entity Contracts Under Federal Awards,
- FEMA Public Assistance Program and Policy Guide (PAPPG, applicable version),
- The Clean Air and Federal Water Pollution Act
- The Byrd Anti-Lobbying Amendment
- Upon request, provide access of contractor's records on this contract to the federal government, Recipient, and Sub-recipient
- The requirement to retain all records of this contract for a minimum of three (3) years after the termination date of the contract.
- Comply with mandatory standards and policies relating to energy efficiency as contained in the state conservation plan (LRS 40: 1730.49).
- Any other Federal rule, regulation or policy relating to disaster debris.

Further, CONTRACTOR hereby declares that CONTRACTOR, its principles, and its subcontractors are not currently disbarred or suspended by Federal and/or state law."

TERM OF CONTRACT

The term of the contract shall be for a period of three (3) years. Upon mutual agreement of Owner and Contractor, contract may be extended for additional terms.

SUPPLEMENTAL CONDITIONS

Services: Contractor must review the Scope of Services attached hereto as Exhibit "A" and provide support of that fact that it has experience and expertise in providing services for post-disaster recovery work, including work that may be eligible for reimbursement by FEMA.

Payment to Contractor: Contractor shall be paid for the services rendered and accepted in accordance with the unit prices specified in the Rate Schedule attached hereto as Exhibit "B" for debris. To receive payment under this Contract, Contractor shall submit an invoice to the Town's Monitor for the debris hauled to each disposal site, which shall be calculated from load tickets that are issued by the Town's representative at each site.

- Contractor shall be paid solely on the tickets issued and verified by the Monitor for the Town at the disposal facilities and per additional line-item services rendered, not greater than net thirty (30) days from the date of invoice. All loads hauled shall be full and well compacted. When a load is delivered, the driver shall provide the Town's Monitor with the load ticket. The Monitor at the disposal site will rate each load as a % of fully loaded capacity as predetermined through truck or trailer bed measurement by the Monitor. Electronic ticketing may be the responsibility of the Monitor.
- Contractor shall furnish and pay the cost of all the necessary materials and shall furnish and pay for all the superintendents, labor, tools, equipment, transportation and perform all other work required for the removal of all disaster debris, as defined herein, in strict accordance with this Contract, and any amendments thereto and such supplemental plans and specifications which may hereafter be approved.
- Contractor shall clearly include the words "final invoice" on Contractor's final billing to the Town. This statement by Contractor shall constitute Contractor's certification that all services have been properly and completely performed by Contractor and all charges and costs have been properly invoiced to the Town. Since this account will thereupon be closed, any and all further charges if not properly included on its final invoice shall be deemed waived by Contractor.

Inspection by Offeror: Offeror represents that it has inspected the areas where Debris is to be collected and removed and is familiar with the Town's roadway system, roadway widths, and other factors that will affect the work to be performed and has not relied on any representation of conditions made by any officer, agent or employee of the Town.

- Offeror understands that any information provided by the Town is meant only to assist the offeror and offeror agrees to rely on its own knowledge and investigation and not any assistance provided by the Town. Offeror acknowledges that it is prepared for potentially adverse working conditions including, but not limited to, limited fuel supplies, limited housing availability, limited food and water supplies, and wet and muddy conditions, and that these factors were considered in determining the costs proposed by the offeror.

Hours of Work: The Contractor shall operate during daylight hours coordinating with storage and disposal facilities, unless otherwise directed by the Town's designated representative. Removal of debris shall be restricted to the hours from dawn to dusk. Contractor shall devote such time, attention, and resources to the performance of Contractor's services and obligations hereunder as shall be necessary to complete this project. Contractor shall notify Monitor by close of business each Thursday whether weekend work is anticipated. If a truck is loaded too late in the day to travel to the disposal site, a load ticket may be written for a full load only.

Local Preference: In choosing materials related to its services under this Contract, the Contractor shall give preference to materials grown, produced, prepared, made or manufactured in the State of Alabama. Contractor will make every effort to utilize and employ local subcontractors, equipment rental, supplies and other locally available resources. For purposes of this project, local shall be defined to mean first the jurisdictional boundaries of the Town.

Time of the Essence: Contractor understands that time is of the essence in the performance of this Contract.

- The Town reserves the right to require Contractor to provide necessary performance bond, payment bond and insurance certificates and commence the performance of services under this Contract no later than **ten (10) days** after notice to proceed is given.
- Contractor agrees to work diligently to complete this Contract by the earliest possible date; however, in no event shall the time period for completion of this contract exceed 180 days from Notice to Proceed for the complete performance in every respect under this Contract, unless the Town initiates additions or deletions to the Contract by written change orders, in its sole discretion extends this period due to the progress of the debris removal, or the Contract is terminated as provided herein.

Both parties pursuant to applicable federal, state, and local law will equitably negotiate subsequent changes and completion time.

Liability and Indemnity: Contractor agrees that it shall be responsible for all damages and all liability to both public and private property in the performance of its duties under the Contract, and shall report such damages to the Town's designated representative as soon as possible.

- Contractor agrees to indemnify and save harmless the Town, its officers, agents, monitors, representatives, employees and attorneys from and against any and all losses and claims, demands, payments, suits, actions and judgments of every kind, including, without limitation, attorneys fees and expenses for the total cost of review and defending same, that may be brought or recovered against them by reason of any action or omission of the Contractor, its agents or employees (including those of any of his subcontractors) in the performance of work under this Contract.

Liability Insurance: The Contractor agrees to and shall procure and maintain during the duration of this Contract, Contractor's general public liability and property damage insurance, including auto liability and employer's liability coverage, insuring Contractor from all claims from personal injury, including death, and claims for destruction or damage to property arising out of, or in connection with, any operations under this Contract, whether such operations are by the Contractor or a subcontractor of the Contractor, and said insurance shall name as additional insured, waive and hold harmless the Town and the Monitor.

