

**BOARD OF COUNTY COMMISSIONERS
GILCHRIST COUNTY, FLORIDA**

**REQUEST FOR PROPOSALS
DEBRIS MONITORING**

**Issued By:
Gilchrist County Emergency Management**

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RFP #Debris Monitoring

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Attachments:
Form W-9

REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that sealed proposals will be received until 2:00 PM. On June 20 2023 at the Gilchrist County Administration Building 209 SE 1st Street

Debris Monitoring

Proposals will be opened at 2:00 P.M, or as soon thereafter as possible on June 20, 2023, in the Gilchrist County Administration Building 209 SE 1st Street.

Bid Proposals will be read aloud, examined for conformance to specifications, tabulated, and preserved in the custody of the Purchasing Department. The Budget, Personnel and Policy Committee of the Board will present its recommendations to the Board of County Commissioners as soon thereafter as possible.

Proposals will not be valid unless received by the proposal deadline and in a sealed envelope marked “**RFP Debris Monitoring**” to be received until 2:00 P.M. on June 20, 2023. Envelopes are to be sent or delivered in person to the above address. No postal mail will be accepted.

The County reserves the right to waive formalities in any response, to reject any or all responses with or without cause, to waive technical and non-technical or non-material defects in the solicitation or submittal of any responses, including the lack of availability of adequate funds, regulatory agency requirements, to make award in part or completely, and/or to accept the response that, in its judgment, will be in the best interest of the County of Gilchrist. Bid proposals in which the prices obviously are unbalanced will be rejected.

FOLLOWING THE BID OPENING AND TABULATION, A “NOTICE OF INTENT TO AWARD BID” OR A “NOTICE OF REJECTION OF ALL BIDS” WILL BE POSTED ON THE INTERNET AT: www.Gilchrist.fl.us NO OTHER NOTICE WILL BE POSTED.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

-----END OF NOTICE-----

BID ADVERTISEMENTS SCHEDULE

Debris Monitoring

(Dixie County Advocate) For publication on: **May 18th and May 25th 2023**

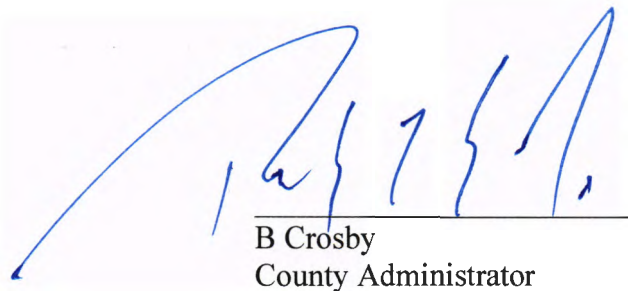
(Gilchrist COUNTY WEBSITE) For publication on: **May 10th, 2023**

PLEASE SEND ORIGINAL INVOICE AND PROOF OF PUBLICATION TO:

Gilchrist County Emergency Operations Center
3250 N US 129
Bell FL 32619

And

Gilchrist County Clerk Of Court
PO Box 37
Trenton Florida 32693



B Crosby
County Administrator

REQUEST FOR PROPOSAL INSTRUCTIONS

Debris Monitoring

1. **Delivery and Receipt of Bids:** All sealed Proposals submitted shall be received by the Purchasing Division of Gilchrist County, Florida.

Proposals submitted in person or by courier services will be received at:
Gilchrist County Administration Building 209 SE 1st Street.

Five copies of the Proposal must be received in a sealed envelope. Proof of liability insurance, form W-9 taxpayer identification number, and bid information shall be included with all responses submitted.

The words “**Debris Monitoring**” shall be clearly marked on the front and back of the envelope containing the Proposal.

2. **Due Date and Opening Date:** Proposals will be received by carrier or in person until 2:00 PM on June 20th 2023 and will be opened on or soon thereafter, Gilchrist County Administration Building 209 SE 1st Street. Bids will be reviewed by Gilchrist County as soon thereafter as possible.

