



**HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
(HCBCC)
GENERAL SERVICES & PURCHASING**

REQUEST FOR PROPOSAL (RFP)

The Board of County Commissioners (BCC), Highlands County, Sebring, Florida, will receive sealed proposals in the County Purchasing Department for:

RFP 08-050

DEBRIS MONITORING SERVICES

DEBRIS MONITORING SERVICES TO MANAGE/MONITOR DISASTER DEBRIS RECOVERY TO INCLUDE COLLECTION MONITORING, TEMPORARY DEBRIS STAGING AND REDUCTION (TDSR) SITE MONITORING, RESIDENTIAL DEBRIS DROP-OFF SITE MONITORING (RDDs), DATA REPORTING, AND OTHER RELATED SERVICES

Gerald (Jed) Secory, CPM / CPPO, GSPD Director
Highlands County Purchasing Department
4320 George Boulevard, Sebring, Florida 33875-5803
Phone: 863-402-6523 Fax: 863-402-6735
E-Mail: gsecory@hcbcc.org

Vendors will submit one (1) original and five (5) copies of their sealed proposal and other required data in a sealed envelope. Proposal envelopes must be sealed and marked with the RFP number and name so as to identify the enclosed submittal. Proposals must be delivered to Highlands County Purchasing Department, 4320 George Blvd., Sebring, FL 33875-5803 so as to reach said office no later than **2:00 P.M., Thursday, June 12, 2008**, at which time they will be opened. Proposals received later than the date and time specified will be rejected. The Board will not be responsible for the late deliveries of proposals that are incorrectly addressed, delivered in person, by mail or any other type of delivery service.

One or more County Commissioners may be in attendance at the above bid opening.

The Highlands County Board of County Commissioners (HCBCC / COUNTY) reserves the right to accept or reject any or all bids or any parts thereof, and the award, if an award is made, will be made to the most responsive and responsible bidder whose bid and qualifications indicate that the award will be in the best interest of Highlands County. The Board reserves the right to waive irregularities in the bid.

The Board of County Commissioners of Highlands County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act or Section 286.26 Florida Statutes should contact Mr. John A. Minor, ADA Coordinator at: 863-402-6509 (Voice), or via Florida Relay Service 711, or by e-mail: jminor@hcbcc.org. Requests for CART or interpreter services should be made at least 24 hours in advance to permit coordination of the service.

Board of County Commissioners
Purchasing Department
Highlands County, Florida

Website: www.hcbcc.net

GENERAL TERMS AND CONDITIONS (Rev 09/2006)

- A. All responses shall become the property of the County.
- B. **Florida Statutes** 287.087, on Drug Free Work Place, 287.133(3) (a) on Public Entity Crimes, and Section 287.134, on Discrimination, as a whole and/or as shown below, will be complied with:

287.087, Preference to businesses with drug-free workplace programs:

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

NOTE: PLEASE INCLUDE YOUR "DRUG FREE" STATUS AS PART OF THE GENERAL COMMENTS IN YOUR PROPOSAL OR WHERE INDICATED ON THE BID FORM.

287.133, Public entity crime; denial or revocation of the right to transact business with public entities:

(2)(a) 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, proposal, or reply 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 s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

287.134, Discrimination; denial or revocation of the right to transact business with public entities:

(2)(a) An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract or provide goods and services to a public entity, may not submit a bid on a contract with a public entity for 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 award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with a public entity.

- C. Responses are due and must be received in accordance with the instructions given in the announcement page.
- D. The County will not reimburse respondent(s) for any costs associated with the preparation and submittal of any responses.
- E. Respondents, their agents and associates shall refrain from contacting or soliciting any County Official and that contact may be made ONLY with the individual(s) listed in this document for additional information and clarification.
- F. Due care and diligence has been exercised in the preparation of this document and all information contained herein is believed to be substantially correct; however, the responsibility for determining the full extent of the service required rest solely with those making response. Neither the County nor its representative shall be responsible for any error or omission in the responses submitted, nor for the failure on the part of the respondents to determine the full extent of the exposures.
- G. All timely responses meeting the specifications set forth in this document will be considered. However, respondents are cautioned to clearly indicate any deviations from these specifications. The terms and conditions contained herein are those desired by the County and preference will be given to those responses in full or substantially full compliance with them.