- Certificates of Insurance shall be filed with the Town and shall list the Town and Monitor as additional insured. Include waiver of subrogation in favor of the Town. All liability insurance must contain contractual action over claims cause; insurance shall be written with limits of liability of not less than the following:
- \$1,000,000 primary limit, for all damages arising out of bodily injury, including death with umbrella coverage of \$2,000,000.
- \$1,000,000 primary limit for all property damage, with umbrella coverage of \$2,000,000.

Workers Compensation Insurance: Contractor shall provide Workers Compensation Insurance and maintain at its expense during the term of this Contract, in accordance with workers compensation laws of the state, including occupational disease provisions, for all of the Contractor's employees, and in case any work is sublet, Contractor shall require any such disease provisions, for all of the subcontractor's employees unless such employees are covered by the protection afforded by the Contractor. In case employees unless such employees engaged in hazardous work under this contract are not protected under the Workers Compensation Law, the Contractor shall provide, and shall cause each subcontractor to provide adequate and suitable insurance for the protection of its employees not otherwise protected. Any

uninsured subcontractors are hereby deemed to be covered by the Contractors workers compensation coverage.

Independent Contractor: At all times and under all conditions, Contractor shall continue to be an independent Contractor and shall not represent itself in any way as an agent of the Town. As independent contractors, Contractor and all sub-contractors are not entitled to any employment benefits.

Personnel: Contactor represents and warrants to the Town that Contractor has, or shall secure at its own expense prior to the commencement of services hereunder, all necessary personnel required to perform the services under this Contract. Such personnel shall not be deemed to be employees or agents of the Town or to have any contractual relationship with the Town. All services required of Contractor hereunder shall be performed by Contractor or under its supervision, and all personnel engaged in performing such services shall be fully qualified, and if necessary, authorized under applicable law to perform such services. Any Changes or substitutions in Contractor's key personnel must be approved in advance by the Town. Contractor represents and warrants to the Town that all services shall be performed by skilled and competent personnel to the highest professional standards in the field. Contractor shall remove from the work described in this Contract a person the Town deems to incompetent, careless, or otherwise objectionable.

Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

A. The Contractor shall take all necessary affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible.

B. Affirmative steps shall include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation list;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participations by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and requiring the prime CONTRACTOR(s); if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Safety

Contractor understands and acknowledges that it will be working in congested areas. Contractor shall employ flag men and other necessary measures to protect the public and shall be fully responsible for implementing safety measures in performing its work under this Contract. Contractor will provide necessary traffic control measures.

Contractor shall be responsible for the conduct and actions of all of its employees and subcontractors. Contractor's employees and subcontractors shall not exhibit any pattern of discourteous behavior to the public or otherwise act in a manner contrary to the best interests of the Town.

Contractor shall employ and utilize sufficient manpower and equipment to assure that work zone safety is in keeping with all requirements established by the Federal Highway Administration's Manual for Work Zone Safety. The Town reserves the right to curtail work efforts until unsafe practices are corrected. It shall be the responsibility of Contractor to make assurances that any and all equipment and/or vehicles used in connection with the work hereunder meet applicable federal, state, and local laws and regulations regarding the use of such vehicles and equipment on public roadways.

Performance: Contractor shall perform its obligations hereunder in a manner so as not to interfere with the normal operations of the Town, such performance by Contractor shall be in compliance with all applicable local, state, and federal laws and regulations.

Modifications of Work: The Town reserves the right to make changes in the services, including alterations, reductions or additions thereto. Upon receipt by Contractor of the Town's notification of a contemplated change, Contractor shall (a) if requested by the Town provide an estimate for the increase or decrease in cost due to the contemplated change, (b) notify the Town of any estimated change in the completion date, and (c) advise the Town in writing if the contemplated change shall affect Contractor's ability to meet the completion dates or schedules of this contract. If the Owner instructs in writing, Contractor shall suspend work on that portion of the services affected by a contemplated change, pending the Town's decision to proceed with the change. If the Town elects to make the change, the Town shall issue a contract amendment or change order and Contractor shall not commence work on any such change until such written amendment or change order has been issued and signed by both parties.

EXHIBIT "A" **SCOPE OF SERVICES**

The primary purpose of this scope of work is to maintain the public health, safety, and well-being of the Town during the response to an emergency situation, as well as to restore the public areas of the Town to a normal condition. The Contractor understands and agrees that debris removal in the most expeditious manner possible is of the utmost importance and it will make every effort to complete all requirements of this Contract in the shortest time possible. Debris removal from private property may be added to this contract. The work to be performed under this Contract shall consist of collection, removal, and disposal of the debris caused by the disaster. The Contractor shall not be paid to remove, process, or dispose of debris that is unrelated to disaster damage. Direction by the Town in the proposal shall also mean direction by the Monitor.

Trees, limbs, and debris (including fallen trees) which are located partially on or above public property or right-of-way (ROW) shall be cut at the right-of-way line or property line, and the public portion shall be removed under this contract. No debris shall be loaded without the presence of a monitor issuing a proper load ticket to document the origin of the load, date, contractor name, truck number, truck capacity, point of debris collection, and loading departure time.

The Contractor shall maintain debris work sites in accordance with appropriate use standards, safety standards, and regulatory requirements. All loads hauled shall be full and well compacted. Contractor shall track and map streets cleared of ROW debris during each pass and provide this information to the Monitor on a daily basis. To receive payment under this Contract, Contractor shall submit an invoice to the

Monitor for the debris hauled to each reduction or disposal site in accordance with the specifications, which shall be calculated from load tickets that are issued by the Town representative at each site. Contractor shall be paid solely on the tickets issued and verified by the Monitor at the reduction sites.