- A. Proposals WILL NOT be accepted in person after the time and date specified.
- B. Proposals received by carrier WILL NOT be accepted if they are received after the time and date specified regardless of the postmark or circumstances.
- C. No postal mail will be accepted.

3. **Inquiries/Questions:** Any questions regarding this Proposal must be directed to **Ralph Smith** via email at rsmith@gcfr.org or by calling (386) 935-5400. Written inquiries/questions must be received by June 15th 2023. Responses to questions, clarifications, and addenda will be posted on the Gilchrist County website, www.gilchrist.fl.us

4. **Socioeconomic Contracting:** In compliance with 44 CFR 13.36 (e) Gilchrist County Board of County Commission encourage small and minority firms, women’s business enterprises and labor surplus area forms to submit proposals. When “prime” vendors use subcontractors or teaming partners they must ensure that they adhere to 44 CFR 13.36 (e) and encourage the use of socioeconomic contracting. If subcontractor or teaming partners will be utilized, prime vendors must provide documentation of their attempt(s) to comply with the socioeconomic requirements of 44 CFR when submitting a response to this RFP.

5. **Award:** The Bid will be awarded to the responsible Bidder(s) submitting a Bid determined to provide the best value to the County with price, technical, and other applicable factors

considered. The County reserves the right to award to multiple bidders. The County reserves the right to request any additional information from Bidders after Bid Opening and before award as may be necessary to assist in review and evaluation of any Bid prior to submittal of a recommendation for award to the Board of County Commissioners.

6. **Waiver of Formalities/Rejection of Bids:** The County reserves the right to waive informalities in any Bid, to reject any or all Bids with or without cause, to waive irregularities/technicalities, and waive technical and non-technical or non-material defects in the Bid document or submittal of any Bid. The County reserves the right to make award either in part or completely, and/or to accept the Bid that, in its judgment, will be in the best interest of the County. Bids in which the prices obviously are unbalanced will be rejected. The County reserves the right to reject any and all Bids and to re-advertise for all or any part of this solicitation as deemed in its best interest.

7. **Bid Errors:** Where Bid forms have erasures or corrections, each erasure or correction must be initialed in ink by the Bidder. In case of unit price Bid items, if an error is committed in the extension of an item, the unit price as shown in the Bid response will govern. Errors between any sum, computed by the Bidder, and the correct sum thereof will be resolved in favor of the correct sum. Any discrepancy between words and numbers will be resolved in favor of the written words.

8. **Deviations:** Bidders are hereby advised the County will only consider Bids that meet the specifications and other requirements imposed upon them by this Bid document. In instances where a deviation is stated in the Bid Form, said Bid will be subject to rejection by the County in recognition of the fact that said Bid does not meet the exact requirements imposed upon the Bidder by the Bid or Contract documents.

9. **Bid Protests:** Any company affected adversely by the County's decision may file with the County Administrator a "Notice of Protest" in writing within 72 hours after the posting of the recommended award. Failure to file a written Notice of Protest shall constitute a waiver of proceedings.

10. **Public Entity Crimes:** Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid for a Contract to provide any goods or services to a public entity, may not submit a Bid for a Contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a Contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submitting a Bid, Bidder attests that they have not been placed on the "Convicted Vendor List".

11. **Debarment:** By submitting a proposal, the proposer certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the

State of Florida and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contracts issued by any subdivision or agency of the State of Florida.

12. **Indemnification:** The awarded Bidder shall indemnify and hold harmless the County, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the company and other persons employed or utilized by the company in the performance of the Contract. The provisions of Florida Statute 768.28 applicable to Gilchrist County, Florida apply in full to this Contract. Any legal actions to recover monetary damages in tort for injury or loss of property, personal injury, or death caused by the negligent or wrongful act or omission of any employee of the County acting within the scope of his/her office or employment are subject to the limitations specified in this statute.

