

**Request for Information
For
FC-10689, Emergency Debris Removal Services**



ATLANTA, GEORGIA

**James Jackson
Commissioner
Department of Public Works**

**David L. Wilson II
Chief Procurement Officer
Department of Procurement**

Request for Information

FC-10689, Emergency Debris Removal Services

Due: 10:00 a.m. EDT; Thursday, October 11, 2018

EXHIBIT A

Submittal Information

The RFP submittal must be delivered via email to Rita Braswell at rbraswell@AtlantaGa.Gov
Any submittal received after 10:00 a.m. on October 11, 2018 will not be considered.

Overview

The City of Atlanta (“City”) is requesting information on various types of equipment with experienced drivers/operators to assist City personnel with the removal and delivery of debris to site identified by City personnel, due to severe weather or disaster. Emergency services are defined as clearing roadways, bridges, culverts, parking lots, sidewalks, trails, steps, ramps, landings, crosswalks, entryways and any other public property throughout or owned by the City. Qualified firms shall provide all labor, equipment, tools, materials, and supervision necessary to remove obstructions.

In an effort to expedite this process, the City is asking Responders to submit information as requested below. The City will not answer questions related to this Request for Information; however, Respondents may include additional information they deem relevant that may assist the City in evaluating submitted information.

**** Deadline to submit: October 11, 2018 no later than 10 a.m. ****

Background/Qualifications / Experience

To be eligible to respond to this Solicitation, the Respondent must demonstrate that it has sufficient qualifications, resources and experience to provide the Services under this Solicitation. Please provide information related to the following:

- A brief background of the firm and an overview of Respondent’s experience indicating the resources, understanding, qualifications, and background, etc. in providing the services related to Emergency Debris Removal such as:
 - How many Emergency/Disaster’s due to weather related events have you performed work in?
 - Provide estimated amount billed and received on behalf of state or municipal governments.
- A brief background of the firm and an overview of the Respondent’s experience in providing disaster debris removal services to include debris generated from the public rights-of-way, private property, drainage areas/canals, waterways, and other public, eligible, or designated areas.
- Provide experience in planning for and responding within the Emergency Operations Center environment.

References

- Provide at least three (3) references of clients to which it has provided the services described in this RFI in the last five (5) years. (Inclusion of references in your submittal is also agreement that the City may contact the named reference).
- Provide at least one (1) reference directly related to your experience working with municipalities.

The City of Atlanta reserves the right to contact any municipality, agency, company or individual, whether offered as references or otherwise, to obtain information that may assist the City in evaluating the Respondent.

Proposed Compensation

Respondent must submit hourly rates for services including rates by position. Rates must include the cost of bonding.

Scope of Work:

The City is seeking hourly rate from qualified firms and individuals who are willing and able to provide various types of equipment with experienced drivers/operators to assist City personnel with the permanent removal and disposal of debris (herein referred to as “obstructions”) due to severe weather or disaster. Emergency services are defined as clearing roadways, bridges, culverts, parking lots, sidewalks, trails, steps, ramps, landings, crosswalks, entryways and any other public property throughout or owned by the City. Qualified Respondents shall provide all labor, equipment, tools, materials, and supervision necessary to remove obstructions for the event, required materials and spread rate will be provided for the event.

Additional Information

Respondent must be available to report for duty on or before Thursday, October 11, 2018 as directed by the City.

Respondent must be able to furnish Performance and Payment Bonds in the amount of 100% of the cost for services.

EXHIBIT B

Required Submittals

1. Form 1 – IIREA
2. Form 2 – Conflict of Interest
3. Form 3 – References
4. Exhibit C – Respondent’s Contact Sheet
5. Exhibit D - Fee Schedule

EXHIBIT B
RESPONDENT'S CONTACT SHEET

Name:

Federal Taxpayer ID:

Mailing Address:

City, State, & Zip Code:

Telephone: Fax:

Email:

Submitted By:

Title:

FIRM Accepts Credit Cards*: Yes No (Circle one)

Accounting Contact:

Name:

Address:

Title:

Phone:

EXHIBIT C

Scope of Work and Standard Provisions

Equipment Inspection and Certification:

Each piece of offered equipment will be visually inspected by City personnel. The Respondent will ensure that the equipment meets all Federal DOT and Georgia State Inspection standards as applicable. Location and time of inspection and any needed re-inspection shall be determined and performed at the convenience of the City. The City reserves the right to reject any offered equipment.

Required Equipment:

Respondent(s) must have available all listed equipment as per attached pricing sheet.

The City will notify the contactor of required equipment for each event.