Removal and Hauling Vegetative Debris

As identified by and directed by the Town or Monitor, the Contractor shall accomplish the pickup, loading, and hauling of all vegetative debris collected from public property and ROW. The Contractor shall haul vegetative debris to a Debris Management Site(s) (DMS) within the community as designated by Town. This includes fallen tree and limb debris that is located on public property and ROW as well as hazardous limbs and trees removed by the Contractor under pay items 11 and 12 below and placed on public property or ROW. The Contractor shall provide an inspection tower in accordance with the Supplemental General Conditions. Payment under this pay item shall be based on a per cubic yard quantity. Item #1 on Price Proposal Sheet.

Site Management

The Contractor shall manage one or more DMS designated by the Town. Site management, debris reduction, and site closure shall comply with all laws and regulations. DMS management shall include site security and include segregation of types and sources of debris, as directed by the Town. Payment under this pay item shall be based on a per cubic yard quantity. Item #2 on Price Proposal Sheet.

Reduction of Vegetative Debris by Grinding

The Contractor shall reduce vegetative debris by grinding. This may include vegetative debris delivered to the DMS by the Contractor, by the Town, or by others. Payment under this pay item shall be based on a per cubic yard quantity. Item #3 on Price Proposal Sheet.

Reduction of Vegetative Debris by Burning

The Contractor shall reduce vegetative debris by air curtain incinerator burning or open burning if permitted by the Town. This may include vegetative debris delivered to the DMS by the Contractor, by the Town or by others. Payment under this pay item shall be based on a per cubic yard quantity. Item #4 and #5 on Price Proposal Sheet.

Loading, Hauling, and Disposal of Vegetative Debris Reduced by Grinding

The Contractor shall load and haul reduced (by grinding) vegetative debris to a final disposal site as directed by the Town. The Contractor may be required to remove and haul reduced vegetative debris from a DMS site or sites managed by others, to an approved landfill as directed by the Town or Monitor. This pay item does not include tipping or disposal fees. Payment under this pay item shall be based on a per cubic yard quantity [Tipping fees will be paid by Town]. Item #6 on Price Proposal Sheet.

Loading, Hauling, and Disposal of Vegetative Debris Reduced by Burning

The Contractor shall load and haul reduced (by burning) vegetative debris to a final disposal site as directed by the Town. The Contractor may be required to remove and haul reduced vegetative debris from a DMS site or sites managed by others, to an approved landfill as directed by the Town or Monitor. This pay item does not include tipping or disposal fees. Payment under this pay item shall be based on a per cubic yard quantity [tipping fees will be paid by Town]. Item #7 on Price Proposal Sheet.

Removal and Hauling of C&D Debris to DMS

As identified by and directed by the Town or Monitor, the Contractor shall accomplish the pickup, loading, and hauling of all C&D Debris collected from public property and ROW. The Contractor shall haul C&D debris to a DMS within the community, as designated by the Town or provided by the Contractor. Payment under this pay item shall be based on a per cubic yard quantity. C&D mixed with vegetative debris which may not be easily segregated on the ROW at time of loading will be hauled as C&D. Item #8 on Price Proposal Sheet.

Reduction of C&D Debris by Grinding

In order to reduce the burden on available landfill space, the Contractor shall reduce C&D debris by grinding if permitted by Town. This may include C&D debris delivered to the DMS by the Contractor, by the Town, or by others. Payment under this pay item shall be based on a per cubic yard quantity. Item #9 on Price Proposal Sheet.

Loading, Hauling, and disposal of C&D Debris Reduced by Grinding

Contractor shall load and haul reduced (by grinding) C&D debris to a final disposal site as directed by the Town. The Contractor may be required to remove and haul reduced debris from a DMS site or sites managed by others, to an approved landfill as directed by the Town or Monitor. This pay item does not include tipping or disposal fees. Payment under this pay item shall be based on a per cubic yard quantity [Tipping fees will be paid by Town]. Item #10 on Price Proposal Sheet.

Loading, Hauling, and Disposal of C&D Debris (Non DMS Option)

As identified by and directed by the Town or Monitor, the Contractor shall accomplish the pickup, loading, and hauling of all Construction and Demolition (C&D) Debris from public property and ROW. Contractor shall deliver C&D Debris directly to a final disposal site approved and directed by the Town. Additionally, the Contractor may be required to pick up and remove C&D Debris located at DMS sites operated by others, as directed by the Town or Monitor, for payment under this pay item. Payment under this pay item shall be based on a per cubic yard quantity [tipping fees will be paid by town]. Item #11 on Price Proposal Sheet.

Removal of Hazardous Hanging limbs

The Contractor shall remove hazardous hanging limbs (hangers) over 2" in diameter from trees on public property and ROW, as identified by the Town or Monitor. Trees with hazardous limbs must be identified by the Town or Monitor prior to removal by the Contractor to be eligible for payment. Limbs shall be cut as close as possible to the first healthy lateral limb or trunk to preserve the health of the tree and avoid future hazardous conditions. Limb removal generally will require the utilization of lift equipment and/or workers trained and experienced in climbing. Hazardous limbs shall be removed and placed on public property or ROW for pickup. Payment for this item shall be on a per tree basis. Payment for hauling, reduction and disposal of the hazardous limbs removed and placed on ROW will be handled separately under pay Item #1 above [tipping fees will be paid by Town]. Item #12 on Price Proposal Sheet.

Removal of Hazardous Leaning Trees

The Contractor shall remove hazardous leaning trees (leaners) 6" or greater in diameter (measured 54" above ground) from public property and ROW, as identified by the Town or Monitor. Disaster damaged trees leaning more than 30 degrees from vertical and trees with more than 50% of the canopy damaged

shall be considered hazardous trees. Hazardous trees shall be removed and placed on public property or ROW for pickup. The Town or Monitor must identify hazardous trees prior to removal to be eligible for payment. Payment for this item shall be on a per tree basis in size categories as shown in the Price Proposal. Payment for hauling, reduction, and disposal of the hazardous trees collected and placed on ROW will be handled separately under pay Item #1 above. Item #13 on Price Proposal Sheet.