No officer, employee or agent of the County acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for any or damage suffered as a result of any act, event, or failure to act. The County shall not be liable in tort for the acts or omissions of an officer, employee, or agent committed while acting outside the course and scope of his/her employment. This exclusion includes actions committed in bad faith or with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

13. **Insurance Requirements:** Prior to commencement of the project, the awarded Bidder shall provide the County with proof of the following insurance:

Commercial General Liability	\$ 1,000,000
Automobile Liability	\$ 1,000,000
Workers Compensation/Employers Liability	State Required Amount

The awarded Bidder must maintain insurance coverage at the above-prescribed levels through the date of completion of the project and such coverage must include all independent Contractors and Subcontractors. Either prior to, or simultaneously with the execution of the Contract, the awarded Bidder must deliver certificates of insurance for the required insurance coverage to the County naming "Gilchrist County, a political subdivision of the State of Florida, the Board of County Commissioners, Gilchrist County, Florida; and all public agencies of Gilchrist County, as their interests may appear" as "Additional Insured." Said certificates of insurance shall also include a thirty-day prior written notice of cancellation, modification or non-renewal to be provided to the County.

14. **Bid Preparation Costs:** By submission of a Bid, the Bidder agrees that all costs associated with the preparation of his/her Bid will be the sole responsibility of the Bidder and shall not

be borne by the County. The Bidder also agrees that the County bears no responsibility for any costs associated with the preparation of their Bid and/or any administrative or judicial proceedings resulting from the solicitation process.

- 15. Interpretation of Plans and Specifications:** No interpretation of the meaning of the plans, specifications, or other Contract documents will be made to any Bidder orally. Every request for interpretation should be by email addressed to Ralph Smith Emergency Management Director. Email to rsmith@gcfr.org. To be given consideration, such requests must be received no later than June 15th 2023

- 16. Execution of Contract and Notice to Proceed:** The awarded Bidder may be required to sign a written Contract. Said Contract will evidence in written form the agreement between the parties.

- 17. Conflict of Interest:** The award hereunder is subject to Chapter 112, Florida Statutes. All proposers must disclose, any personal or organizational conflicts of interest pursuant to 2 CFR 215.42 and 215.43 and 44CFR 13.36(b)(3), with their proposal the name of any officer, director, or agent who is also an employee of the Gilchrist County Board of County Commissioners. Further, all proposers must disclose the name of any Gilchrist County Board of County Commissioners employee who owns, directly or indirectly, an interest of five percent (5%) or more of the proposer's firm or any of its branches.

- 18.** The Contractor will be selected based on experience, methodology, availability and price. The Contractor will also begin coordination with the Debris Removal Contractor and Emergency Management personnel.

- 19.** At the discretion of the Board of County Commissioners or the Review Committee, Vendors submitting proposals maybe requested to make oral presentations as part of the evaluation process.

Debris Monitoring
(As Provided by the Emergency Management Division)

PROPOSAL FORMAT:

The proposing agency must respond in the format delineated below.

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

1. **QUALIFICATIONS OF THE FIRM**

- a) Provide a description and history of the firm focusing on previous governmental experience.
1. Recent experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal.
 2. Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.
 3. Experience demonstrating knowledge of environmental requirements.
 4. Experience in all aspects of emergency management to include operations, planning, contract management, GIS Systems, and accounting systems.
 5. Documentation of location and resources available at operating office.
 - a. Complete address of office location.
 - b. Specific information regarding the location and technical personnel.
 - (1) Number and disciplines of professional and technical personnel.
 - (2) Equipment – include any specialized equipment considered necessary for this service and other routine office equipment.
 6. Documentation of Certification for MBE/WBE, Section 3, or Labor Surplus Area
- b) List at least three (3) references for which the firm has performed services within the past ten (10) years that are similar to the requirements in the Scope of Services. Two of the references shall be from government entities for hurricane debris monitoring experience involving a minimum of 500,000 cubic yards of debris. Provide the reference contact name, address, e-mail address, telephone numbers and date of contract utilizing page 24.

2. QUALIFICATIONS OF STAFF

The Project Manager must have experience in the following:

- a) Experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal. Must demonstrate experience as a Project Manager or equivalent capacity managing hurricane debris monitoring for a government entity involving a minimum of 500,000 cubic yards of debris.
- b) Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.