Respondent provided Supervisors:

Any Respondent who offers and provides four or more vehicles to the same assignment location shall also provide Supervisors for each shift with a 4 wheel drive vehicle and his/her own cell phone. The number of Supervisors required shall be:

1. If providing 4-9 contracted vehicles: One supervisor with vehicle per shift.
2. Supervisor responsibilities shall be to ensure their drivers sign in properly, have the necessary equipment, know their assigned routes, and remove obstructions according to City standards.
3. Supervisors will be required to inspect the routes during the emergency operations. Supervisors must remain in telephone and GPS (if assigned) contact with assigned Departmental Operational Headquarters at all times during debris removal operations.

Driver/Operator Requirements:

1. The Respondent's Drivers/operators shall be at least 18 years of age and capable of working nights. No minors under the age of 18 will be allowed on the City's work site(s), to include in the Respondent's vehicle, where this contract will be performed.
2. Under no circumstances shall a Respondent, while performing under the terms of this agreement, allow or be permitted to have private or minor-aged passengers ride in vehicles while performing work under this agreement. Respondents observed to allow private or minor-aged passengers in vehicles during obstruction removal operations shall be issued unsatisfactory performance notice and immediately asked to cease debris removal operations for the remainder of the event.
3. If the driver/operator is not capable of understanding these instructions, the Respondent will be notified and a replacement driver will be required. These instructions will include: techniques appropriate to the route; detail yard requirements such as standby area; parking areas and routes to follow for loading and unloading materials, ability to read and understand road maps and emergency road procedures.

4. It will be the Respondent's responsibility to provide valid licenses and proper certifications for all drivers/operators. Failure to comply with this request constitutes unsatisfactory performance and may result in cancellation of the contract and/or forfeiture of the demobilization payment. The City will check driver's licenses validity with the Department of Motor Vehicles at any time during the contract period that it may desire.
5. The Respondent shall be responsible for establishing schedules and must adhere to the Federal wage, hour and schedules laws. If the duration of the event requires it, the Respondent shall ensure that properly trained and licensed relief drivers are available to sustain an around-the-clock operation.

Response Requirements-Time for Reporting:

- The City will make only one (1) call to the Respondent's listed number six (6) hours prior to the emergency event as notification for the Call-in. The Respondent will be responsible for ensuring that current contact numbers are provided to the assigned Departmental Operational Headquarters. The City will establish and advise the Respondent of the Time for Reporting during this Call-In notification.
- The Respondent's vehicles and drivers must report to the assigned Departmental Operational Headquarters within two (2) hours of the established Time for Reporting.
- In the event of a catastrophic event, the City reserves the right to ask for immediate mobilization.

Standard Provisions:

- Hourly Rate for Emergency Services: The City will pay the approved hourly rate according to the offered equipment description provided in Section "Fee Schedule." The equipment will be paid for at the unit price per hour for emergency operations performed on the roadway. The hourly rate shall include the cost for the truck, drivers, operators, fuel, supplies, tools, and any other equipment or incidentals needed to perform the contracted services. An overtime rate of 1.5 times the labor rate will be paid once the removal has been in operation for more than 40 consecutive hours. At no time after submission of this information shall the Respondent be permitted to change or adjust their hourly rate if selected to provide Emergency Debris Removal Services within the seven (7) days.
- The City will pay a maximum of \$1,000.00 per event for a mobilization fee for 2 crews with associated equipment.
- The City will pay a minimum of two (2) hours per event at the standby rate Upon the City's request in the event the storm fails to materialize and/or the emergency response is cancelled.
- The Respondent's vehicles with drivers must report to the Departmental Operational Headquarters within two (2) hours after the established time for reporting. Should the Respondent report earlier than the time for reporting, the Respondent will not be paid standby rate until the time for reporting. If the Respondent reports later than (2) two hours, the Respondent may be disqualified.

Notes: All debris, construction material & obstructions will be taken to a City of Atlanta designated facility.

In the event of a disaster involving hazardous materials, the Respondent shall notify the City, immediately.

Worksite/Equipment Damage:

- Any damage to existing utilities, equipment or finished surfaces resulting from work performed on this contract shall be repaired within a reasonable time as defined by the City's satisfaction at the Respondent's expense. The Respondent shall be responsible and held liable for any damage caused to City owned equipment and/or property due to negligence of the Respondent, as determined by the City.

Priority:

- The services will be as needed and determined by the City. The City has right to refuse any contracted equipment that is stated as available on the contract during times of the emergency. If there is any need for the equipment, the City will notify the Respondent at that time and the equipment will be placed in use or on standby within two hours of that notification in accordance with the terms of this scope.