Removal of Hazardous Stumps

If more than 50% of the root ball of a stump, greater than 24 inches diameter measured 24 inches above the ground, is exposed, the stump shall be removed. The Contractor shall backfill each stump hole flush with the surrounding ground with compatible material. The Contractor shall place compatible fill dirt in ruts created by contractor's equipment and holes created by removal of hazardous stumps. Stumps on public property or ROW with less than 50% of the root ball exposed shall be cut flush with the ground. Payment will be on a per stump basis in size categories as shown in the Price Proposal. Payment is for stump removal only. For hauling purposes, stumps will be converted to cubic yards measurement and hauled under payment item 1. For reduction and disposal purposes, stumps will be considered vegetative debris and handled as such under separate line items. Item #14 on Price Proposal Sheet.

White Goods

The Contractor shall remove, decontaminate, transport, and recycle (or dispose of, at the Contractor's discretion) all appliances (white goods), including refrigerators, freezers, HVAC units, washing machines, dryers, etc., from public property and ROW. All appliances shall be decontaminated in accordance with applicable laws and regulations. Freon capture must be performed by a licensed technician. White goods may be transported to a storage area before decontamination as long as Freon is not released during the removal, hauling, or recycling. Contractor shall be responsible for any disposal costs. Payment under this item will be per each unit. Item #15 on Price Proposal Sheet.

Electronics Waste

The Contractor shall remove, haul, and recycle and/or dispose of (at the Contractor's discretion) electronics waste (e-waste) from public property and ROW. Payment under this item will be per cubic yard. The Contractor shall be responsible for any disposal costs. Item #16 on Price Proposal Sheet.

Concrete

The Contractor shall load, haul, and dispose of concrete material separated by the property owner and placed on public property and ROW, as directed by the Town or Monitor. Any tipping fees shall be paid by Town. Payment under this item will be per cubic yard. Item #17 on Price Proposal Sheet.

Household Hazardous Waste

Household Hazardous Waste (HHW) includes handling, removal and collection of propane tanks, paint, pesticides and other materials that are prohibited items from disposal in Subtitle D landfills and Class I Disposal sites. The Contractor will segregate these items from vegetative and C/D debris and load and transport the HHW to a collection site identified by the Town. Disposal will be the responsibility of the Town. No disposal is included in this line item. The HHW will be segregated in the field and hauled in concentrated loads. Payment under this item will be per pound. Item #18 on Price Proposal Sheet.

Lawnmowers and Equipment with Small Engines

The Contractor shall remove, decontaminate, transport, and dispose all abandoned lawnmowers and other equipment with small engines from public property and ROW. All lawnmowers, equipment, and small engines shall be decontaminated and disposed in accordance with applicable laws and regulations. Any tipping fees shall be paid by the Town. Petroleum or other contaminants shall not be released during the removal, hauling, decontamination, or recycling. Payment under this item will be per each unit. Item #19 on Price Proposal Sheet.

Abandoned Tires

If directed by the Town the Contractor shall remove and transport abandoned tires from public property and ROW. The Contractor will segregate these items from vegetative and C&D debris and load and transport the tires to a collection site as identified by Town. The tires will be segregated in the field and hauled in concentrated loads. Payment under this item will be per tire. Item #20 on Price Proposal Sheet.

Removal, Hauling, and Disposal of Dead Animal Carcasses

The Contractor shall remove haul and dispose of dead animal carcasses as directed by the Town or Monitor. Disposal must be in accordance with federal, state, and local regulations [tipping fees will be paid by Town]. Item #21 on Price Proposal Sheet.

Removal and Hauling of Storm Deposited Soils to DMS

As identified by and directed by the Town or Monitor, the Contractor shall accomplish the pickup, loading, and hauling of all storm deposited soils (sand, silt, mud) collected from public property and ROW. The Contractor shall haul storm deposited soils to a Debris Management Site (DMS) within the community, as designated by Town. Payment under this pay item shall be based on a per cubic yard quantity. Item #25 on Price Proposal Sheet.

Creeks/Ditches/River/Marsh Debris Removal

At the Direction of the Town or Monitor, the Contractor shall remove storm generated debris from drainage canals, creeks, and ditches. Payment for this item will be per linear foot based on the size categories listed in the Price Proposal. Hauling and disposal for this line item will be under the separate pay item applicable to the classification of the resulting debris. Item #23 on Price Proposal Sheet.

Priority of Work Areas

The Town will establish the priority of and shall approve the geographic work areas and types of debris in advance, which the Contractor will be allowed to work. Daily and/or weekly scheduled meetings will be held to determine approved work areas. If multiple contracts are awarded, each Contractor will be assigned a geographic area or type of debris. The Town may choose to reassign areas at any time for any reason. The contractor shall remove all debris and leave the site from which the Debris was removed in a clean and neat condition with the understanding that there will be small quantities of leaves, twigs, bark, and household debris, (generally one-half cubic foot or less 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 Town or its agent.

Debris Ownership and Hauling Responsibilities

Once the Contractor collects debris, it is the property of the Contractor and the Contractor is solely responsible for all aspects related to the debris, including, but not limited to, the hauling and disposal of the debris.

Debris Disposal: The Contractor shall dispose of all 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. Final C&D disposal will be at an approved Baldwin County Solid Waste Disposal Facility or other pre-approved facilities with prior notification to the Town and their consent on the proposed disposal site. Information regarding the location of final disposal shall be attached to this Contract in the form of an Addendum to this Contract. The Contractor and the Monitor representative assigned to the disposal process shall maintain disposal records and documentation. All temporary disposal and reduction sites shall comply with all local, state, and federal laws and regulations. Location and operation of all temporary disposal and reduction sites must be approved by the Town.