Include resumes for the Project Manager, Office Supervisor, and Field Supervisors. The proposing agency shall also submit a management plan and organization chart.

3. TECHNICAL APPROACH

Provide a description of the proposing agency's approach to the project, to include startup procedures/requirements, debris estimate methodology, analysis of debris recovery operations and management of the debris recovery contractors, billing/invoices reporting procedures to FEMA and the County. Provide a description of how the proposing agency intends to fill the monitor positions.

Confirm the firm's agreement to meet the minimum requirements of this request for proposal.

The proposing agency may offer alternative solutions/options to achieve successful completion of the scope of work herein.

4. COST PROPOSAL

Each proposing agency must complete and submit the Cost Proposal Form included herein. The hourly fees shall include ALL costs (unless otherwise specified) associated with performance of the contract, including applicable overhead and profit, lodging, meals, transportation, rentals, safety gear, telephone costs, cameras, and other materials.

5. WEIGHTED – CRITERIA

<u>CRITERIA</u>	<u>WEIGHT</u>
Qualifications of the Firm and Staff	30
Technical Approach	20
Cost Proposal	50
TOTAL	100

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Debris Monitoring

SCOPE OF SERVICES

1. **General** – The intent of the scope of services is to provide Gilchrist County with Management and disaster related service, as well as, accounting services that are required during and after an emergency or disaster. The Debris Monitoring Contractor (DMC) selected will be asked to monitor the recovery efforts of the Debris Removal Contractor in the field in accordance with Federal Emergency Management Agency (FEMA) guidelines and policies, and to process Contractor invoices for the County. Any activities required to monitor collection and disposal efforts and to successfully file for reimbursement with FEMA are considered part of this scope of services whether these activities are specifically spelled out or not. The County shall notify the DMC when the County requires services under this Agreement, and the DMC shall immediately start preparing for their response to an emergency.
2. **The DMC shall:** provide trained field (debris) monitors, stump monitors, hanger monitors, leaner monitors, tower monitors, residential drop-off site monitors, and supervisory and accounting staff as required by the County.
3. **The DMC shall:** provide one Project Manager who will be available to the County throughout the emergency and who will supervise all the field monitoring activities. This person shall be available to attend daily meetings throughout the recovery process, until the County no longer needs this person. Substitutions of this position will occur only with the approval of the County. The DMC shall provide other trained field supervisors as required to manage the field monitoring activities. The Project Manager shall report to the County Public Works Department 24 hours prior to a hurricane event. For other natural disasters, the Project Manager shall report to the Public Works Department within 12 hours after notification.
4. **The DMC shall:** utilize an automated system to track all aspects of debris removal up to and including final disposal of all material. All routes, pickups and other location data will be delivered to the county in an ESRI compatible format. The data shall include metadata and projection definition.
5. **Monitors shall:** have vehicles, telephone, meals, lodging arrangements, safety gear, cameras, GPS devices, and other incidentals necessary to work up to 12 hour days, and up to 7 days per week during the emergency. All direct cost associated with monitoring (including those mentioned above) shall be included in the unit rate for the monitor or supervisor.
6. **Monitors shall:** complete tickets provided by the Contractor to verify:
 - Date
 - Truck number
 - Truck capacity in cubic yards
 - Load size, either in cubic yards or tons (including percent full and certified capacity)
 - Truck drivers name
 - Debris classification

- burnable
- non-burnable
- mixed
- vegetative
- construction & demolition debris
- other
- Zone/Sector
- Dumpsite location and designation
- Loading time (from work site)
- Dumping time (at disposal site)
- Loading site monitor name and signature
- Dumping site monitor name and signature
- Loading location by full address or nearest landmark
- Loading location by GPS coordinates, marked on the ticket and provided in electronic file. The GPS unit shall maintain a location accuracy level of 3 to 5 meters. The GPS collection data shall contain the following fields; Data/Time, Ticket number, operator ID, and Latitude/Longitude (in Decimal degrees). The data file shall be exportable in a computer readable Comma Delimited format (*.CSV) or shape file format (.SHP).
- Crew number and hangers per tree (for hangers)
- Crew number and tree diameter (for leaners)
- Any other information required by the County

7. **The DMC shall:** certify the capacity of each Contractor truck used during the emergency, to include:
- Truck number
 - Truck driver's name and phone number
 - Date
 - Certified capacity as measured by the DMC in the field, to include inside dimensions
 - DMC's representatives name and signature (who is certifying the capacity)
 - Contractor's name
 - Truck license plate number

Any truck re-certifications shall be conducted by the DMC as well, as needed and directed by the County. The DMC shall maintain all truck certification sheets as well as an electronic summary of truck certifications.