Invoicing-Time Log:

- A daily time log recording daily hours worked for each piece of equipment shall be completed in the area headquarters. Each equipment operator's signature will be required at the beginning and end of the shift to ensure appropriate documentation of hours worked. The completed time log must be submitted with all invoices before payment is issued.

Performance:

- Respondents who fail to perform satisfactorily may be disqualified from further emergency services consideration.

EXHIBIT D
Fee Schedule

FC-10689, Emergency On-Call Debris Removal Services

Respondents must provide pricing for all listed equipment. Award(s) shall be based on the cost for the hourly rates (excluding optional/additional items). Hourly rates for each item shall include the cost of the truck, drivers, operators, fuel, supplies, tools, and any other equipment or incidentals needed to perform the contracted services.

| | EQUIPMENT | HOURLY RATE | OVERTIME RATE* | QUANTITY AVAILABLE |
|----|--|--------------------|-----------------------|---------------------------|
| 1. | Service Vehicle (4x4 Pickup or Equivalent) a. Required for minimum of four (4) pieces of equipment | \$ | \$ | |
| | b. If less than four (4) pieces of equipment then the hourly rate shall include service/supervisory costs. | | | |

| ADDITIONAL PRICING | | | | |
|---------------------------|------------------|--------------------|-----------------------|------------------------------|
| | EQUIPMENT | HOURLY RATE | OVERTIME RATE* | ** QUANTITY AVAILABLE |
| 2. | Knuckle Boom | \$ | \$ | |

*** Overtime Rates shall only include the cost of labor and equipment.**

**** Note: Requested quantity 5-10.**

Required Submittals

Required Submittal (FORM 1)

Illegal Immigration Reform and Enforcement Act Forms (Page 1 of 3)

Illegal Immigration Reform and Enforcement Act Forms

INSTRUCTIONS TO PROPONENTS/RESPONDENTS:

All Proponents/Respondents must comply with the Illegal Immigration Reform and Enforcement Act, O.G.G.A § 13-10-90, et seq. (IIREA). IIREA was formerly known as the Georgia Security and Immigration Compliance Act or GSICA. Proponents/Respondents must familiarize themselves with IIREA and are solely responsible for ensuring compliance. Proponents/Respondents must not rely on these instructions for that purpose. They are offered only as a convenience to assist Proponents/Respondents in complying with the requirements of the City's procurement process and the terms of this RFP.

1. The attached Contractor Affidavit (Form 1) must be filled out COMPLETELY and submitted with the proposal/bid prior to proposal due date.
2. The Contractor Affidavit must contain an active Federal Work Authorization Program (E-Verify) User ID Number and Date of Registration. **This is also known as the Company ID Number. Please note that the Company ID number is not a Tax ID number, social security number or formal contract number.**
3. Where the business structure of a Proponent/Respondent is such that Proponent/Respondent is required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service, Proponent/Respondent must complete the Contractor Affidavit on behalf of, and provide a Federal Work Authorization User ID Number issued to, the Proponent itself. Where the business structure of a Proponent/Respondent does not require it to obtain an EIN, each entity comprising Proponent/Respondent must submit a separate Contractor Affidavit.

Example 1, ABC, Inc. and XYZ, Inc. form and submit a proposal/bid as Acme Construction, LLC. Acme Construction, LLC must enroll in the E-verify program and submit a single Contractor Affidavit in the name of Acme Construction, LLC which includes the Federal Work Authorization User ID Number issued to Acme Construction, LLC.

Example 2, ABC, Inc. and XYZ, Inc. execute a joint venture agreement and submit a proposal/bid under the name Acme Construction, JV. If, based on the nature of the JV agreement, Acme Construction, JV is not required to obtain an Employer Identification Number from the IRS. The Proposal/Bid submitted by Acme Construction, JV must include both a Contractor Affidavit for ABC, Inc. and a Contractor Affidavit for XYZ, Inc.

4. All Contractor Affidavits must be executed by an authorized representative of the entity named in the Affidavit.
5. All Contractor Affidavits must be duly notarized.
6. All Contractor Affidavits must be submitted with proposal/bid package.
7. Subcontractor and sub-subcontractor affidavits are not required at the time of proposal/bid submission, but will be required at contract execution or in accordance with the timelines set forth in IIREA.

Rev. 07/19/17

Required Submittal (FORM 1)

Illegal Immigration Reform and Enforcement Act Forms (Page 2 of 3)

Illegal Immigration Reform and Enforcement Act Forms (Page 2 of 3)

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

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

_____ (Also known as eVerify Company ID)
Federal Work Authorization User Identification Number (Not Tax ID or SS Number)

Date of Authorization (This is the date the Company ID was issued by the Federal eVerify system)

Name of Contractor (Legal name of Contractor, not an abbreviated version)

FC-10689, Emergency Debris Removal Services
Name of Project

City of Atlanta
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, _____, 201__ in _____(city), _____ (state).