- If the Contractor hauls debris to a temporary DMS that was not permitted prior to the disaster, the Contractor is responsible for ensuring certification of proper closure of the DMS site per applicable federal, state, or local criteria. Acceptance of proper closure by relevant government authorities must be documented by the Contractor prior to final payment under this contract. The Contractor will be responsible for performing applicable environmental baseline studies prior to utilizing a site.
- The Contractor acknowledges, represents, and warrants to the Town that it is familiar with all laws relating to disposal of the materials as stated herein and is familiar with and will comply with all guidelines, requirements, laws, regulations, and requests of FEMA, or any other Federal, State, or local agencies or authorities.
- The Contractor acknowledges and understands that any disposal, removal, transportation, or pick-up of any materials not covered in this scope of work shall be at the sole risk of the Contractor. Contractor understands that it will be solely responsible for any liability, fees, fines, claims, etc., which may arise from its handling of materials not covered by this scope of work.
- The Contractor is responsible for determining and complying with applicable requirements for securing loads while in transit and that all trucks have a solid tailgate made of metal. The Contractor shall assure that all loads are properly secured and transported without threat of harm to the general public, private property, and public infrastructure.
- The Contractor shall ensure that all vehicles transporting debris are equipped with and use tarps or netting to prevent further spread of debris.

Contractor Equipment

All equipment and vehicles utilized by the Contractor shall meet all the requirements of federal, state, and local regulations including, without limitation, all USDOT and state regulations, and are subject to the approval of the Town. All loads must be secured and tailgates must be used on all loads. Sideboards must be sturdy and may not extend more than two (2) feet above the metal sides of the truck or trailer. Trucks shall carry a supply of absorbent to be used to pick up any oil spilled from loading or hauling vehicles.

The Contractor shall supply vinyl type placards identifying the Town, the names of the Contractor and subcontractor, and large spaces for the Monitor to write in the assigned truck number and measured cubic yardage of the truck or trailer. The Contractor shall maintain a supply of placards during the project in the event replacements are needed. Placards must be in plain view from the tower as trucks or trailers enter processing and disposal facilities.

The Contractor shall furnish a complete and updated list identifying truck and trailers that will be used in the transport of Debris from the DMS sites to the permanent disposal sites. The listing shall include the following information:

- Truck and/or trailer license number;
- Year, make, and color of each truck and/or trailer;
- Cubic yardage capacity of each trailer as measured and recorded by the Monitor.

Each truck and trailer passing through disposal check points shall be identified by the Contractor's logo and an identifying number that ties the vehicle to the above information. Any vehicle not matching the above information or not containing other identification as may be required by the Town shall not be paid for debris being transported.

The Contractor shall be responsible for providing protective gear and equipment to its agents and employees and for ensuring its proper utilization in the event of an encounter with asbestos in the debris being removed and the demolition of structures containing (and suspected to contain) asbestos material under this contract.

Emergency Road Clearance

Immediately following a disaster, it may be necessary to perform emergency clearance of primary transportation routes as directed by the Town. Payment under this item will be on an hourly basis for manpower and equipment as listed in Part II of the Price Proposal. This hourly work will only be conducted for the first 70 hours unless otherwise agreed in writing.

EXHIBIT "B"
CONTRACTOR'S PRICE PROPOSAL

Date _____

Proposal of _____
(Hereinafter called the "Contractor"), propose to the Town of Silverhill, Alabama (hereinafter called the "Town").

The Contractor, in compliance with your invitation for proposals for:

TOWN OF SILVERHILL
DISASTER DEBRIS REMOVAL AND REDUCTION SERVICES

Having examined the specifications with related documents and the sites of the proposed work, and being familiar with all of the conditions surrounding the work of the proposed project, including availability of equipment and labor, hereby proposes to perform in accordance with this Request for Proposal, and at the prices stated. These prices shall cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part. Unbalanced proposals will not be accepted and are cause for rejection of any proposal.

The Contractor hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" from the Town and to fully complete the work in the contractual period of time allotted.

This price proposal form must be completed, signed, and submitted. No substitute forms will be accepted. Proposals submitted without this completed price proposal will be rejected.

The Contractor acknowledges receipt of the following addenda:

The Contractor agrees to complete the project as described in accordance with the specifications and other information included in the contract documents for the following prices:

CONTRACTOR'S PRICE PROPOSAL - PART I

	ITEM DESCRIPTION	UNIT PRICE
1.	REMOVAL & HAULING OF VEGETATIVE DEBRIS FROM ROW TO DMS, including limbs and trees placed on ROW under pay items 10 and 11 below.	0-15 miles \$____./cy 15.1-30 miles \$____./cy 30.1+ miles \$____./cy
2.	DMS SITE MANAGEMENT, Management of disaster related debris delivered to the DMS by the Contractor or the Town.	\$____./cy
3.	GRINDING OF VEGETATIVE DEBRIS AT DMS PROVIDED BY THE TOWN. Grinding of disaster related debris delivered to the DMS by the Contractor or the Town.	\$____./cy
4.	AIR CURTAIN BURNING OF VEGETATIVE DEBRIS AT A DMS PROVIDED BY THE TOWN. Burning of disaster related debris delivered to the DMS by the Contractor or the Town.	\$____./cy
5.	OPEN BURNING OF VEGETATIVE DEBRIS AT A DMS PROVIDED BY THE OWNER. Burning of disaster related debris delivered to the DMS by the Contractor or the Town.	\$____./cy
6.	LOADING, HAULING, AND DISPOSAL OF VEGETATIVE DEBRIS REDUCED BY GRINDING FROM DMS TO AN APPROVED LANDFILL OR OTHER APPROVED SITE AS DIRECTED BY THE TOWN. The Town to pay all tipping fees directly.	0-15 miles \$____./cy 15.1-30 miles \$____./cy 30.1+ miles \$____./cy
7.	LOADING, HAULING, AND DISPOSAL OF VEGETATIVE DEBRIS REDUCED BY BURNING FROM DMS TO APPROVED LANDFILL OR OTHER APPROVED SITE AS DIRECTED BY THE TOWN. The Town to pay tipping fees directly.	0-15 miles \$____./cy 15.1-30 miles \$____./cy 30.1+ miles \$____./cy
8.	REMOVAL AND HAULING OF C&D DEBRIS FROM ROW TO DMS.	0-15 miles \$____./cy 15.1-30 miles \$____./cy