GENERAL TERMS AND CONDITIONS (Rev 09/2006) cont'd

- H. Each respondent is responsible for full and complete compliance with all laws, rules and regulations including those of the Federal Government, the State of Florida and the County of Highlands. Failure or inability on the part of the respondent to have complete knowledge and intent to comply with such laws, rules and regulations shall not relieve any respondent from its obligation to honor its response and to perform completely in accordance with its response.
- I. The County, at its discretion, reserves the right to waive minor informalities or irregularities in any responses, to reject any and all responses in whole or in part, with or without cause, and to accept that response, if any, which in its judgment will be in its best interest.
- J. Award will be made to the respondent whose submittal is determined to be the most advantageous to the County, taking into consideration those responses in compliance with the requirements as set forth in this document. The Board of County Commissioners reserves the right to reject any and all responses for any reason or make no award whatsoever or request clarification of information from the respondents.
- K. Any interpretation, clarification, correction or change to this document will be made by written addendum issued by the Highlands County Purchasing Department. Any oral or other type of communication concerning this document shall not be binding.
- L. Responses must be signed by an individual of the respondent's organization legally authorized to commit the respondent's organization to the performance of the product(s) and/or service(s) contemplated by this document.
- M. Unless otherwise stated in the specifications, the following Insurance Requirements must be met before delivery of goods and services:

1. Workers' Compensation: Coverage is to apply for all employees for statutory limits in compliance with the law of the State of Florida and federal laws. The policy must include Employer' Liability with a limit of \$500,000 each accident, \$500,000 each employee, \$500,000 policy limit for disease.

2. Commercial General Liability: Occurrence Form Required: (Contractor/vendor) shall maintain commercial general liability (CGL) insurance with a limit of not less than \$500,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of \$1,000,000. Products and completed operations aggregate shall be \$1,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury and advertising injury. Fire damage liability shall be included at \$100,000.

3. Commercial Automobile Liability Insurance: (Contractor/vendor) shall maintain automobile liability insurance with a limit of not less than \$1,000,000 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.

4. Special Requirements / Evidence of Insurance:

a. A copy of the Contractor's / Vendor's current certificate of insurance MUST be provided with the response to this ITB, RFP, etc., A formal certificate shall be provided upon announcement that a Contractor / Vendor has been awarded the work as called for in this document. The Certificate(s) shall be signed by a person authorized by that insurer to bind coverage on its behalf. All Certificates of Insurance must be on file with and approved by the County before commencement of any work activities. The formal insurance certificate shall also comply with the following:

- 1) "Highlands County, a Political Subdivision of the State of Florida and its Elected Officials, its Agents, Employees, and Volunteers" shall be named as an "Additional Insured" on all policies except Worker's Compensation.
 - 2) The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. Highlands County will be given notice prior to cancellation or modification of any stipulated insurance.
 - 2.1) In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30-days prior to said expiration date.
 - 2.2) Such notification will be in writing by registered mail, return receipt requested, and addressed to the General Services / Purchasing Director, 4320 George Blvd., Sebring, FL 33875-5803.
- b. It is the responsibility of the contractor to insure that all subcontractors comply with all insurance requirements.
- c. It should be remembered that these are minimum requirements, which are subject to modification in response to high hazard operations.

GENERAL TERMS AND CONDITIONS (Rev 09/2006) cont'd

5. Builder's Risk Insurance: This coverage will be provided by all contractors involved in the construction of a new building or the improvement, alternation, or renovation of an existing structure. This coverage should be considered automatic on projects involving new construction or major additions to existing structures.
- a. INSURANCE REQUIREMENTS:
1. Builder's Risk – coverage shall be "ALL RISK" with limits equal to 100% of the completed value of the structure(s), building(s) or addition(s).
 2. Waiver of Occupancy Endorsement – to enable the County to occupy the facility under construction / renovation during such activity.
 3. Machinery / Equipment Endorsement – when the contract calls for the installation of machinery or equipment, the policy must be endorsed to provide coverage during transit and installation.
 4. Deductible Clause – the maximum deductible allowable under this coverage is \$500 per claim.
 5. Contractor's Bid & Performance Bond – coverage required for all public construction projects, and for those projects as determine by the General Services Director, or the Risk Manager, that presents significant financial risk to the County.
- b. SPECIAL REQUIREMENTS
1. Ten (10) days prior to the commencement of any work a certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide the following: a) "Highlands County, a Political Subdivision of the State of Florida and its Elected Officials, its Agents, Employees, and Volunteers" will be named as an "Additional Insured."
 2. Highlands County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested.
 3. Any appropriate "Indemnification" clause shall be made a provision of the contract.
 4. It is the responsibility of the contractor to insure that all subcontracts comply with all the insurance requirements.
- N. If the goods or services being bid are for an annual or a semi-annual contract period then Interlocal Agreements between Highlands County Board of County Commissioners, other State or County agencies, the Cities of Sebring and Avon Park, the Town of Lake Placid, and the Highlands County School Board, allow those entities to purchase goods and services through the County's bids so long as such purchases will not interfere with the timely delivery of goods and services to the County in strict conformity with all specifications of its bids. Each governmental entity will issue its own purchase orders for all purchases made and will be responsible for all payments thereof. Highlands County reserves the right to direct the successful bidder to prioritize its delivery of goods and services to the County ahead of delivery to other governmental entities purchasing under the County's bids.
- O. If submitting a response for more than one bid, each bid must be in a separate envelope and correctly marked.
- P. If the successful bid is greater than \$200,000.00, a Public Construction Bond will be required and **Awarded Vendor must abide by Florida Statute 255.05 "Bond of Contractor..., record in the public records of the county..."**