8. **The DMC shall:** provide adequate trained field monitors, as needed for each disaster, as determined by the County. The term field monitor, right-of-way monitor, road monitor, and debris monitor are equivalent for the purpose of this Agreement.
9. **The DMC shall:** provide adequate trained Tower Monitors at one time, as needed for each disaster, as determined by the County. Each tower will have two (2) Tower Monitors in it to handle load tickets and verify amount of debris.

10. **The DMC shall:** provide adequate trained Residential Drop-off Site Monitors at one time, as needed for each disaster, as determined by the County. These monitors shall be available within three (3) calendar days of the disaster and will record the license tag number of each residential vehicle that brings debris to Residential Drop-off Sites.
11. **The DMC shall:** maintain all Contractor tickets processed during the recovery. The DMC shall review all Contractor invoices and make a recommendation as to how much of the invoice should be paid based on the tickets collected and the truck certification sheets in hand. No ticket shall be recommended for payment unless the truck indicated on that ticket has a corresponding truck certification form, signed by the DMC. Contractor invoices shall be reviewed and a recommendation regarding payment shall be made by the DMC within fourteen (14) calendar days of the County giving the invoice to the DMC. Each recommendation shall contain:
 - The Contractor's invoice
 - The DMC's cover letter recommending payment
 - All back-up spreadsheets verifying the recommendation of payment
 - All tickets associated with recommendation of payment
 - Truck certification forms
 - Any other data pertinent to the payment by the County of the Contractor's invoice.

All data created or received by the DMC shall be maintained in an electronic file and provided to the County and/or FEMA when needed, as is outlined in paragraph four, above.

The County will provide the DMC a list of public and/or private roads and may require the DMC to ensure that debris is collected only on roads that are eligible for reimbursement.

12. **The DMC shall:** provide a Phase I Environmental Assessment of each of the Temporary Debris Disposal Sites within four (4) weeks of the request by the County. This effort shall be invoiced to the County at cost plus ten (10) percent (i.e. the cost a firm or a laboratory to conduct the Phase I Environmental Assessment plus a 10 % mark-up for the DMC). The cost of each phase I Environmental Assessment shall be approved by the County prior to any work being done.
13. **The DMC shall:** assist the County in assessing the rehabilitation of Temporary Debris Disposal Sites by the Contractor.
14. **The DMC shall:** provide an estimated capacity by survey of each pile of vegetation material at each Residential Drop-off Site within four (4) weeks of the request by the County. This effort shall be invoiced to the County at cost plus ten (10) percent (i.e. the cost of a surveyor to survey and estimate the total cubic yards of all piles plus a 10 % mark-up for the DMC). The cost of each survey shall be approved by the County prior to any work being done.
15. Any other specialty direct costs required and approved by the County shall be invoiced to the County at cost plus ten (10) percent.

16. **The DMC shall:** attend all meetings pertaining to disaster debris recovery and shall provide meeting minutes of all meeting within three (3) business days after the meeting.
17. **The DMC shall:** invoice the County every two (2) weeks or monthly, at the DMC's discretion. When the County issues a notice to proceed to DMC, the County and the DMC shall determine the positions and number of persons required to adequately provide the services.

The County shall review DMC's staffing level as necessary and direct DMC to adjust personnel accordingly. The County may perform on-site inspections to verify staffing needs.

During this period, the Project Manager will provide daily updates on the services and estimate the time remaining for job completion.

The DMC will provide continuous services on an hourly basis at the agreed upon rates. Hours worked and type of work performed must be documented on weekly timesheets signed by the person performing the work and the Project Manager. The County may verify work being performed.