		30.1+ miles \$____./cy
9.	REDUCTION OF C&D DEBRIS BY GRINDING	\$____./cy
10.	LOADING, HAULING, AND DISPOSAL OF C&D DEBRIS REDUCED BY GRINDING FROM DMS TO FINAL DESTINATION AS DIRECTED BY THE TOWN. The Town to pay all tipping fees directly.	0-15 miles \$____./cy 15.1-30 miles \$____./cy 30.1+ miles \$____./cy
11.	REMOVAL OF C&D DEBRIS AND HAULING DIRECTLY TO AN APPROVED LANDFILL OR OTHER APPROVED SITE AS DIRECTED BY THE TOWN. With the Town paying all tipping fees directly (NON DMS OPTION)	0-15 miles \$____./cy 15.1-30 miles \$____./cy 30.1+ miles \$____./cy
12.	REMOVAL OF HAZARDOUS LIMBS. The Contractor shall remove all hazardous hanging limbs over 2" in diameter and place them on public property or ROW.	\$____./tree
13.	REMOVAL OF HAZARDOUS TREES. The Contractor shall remove hazardous trees in the size categories listed (measured 54" above ground) and place them on public property or ROW 6 inches to 11.99 inches in diameter 12 inches to 23.99 inches in diameter 24 inches to 35.99 inches in diameter 36 inches to 47.99 inches in diameter Greater than 48 inches in diameter	\$____./tree \$____./tree \$____./tree \$____./tree \$____./tree
14.	REMOVAL OF HAZARDOUS STUMPS. The Contractor shall remove hazardous stumps greater than 24 inches in diameter measured 24 inches above the ground. The Contractor shall backfill holes and ruts left by excavation of the stump.	\$____./stump

	24 inches to 35.99 inches in diameter	\$_____.____/stump
	36 inches to 47.99 inches in diameter	\$_____.____/stump
	Greater than 48 inches in diameter	
15.	REMOVAL, HAULING, AND DISPOSAL OF WHITE GOODS. The Contractor shall remove, decontaminate, transport and recycle or dispose approved white goods (appliances) in accordance with all federal, state, and local rules, regulations, and laws.	\$_____.____/unit
16.	REMOVAL, HAULING, AND DISPOSAL OF ELECTRONIC WASTE. The Contractor shall remove, haul and dispose of electronics waste in accordance with all applicable rules, regulations, and laws. The e-waste will be loaded, transported, and disposed at a facility approved to accept such items.	\$_____.____/unit
17.	REMOVAL, HAULING, AND DISPOSAL OF CONCRETE. The Contractor shall load, haul, and dispose of concrete material separated by the property owner.	\$_____.____/cy
18.	REMOVAL, HAULING, OF HOUSEHOLD HAZARDOUS WASTES (HHW). The Contractor shall collect and transport household hazardous wastes to a central collection site identified by the Town.	\$_____.____/lb.
19.	REMOVAL, HAULING, AND DISPOSAL OF LAWNMOWERS AND EQUIPMENT WITH SMALL ENGINES. The Contractor shall load, haul, and dispose of lawnmowers and other equipment with small engines. The Town is responsible for final disposal costs.	\$_____.____/each
20.	REMOVAL, HAULING, AND DISPOSAL OF ABANDONED TIRES. The Contractor shall segregate, load, and haul abandoned tires to a collection site identified by the Town. Tipping fees to be paid by the Town.	\$_____.____/each
21.	REMOVAL, HAULING, AND DISPOSAL OF DEAD ANIMAL CARCASSES. The Contractor shall collect and transport dead animal carcasses to a central collection site identified by the Town. Tipping fees to be paid by the Town.	\$_____.____/lb.

22.	DEMOLITION OF APPROVED STRUCTURES. The Contractor shall demolish structures identified by the Town. Load, haul and disposal fees covered under other line items.	\$_____.____/sq. ft.
23.	DEMOLITION OF APPROVED STRUCTURES INCLUDING REGULATED ASBESTOS CONTAINING MATERIALS (RACM). The Contractor shall demolish structures identified by the Town in accordance with all applicable rules, regulations, and laws. Price does not include load, haul or disposal fees	\$_____.____/sq. ft.
24.	REMOVAL, HAULING, AND DISPOSAL OF RACM WASTE. The Contractor shall remove, haul and dispose of RACM waste in accordance with all applicable rules, regulations, and laws. The RACM waste will be loaded, transported, and disposed at a facility approved to accept such material. The Town responsible for disposal fees directly.	\$_____.____/cy
25.	REMOVAL AND HAULING OF STORM DEPOSITED SOILS TO DMS. The Contractor shall haul storm deposited soils to a DMS designated by the Town. Final disposition of the soils shall be the responsibility of the Town.	\$_____.____/cy
26.	CREEKS, DITCHES, RIVER, MARSH DEBRIS REMOVAL. The Contractor shall remove storm generated debris from drainage canals, creeks, river/marsh and ditches. No hauling to DMS or landfill will occur under this line item. 1 foot to 10 feet (average width) 10.1 feet to 20 feet (average width) 20.01 feet to 35 feet (average width) Greater than 35 feet (average width)	\$_____.____/per linear foot \$_____.____/per linear foot \$_____.____/per linear foot \$_____.____/per linear foot
27.	RECOVERY, STORAGE AND RESTORATION OF DOCUMENTS, FILES, EQUIPMENT AND DATA: The Contractor may be required to provide recovery, storage and restoration of documents, files, equipment and data from Government buildings effected by the disaster.	See supplemental price sheet
28.	Mobile Command Unit: The Contractor may be required to provide use of the mobile command	\$_____.____/per month

	unit for Owner's debris recovery management personnel to serve as a field, operations command center	
29.	AIR QUALITY MONITORING. The Contractor may be required to provide air quality testing in accordance with all applicable rules, regulations, and laws.	\$_____.____/per month
30.	WATER QUALITY MONITORING. The Contractor may be required to provide water quality testing in accordance with all applicable rules, regulations, and laws.	\$_____.____/per month