ADDITIONAL TERMS AND CONDITIONS

All pages included in or attached by reference to this document shall be called and constitute the submittal as stated on the front page of this document. Vendors who will not be submitting a proposal are requested to notify us and indicate why they are not bidding. Vendors who fail to respond to two or more consecutive announcements may be removed from the County's Vendor bidding list.

END OF PAGE

**SPECIFICATIONS FOR:
RFP 08-050
DEBRIS MONITORING SERVICES**

SECTION 2: INTENT OF THIS RFP

Highlands County requests proposals for Debris Monitoring Services to Manage/ Monitor disaster debris recovery to include collection monitoring, temporary debris staging and reduction (TDSR) site monitoring, residential debris drop-off site monitoring (RDDs), data reporting, and other related services.

SECTION 3: INSTRUCTION TO BIDDERS

1. DEFINED TERMS

- A. The term "Bidder" shall mean one who submits a Proposal directly to the County, as distinct from a sub-bidder, who submits a proposal to a bidder.
- B. The term "Debris Monitor" means contractor, agency, or dealer, whichever is applicable.
- C. The term "County" shall indicate HIGHLANDS COUNTY.

2. PROPOSALS : In filling out proposals, bidders shall be governed by the following provisions:

- A. Bid price - The price quoted for this service shall be the to include all specifications. The County is exempt from Federal and Florida State Sales tax. Do not include these taxes in your proposal price. TAX EXEMPT NO. 85-8013878621C-1.
- B. All prices must be clearly stated in both figures and writing with ink on the line provided. When there is a variation between the written amount and figures. The written amount will be taken as the bid price.
- C. Proposals must be signed in ink by the bidder with the signature in full. When a firm is a bidder, the agent who signs the firm name to the proposal shall state in addition, the names and addresses of the individuals composing the firm. The signature shall be in the following form:

JOHN DOE CONTRACTING COMPANY

By: John Doe, President

- D. When a corporation is a bidder, the person signing shall state under the laws of what State the corporation was chartered, and the name and title of the officer having authority under the by-laws to sign contracts. Anyone signing the proposal as agent must file with it legal evidence of his authority to do so. Post Office address, County and State must be given after the signature.
- E. Proposals received on separate sheets and not attached to the complete specifications will be considered informal, and may be rejected as such.
- F. Proposals that contain any omissions, erasure, alterations, additions or items not called for in these specifications, or that show irregularities of any kind, may be rejected as informal or irregular.
- G. An ORIGINAL (clearly marked "Original") and five (5) signed copies of your proposal shall either be mailed or hand delivered to Highlands County Purchasing Office, Attn: Gerald (Jed) Secory / Director, General Services / Purchasing Highlands County BCC 33875-5803. All proposals are to be submitted in a sealed package, clearly marked **SEALED PROPOSAL – RFP – 08-050 - DEBRIS MONITORING SERVICES** with your company name on the outside of the package.

SECTION 3: INSTRUCTION TO BIDDERS CONT'D

- H. The Board of County Commissioners assumes no responsibility for proposals received after the advertised opening time, whether due to mail delays or any other reason. Proposals received after such time will not be considered. A consultant may withdraw his proposal at any time prior to that fixed for opening proposals without prejudice to himself.
 - I. Proposals will be publicly opened at time and place mentioned in the RFP, and bidders are invited to be present at the opening.
3. DISQUALIFICATION OF BIDDERS: The following causes will be considered sufficient to disqualify any bidders, and no proposals from disqualified bidders will be considered:
- A. Collusion among or between bidders.
 - B. Unbalanced proposals; that is, proposals in which the fees are out of all proportion to those bid by others.
 - C. Lack of experience or capital on the part of the bidders. Evidence of experience, ability, and financial standing, may be required of any or all bidders.
4. AWARD AND EXECUTION OF CONTRACT:
- A. RIGHT TO REJECT PROPOSALS: After the proposals are opened, they will be read aloud by the Purchasing Director or his designee. Highlands County reserves the right to reject any or all proposals, and to waive technical errors and informalities.
 - B. PROPOSAL OPENING: Proposals will be opened at **2:00 P.M., Thursday, June 12, 2008** or as soon thereafter as possible in the Highlands County Purchasing Department, 4320 George Blvd., Sebring, FL 33875-5803
 - C. PROPOSAL AWARD: Proposal will be awarded by the Board of County Commissioners at a date and time to be scheduled later.
 - D. EXECUTION OF CONTRACT: The contractor shall be issued a Purchase Order as notice of award. In case of failure on the part of the consultant to enter into contract, pursuant to his proposal, award may then be made to the next ranked proposer(s) or the service will be re-advertised, as the Board of County Commissioners may decide.
5. PUBLIC ENTITY CRIMES - Section 287.113(2)(a) Florida Statutes, reads as follows:
"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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