Signature of Authorized Officer or Agent

Printed name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

Required Submittal (FORM 1)

Illegal Immigration Reform and Enforcement Act Forms (Page 3 of 3)

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3) (Page 3 of 3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of the City of Atlanta has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number (Also known as eVerify Company ID)
(Not Tax ID or SS Number)

Date of Authorization (This is the date the Company ID was issued by the Federal eVerify system)

Name of Subcontractor: _____

Name of Project: _____ FC-10689, Emergency Debris Removal Services

Name of Public Employer: _____ City of Atlanta

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

Executed on _____, _____, 20__ in _____ (city), _____ (state)

Signature of Authorized Officer or Agent

Printed name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE
ME ON THIS THE _____, DAY OF _____, 201_____

NOTARY PUBLIC
My Commission Expires: _____

FORM 2

CONFLICT OF INTEREST DISCLOSURE FORM

Pursuant to City of Atlanta Code of Ordinances Section 2-1214 (Management of Conflicts in Source Selection), offerors shall disclose all organizational and personal relationships which may give rise to a conflict of interest if the offeror is awarded a contract. In addition, the Chief Procurement Officer (“CPO”) may specify other types of relationships or interests which must be disclosed if, in the CPO’s sole discretion, such disclosure is in the best interest of the City of Atlanta. Such personal, financial, or other relationship can render an offeror ineligible for award if the CPO determines that a conflict of interest cannot be mitigated or avoided. Before determining to withhold award of a contract based on conflict of interest considerations, the CPO shall provide notice to the offeror and reasonable opportunity for the offeror to respond.

Offerors must disclose the existence of personal or financial relationships involving City of Atlanta employees, officers or elected officials, as defined in the paragraphs below. To the extent that the CPO uses discretionary authority in the best interest of the city to require additional disclosures, these will be specified in the appropriately designated space below.

- (a) **“Personal relationships”** shall include executives, board members and partners in firms who have familial relationships with employees, officers and elected officials of the City of Atlanta. “Familial relationships” shall include the spouse, domestic partner registered under section 94-133, mother, father, sister, brother, and natural or adopted children of an official or employee.

- (b) **Financial relationships”** shall include any interest held with a City of Atlanta employee, officer or elected official, or family members of a City of Atlanta employee, officer or elected official, which may yield, directly or indirectly, a monetary or other material benefit to the offeror or the offeror’s family members.

| Name of k | | | |
|--|---|--|---|
| Name of Executive, Board Member or Partner | City of Atlanta Employee, Officer or Elected Official | State Whether “Personal” or “Financial” Relationship | Specify Nature or Circumstance of Personal or Financial Relationship (Ex: Sister, Board Member) |
| | | | |
| | | | |
| | | | |
| | | | |

Indicate **“Not Applicable”** or **“N/A”** if no disclosures to report, then sign. Additional lines or pages may be added, if necessary.

| Additional Disclosures Required by Chief Procurement Officer | | | |
|--|--|--|--|
| | | | |
| | | | |

The undersigned individual certifies that the information provided herein is true and correct, that he or she holds the title entered below, and that he or she has the authority to complete this Conflict of Interest Form on behalf of the organization.

Completed this _____ day of _____, 20__ in response to **Solicitation**
Name/Number FC-10689, Emergnecy Debris Removal Services by:

Printed Name: _____

Signature: _____

Title: _____

FOR INTERNAL USE ONLY

This Conflict of Interest Disclosure Form has been reviewed in the Department of Procurement and, to the extent that the Offeror has disclosed any Personal or Financial relationships that constitute a conflict of interest, the Offeror has provided an acceptable plan to avoid or mitigate the conflict; therefore, award of the above referenced contract is appropriate under Code Section 2-1214.

(PRINT NAME) Procurement Professional

(PRINT) Title

Signature of Procurement Professional

(PRINT NAME) Chief Procurement Officer

Signature of Chief Procurement Officer

(Date)

Required Submittal (FORM 3)

Reference List

Each Respondent must provide a list of at least three (3) references using the below-referenced format. The City is interested in reviewing references that are able to attest to a Respondent's performance ability and credibility in a particular industry or trade.

Reference provided for: _____

Reference: Name
 Address
 City, State, Zip
 Phone
 Fax

Project Title:

Contact Person: _____
Direct Telephone: _____
Email Address: _____

Date(s) of Project: _____

Description of Services:

Total Amount of Contract Including Change Orders:

Respondent's Role and Responsibilities:

Current Completion Status:

(Use the Same Format to Provide the Additional References)