CONTRACTOR'S PRICE PROPOSAL—PART II
EQUIPMENT AND LABOR RATES

ITEM	DESCRIPTION	HOURLY PRICE
	JD 544 Wheel Loader with debris grapple	\$ _____
	JD 644 Wheel Loader with debris grapple	\$ _____
	Extend boom Forklift with debris grapple	\$ _____
	753 Bobcat Skid Steer Loader with debris grapple	\$ _____
	753 Bobcat Skid Steer Loader with bucket	\$ _____
	753 Bobcat Skid Steer Loader with street sweeper	\$ _____
	30-50 H Farm Tractor with box blade or rake	\$ _____
	2—2.5 cu. Yd. Articulated Loader with bucket	\$ _____
	3—4 cu. Yd. Articulated Loader with bucket	\$ _____
	JD 648E Log Skidder or equivalent	\$ _____
	CAT D4 Dozer	\$ _____
	CAT D5 Dozer	\$ _____
	CAT D6 Dozer	\$ _____
	CAT D7 Dozer	\$ _____
	CAT D8 Dozer	\$ _____
	CAT 125—140 HP Motor Grader	\$ _____
	JD 690 Track hoe with debris grapple	\$ _____
	JD 690 Track hoe with bucket and thumb	\$ _____
	Rubber Tired Excavator with debris grapple	\$ _____
	JD 310 Rubber Tired Backhoe with bucket and hoe	\$ _____
	210 Prentiss Knuckle boom with debris grapple	\$ _____
	CAT 623 Self-Loader Scraper	\$ _____
	Hand-Fed Debris Chipper	\$ _____
	30 Ton Crane	\$ _____
	50 Ton Crane	\$ _____
	100 Ton Crane (8 hour minimum)	\$ _____
	40—60 Bucket Truck	\$ _____
	Greater than 60' Bucket Truck	\$ _____

Fuel/Service Truck	\$ _____
Water Truck	\$ _____
Portable Light Plant	\$ _____
Lowboy Trailer with Tractor	\$ _____
Flatbed Truck	\$ _____
Pick-up Tuck (unmanned)	\$ _____
Self-Loading Dump Truck with debris grapple	\$ _____
Single Axel Dump Truck, 5—12 cu. Yd.	\$ _____
Tandem Axle Dump Truck, 16—20 cu. Yd.	\$ _____
Tandem Axle Dump Truck, 21—30 cu. Yd.	\$ _____
Tandem Axle Dump Truck, 31—50 cu. Yd.	\$ _____
Tandem Axle Dump Truck, 51—80 cu. Yd.	\$ _____
Chainsaw (without operator)	\$ _____
Temporary Office Trailer	\$ _____
Mobile Command and communications trailer	\$ _____
Laborer, with small hand tools	\$ _____
Skilled Sawman	\$ _____
Crew Foreman with cell phone	\$ _____
Tree Climber	\$ _____

All equipment rates include the cost of operator, fuel and maintenance (unless otherwise noted).

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

ADDITIONAL SERVICES PROVIDED AT NO COST

Training and Assistance: Annual sessions for all key personnel and assistance in all disaster debris recovery planning efforts as requested.

Preliminary Damage Assessment: Determining the impact and magnitude of the disaster event to help expedite any applications for federal assistance.

Mobilization and Demobilization: All arrangements necessary to mobilize and demobilize the Contractor’s labor force and equipment needed to perform the Scope of Services contained herein shall be made by the Contractor.

Temporary Storage of Documents: The Contractor shall provide storage of daily disaster-related documents and reports for protection during the disaster event.

Debris Planning Efforts: The Contractor shall assist in disaster debris recovery planning efforts as requested by the Town. These planning efforts shall include, but are not limited to, identification of adequate temporary debris storage and reduction sites, estimation of debris quantities, and emergency action plans for debris clearance following a disaster event.

Reporting and Documentation: The Contractor shall provide and submit to the Monitor and the Town, all reports and documents as may be necessary to adequately document its performance of this Contract, to include all requirements for documentation requested by FEMA and/or State government for reimbursement of costs. In providing the above data, Contractor has taken into account all contingencies foreseeable by one with the expertise and knowledge in disaster debris removal, including, but not limited

to, the Right-of-Entry process for debris removal from private property and the related regulatory agencies' requirements.

NO AMOUNT OF WORK IS GUARANTEED UNDER THIS CONTRACT

Multiple Contracts may be awarded for work on this project. The amount due to the Contractor will be based on the actual cubic yards of debris and established units of other material removed, multiplied by the Contractor's unit price per each unit. The actual amount may be more or less than the total project cost estimate, based on the actual quantity of debris removed. All payments made to the Contractor shall be subject to a 5% retainage which will be retained for a minimum of sixty (60) days after completion of all contract work to ensure against late completion of the project and/or undiscovered damage to public or private property.

Contractor understands that the Town reserves the right to reject any or all proposals. Upon receipt of written notice of the acceptance of proposal, Contractor shall execute the final contract within five (5) days.

The foregoing prices shall include all labor, materials, equipment, removal, overhead, profit, freight, insurance, etc., to cover the finished work specified in this proposal.

Respondent understands that the Town reserves the right to reject any or all offers and to waive informalities in the proposal. The offeror agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving proposals. The undersigned affirms they are duly authorized to represent this firm, that this proposal has not been prepared in collusion with any other firm, and that the contents contained herein have not been communicated to any other firm prior to the official opening.