18. For the purposes of this Request for Proposals, the County has assumed a certain number of personnel hours required (see the Cost Proposal Form). This assumption is for proposal purposes only and does not restrict the County's ability to request personnel as needed.
19. **The DMC shall:** provide other disaster relief services as required by the County.
20. **The DMC may: Be requested to provide consulting services concerning debris removal contracts and or bid specifications.**
21. The contact person for the County shall be the Emergency Management Director.

Debris Monitoring

SPECIAL TERMS & CONDITIONS

1: CONTRACT TERM

The Contract which results from this bid solicitation shall commence at time of execution. The performance period of the Contract shall remain in effect for five years, and then the Contract will remain in effect until completion of any expressed and/or implied warranty period. The Contract prices resultant from this bid solicitation shall prevail for the full duration of the initial Contract term unless otherwise indicated elsewhere in this document.

2: OPTIONS TO RENEW AND ASSOCIATED PRICE ADJUSTMENT

- 2.1 Prior to, or upon completion, of the initial term of this Contract, the County shall have the option to renew this Contract for an additional two (2) one (1) year periods. Prior to completion of each exercised Contract term, the County may consider an adjustment to price based on changes in the following pricing index: **Consumer Price Index (CPI)**.
- 2.2 It is the Vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the Vendor's request for adjustment should be submitted prior to expiration of the then current Contract term. The Vendor adjustment request must clearly substantiate the requested increase. The request for adjustment should not be in excess of the relevant pricing index change. If no adjustment request is received from the Vendor, the County will assume that the Vendor has agreed that the optional term may be exercised without price adjustment. Any adjustment request received after the commencement of a new option period shall not be considered.
- 2.3 The County reserves the right to reject any price adjustments submitted by the Vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the Vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County. Should the Vendor decline the County's right to exercise the option period, the County shall consider the vendor in default.

3: PAYMENT

- 3.1 Price and payment will be full compensation for all work specified. In the event the Contractor has utilized Subcontractors or suppliers for materials, release of liens from the Subcontractors and any suppliers shall be required before payment will be released.

- 3.2 All invoices shall contain the contract and/or purchase order number, date and location of delivery or service, and confirmation of acceptance of the goods or services by the appropriate County representative. Failure to submit invoices in the proscribed manner could delay payment, and the vendor may be considered in default of contract and its contract may be terminated. Payments shall be tendered in accordance with the Florida Local Government Prompt Payment Act.

4: Contractual guarantees

By submission of a proposal, the Vendor certifies that:

- 4.1 The prices in this proposal have been arrived at independently and without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices, with any other Vendor.
- 4.2 The Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of this contract to any employee, official, or current contracting consultant of the County.

5: Bid Award

The award will be granted to responsible Vendor(s) that are licensed and qualified by experience to perform the services specified. The Vendor chosen for award should be prepared to have the proposal incorporated, along with all other written correspondence concerning this RFP, into the contract. Any false or misleading statements found in the proposal will be grounds for disqualification. **All proposals submitted shall be valid for a period of 120 calendar days from the date of proposal opening and thereafter as specified in the contract.**

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COST PROPOSAL FORM Debris Monitoring

All positions below are required for the quote.

The hourly rates shall include all cost including applicable overhead and profit, lodging, meals, transportation, rentals, safety gear, telephone costs, cameras, GPS devices and other incidentals.

<u>POSITIONS</u>	<u>HOURLY RATES*</u>	<u>TOTAL</u>
(Key Positions – Provide resumes for the project manager and all supervisors)		
1. Project Manager	\$ _____	\$ _____
2. Office Supervisor	\$ _____	\$ _____
3. Truck Certifier	\$ _____	\$ _____
4. Field Supervisors	\$ _____	\$ _____
5. Tower Monitors	\$ _____	\$ _____
6. Environmental Specialist	\$ _____	\$ _____
7. GIS Specialist	\$ _____	\$ _____
8. Residential Drop-Off Site Monitors	\$ _____	\$ _____
9. Billing/Invoice Analysts	\$ _____	\$ _____
10. Administrative Assistants	\$ _____	\$ _____
11. Field Monitors	\$ _____	\$ _____
TOTAL (Items 1-11)	\$ _____	\$ _____

Amount Written or typed in words: _____

*** You may suggest additional positions and hourly rates, but provide them on a separate sheet.

Debris Monitoring

CORPORATE DETAILS:

Failure to complete all fields may result in your bid being rejected as non-responsive.