Respectfully submitted:

Business Name: _____

Address (City, State, & Zip): _____

Office Phone, Fax, & Email: _____

Business Representative Name & Title: _____

Signature of Representative: _____

PROPOSAL REQUIREMENTS & RESPONSE FORMAT

Proposers shall present their responses to the Request for Proposals in the manner and format listed below, identifying each response by its respective tab:

Qualifications of Firm

Summary of Qualifications: Provide a description and history of the firm's key personnel which summarizes Proposer's experience in all aspects of emergency debris management.

Past Projects: Provide a list of past projects with relevancy to debris removal. Past project(s) with the Town of Silverhill.

FEMA Reimbursement: Briefly describe your experience and understanding of FEMA funding and reimbursement processes.

Environmental Requirements: Briefly describe your experience and understanding of environmental requirements.

Solid & Hazardous Waste: Briefly describe your experience and understanding of Solid & Hazardous Waste Management.

Litigation Summary: Provide a list of all claims, arbitrations, administrative hearings, and lawsuits brought by any past clients against your company during the last five (5) years and give explanations where possible.

Technical Plan for Project

Project Approach: Provide a brief narrative description of your approach to project operations, including principles of project management, pre-planning approach, and mobilization method.

Contract Management: Describe your ability to handle multiple contractual obligations in the event of a regional or statewide disaster involving a number of public entity clients under contract for similar support.

Accounting & Document Management: Describe your approach to invoicing and documentation.

Debris Operations Plan: This description demonstrates the proposers intended methods in performing the contract. At a minimum, the description shall address mobilization, response time, hauling, staging, reduction, recycling, disposal, DMS management, contract management, accounting and required documentation.

Use of Local Businesses: Provide a brief narrative of how you would ensure the use of local businesses.

Project Management

Key Personnel: Provide a list of key personnel to be assigned to provide the required services.

Subcontracting Protocol: Discuss ability to supervise multiple debris removal crews and subcontractors.

Cost Proposal (from Exhibit "B")
EVALUATION & CONTRACT AWARD

EVALUATION: The Town reserves the right to award a contract(s) pursuant to this RFP without further discussion with Proposers. Therefore, it is important that each proposal is complete and submitted in a timely manner. The Town may choose to conduct a pre-award discussion and/or pre-award/contract negotiations with the responsive and responsible proposer(s) who after evaluation of the criteria stated in Item B is/are determined to best meet the needs of the Town.

The following criteria will be used by the Town's staff to evaluate the proposals and make a selection:

Qualifications of Firm	20%
Technical Plan	25%
Project Management	30%
Cost Proposal	<u>25%</u>
	100%

Award will be made to the Proposer that the Town determines can accomplish the requirements set forth in the Request for Proposal packet in a manner most advantageous to the Town.

The Town has the option to reject any and all Proposals should it be deemed in the Town's best interest to do so.

The Town shall be the sole judge of Proposer's qualifications and reserves the right to verify all information submitted by Proposer(s).

TOWN OF SILVERHILL



PO Box 309 ~ 15965 SILVERHILL AVE ~ SILVERHILL, ALABAMA 36576 ~ (251) 945-5198

REQUEST FOR PROPOSALS (RFP) RFP# 2021-920A DISASTER DEBRIS REMOVAL AND REDUCTION SERVICES

Sealed proposals will be received for **Debris Removal and Reduction Services** by the TOWN OF SILVERHILL, ALABAMA, **by 4:00pm on September 20, 2021**, in the Silverhill Town Hall, and then publicly opened thereafter. The Scope of Services will include but not limited to all services necessary for the removal of disaster related debris from public property and rights-of -way (ROW) generated by disaster events. Qualified firms are invited to submit.

A full copy of the complete RFP can be downloaded from the Towns website: www.silverhillalabama.com

Questions or comments pertaining to this proposal must be presented in writing, or sent as e-mail to the attention of Town Clerk Nicole Haigler, townclerk@townofsilverhill.org.

Envelopes containing proposals must be sealed and labeled on the outside as follows: **“Proposal for Debris Removal and Reduction”**, list the Firm’s name, and the opening date and time.

Sealed proposals must be mailed to the following address: Town of Silverhill, P.O. Box 309, Silverhill, Alabama, 36576. **If RFPs are mailed, they must be RECEIVED by the deadline.**

For hand delivery or courier: Town of Silverhill, 15965 Silverhill Avenue, Silverhill, Alabama.

Faxed and/or emailed proposals will not be accepted.

The Town of Silverhill is an Equal Opportunity Employer and requires that all contractors comply with the Equal Employment Opportunity laws and the provisions of the Contract Documents in this regard. The Town also encourages and supports the utilization of Minority Business Enterprises and disadvantaged business enterprises (DBE), on this and all public proposals. All procurement actions will be conducted in a manner consistent with the all applicable federal, state, and local requirements including, but not limited to, provisions of 2 C.F.R. Part 200. Furthermore, applicable clauses set forth pursuant to 2 C.F.R. Part 200 will be included in all purchase orders, contracts, and agreements. If subcontracts are to be let, through a prime contractor, that contractor is required to take the affirmative steps as detailed in the referenced statutes and furthermore herein.

Firms submitting proposals are solely responsible for meeting submittal deadlines. Proposals received after the stated deadline will be deemed non-responsive and will not be considered for any contract awarded as a result of this solicitation. Proposals deemed responsive will be evaluated and an award decision will be made by the Town. A contract will be awarded to the qualified applicant whose proposal is determined to be the most advantageous to the Town of Silverhill. However, the Town of Silverhill reserves the right to reject any and all proposals, to waive any irregularities or informalities in the proposals received. A full list of proposal requirements, terms and conditions are included in the RFP posted on the Town’s website.