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

FAX #: _____

E-MAIL: _____

Name of Person submitting Bid: _____

Title: _____

Signature: _____

Date: _____

The remainder of this page intentionally blank

References Form: Debris Monitoring

Company Name	
Address	
City, State, Zip	
Contact Person	
Telephone & Fax	
E-mail Address	
Dates of Service	
Type of Service	
Comments	

Company Name	
Address	
City, State, Zip	
Contact Person	
Telephone & Fax	
E-mail Address	
Dates of Service	
Type of Service	
Comments	

Company Name	
Address	
City, State, Zip	
Contact Person	
Telephone & Fax	
E-mail Address	
Dates of Service	
Types of Service	
Comments	

Vendor shall provide at least three references where similar service was provided. Use additional pages as necessary.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form

- (1) The prospective Vendor, _____, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

- (2) Where the Vendor is unable to certify to the above statement, the prospective Vendor shall attach an explanation to this form.

Vendor:

By: _____

Signature

Name and Title

Street Address

City, State, Zip

Date

PROCEDURES FOR PUBLIC BID OPENINGS

(1) **Purpose:** The purpose of this chapter is to specify procedures for the submittal, receipt, opening and recording of all formal bids required by all of the various laws, ordinances, and other procedures and manuals governing the solicitation and awarding of public bids in Gilchrist County, Florida, including but not limited to:

a. Section 336.44, Florida Statutes (2016).

b. Florida Department of Transportation Standard Specifications, most recent edition.

(2) **Time of Opening:** All bids shall be submitted to the Gilchrist County Administration Building 209 SE 1st Street which shall record receipt thereof by date and time on the bid envelope. Upon receipt, Gilchrist County will maintain custody and control of all bid submittals until after they have been opened. The deadline for a particular bid submittal shall be 2:00 P.M.,

(3) **Place of Opening:** All bids properly submitted shall be opened in a public location so designated in the bid solicitation.

(4) **Committee Review, Report and Recommendations:** Bids shall be reviewed by committee following the bid opening within a reasonable amount of time.

(5) **Contractor's Insurance Requirement:**

b. Any Contractor submitting a bid for any public works project must include, within its initial bid response, proof of the following insurance.

b. Upon being awarded the bid, the contractor must provide proof that such insurance will be in effect from the date of commencement of the project. The contractor will maintain insurance coverage at the above-prescribed levels through the date of completion of the project and that coverage will include all independent contractors and subcontractors. Either prior to or simultaneously with the execution of the contract, the successful bidder must deliver certificates of insurance for the required insurance coverages to the County naming "Gilchrist County, a political subdivision of the State of Florida; The Board of County Commissioners, Gilchrist County, Florida; and all public agencies of Gilchrist County, as their interests may appear" as "Additional Insured." Said certificates of insurance shall also include a thirty-day prior written notice of cancellation, modification or non-renewal to be provided to the County.

(6) Bid Awards and Protests:

1. Both the **INSTRUCTIONS** and the **PUBLISHED NOTICE** for every sealed bid solicitation shall include conspicuously the following statements:

FOLLOWING THE BID OPENING AND TABULATION, A “NOTICE OF INTENT TO AWARD BID” OR A “NOTICE OF REJECTION OF ALL BIDS” WILL BE POSTED ON THE INTERNET AT: [insert bid notice web address¹]. THIS WEBPAGE CAN ALSO BE ACCESSED FROM THE HOMEPAGE OF THE COUNTY’S WEBSITE AT: [insert County’s homepage address²] BY [insert suitable directions³]. NO OTHER NOTICE WILL BE POSTED.

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