NOTE: Items furnished shall comply with all applicable Federal and State laws, ordinances, code rules, regulations, orders and permits.

SECTION 4: SCOPE OF SERVICES

1. **Project Management/Process Oversight:** The Consultant shall be responsible for the overall monitoring of debris Contractors. This will include but not be limited to monitoring recovery Contractor's progress and suggesting/implementing recommendations to improve efficiency and to speed up recovery work. This consultant shall coordinate a collection routing plan with the disaster debris Contractor to insure a well-managed, organized approach to debris collection and shall recommend the routing plan for approval by the County.

The Consultant shall appoint a project manager for the overall coordination and communication with the County. This manager shall remain on the job at all times it is operational.

An independent temporary field office for the monitoring staff shall be provided by the consultant if directed by the County. The office shall include, but not be limited to, a telephone, computer, copier and fax.

2. **Examples of project management/process oversight include but are not limited to:**
 1. Coordinating daily briefings, work progress, staff and other key items with the County and Debris Contractor.
 2. Provide assistance with scheduling, dispatching and logistical operations of the field inspectors assigned to work areas of storm debris clean up.
 3. Hiring, training, deploying and supervising inspectors.
 4. Establishing a schedule for the inspectors each day.
 5. Monitoring and recording the measurement (cubic yards) of each vehicle in service.
 6. Tracking and coordinating with County personnel to respond to problems in the field, citizens complaints, to include commercial or residential property damage claims as a result of debris removal.
 7. Conducting end of day duties, verifying all vehicles have left TDSR & RDDS sites at the County's specified time, and sites are secured (gate locked if applicable) to prevent illegal dumping.
 8. Record the streets and locations where debris was collected. Maps are to be posted daily in a central location at the County and updated daily of the progress from previous day's work.
 9. Scheduling and managing field staff.
 10. Scheduling and conducting periodic meetings with field staff and Contractors.

3. **Field Collection Monitoring:**

In order to obtain FEMA reimbursement all collection must be monitored in the field by collection monitors. The Consultant shall verify that the County's Debris Contractor has established an accurate and complete load ticket process and provide collection monitors-staff to record required FEMA data.

The Consultant shall train collection monitors to assure that proper County and FEMA documentation protocol requirements are instituted and followed. Consultant shall provide a field quality control team consisting of one (1) monitor per recovery crew and at least one (1) field supervisor for every day.

Consultant shall provide a field quality control team, recovery crew, and at least one (1) field supervisor for every seven (7) monitors unless otherwise approved by the County. Should the Consultant wish to adjust the specified field staffing, a detailed plan should be submitted to the County in writing for review. This plan should outline areas for such an adjustment of staff as well as a description of how recovery crews shall be monitored to meet FEMA guidelines. The Consultant shall provide daily feedback to the County through their management team. All field team members shall be equipped with all equipment necessary to complete monitoring.

Every debris-hauling vehicle must be certified prior to performing debris collection hauling. The field monitors shall verify that each collection vehicle has been measured and placarded by County's Debris Collection Contractor.

All debris collection vehicles must be monitored and documented.

Examples of field collection monitoring tasks include but are not limited to:

1. Verification that all debris picked up is a direct result of the disaster.
2. Verification that the Contractor is working in their assigned contract areas.
3. Stopping work in progress that is not being performed or documented in the appropriate manner. Such work should be noted for nonpayment.
4. Inspecting work in progress to ensure that removal efforts include debris of the proper type in the proper areas.
5. Maintain all photo documentation of recovery work on a daily basis. All photos presented shall show the description in detail of hanger, stumps and leaner removal. The team shall photograph every stump and leaner removed as well as a random sample of hanger removal activities, and GPS coordinates.
6. Report to the County any work performed by Contractor that is not in compliance with all federal, state and local safety regulations appropriate for the task being performed.

4. Load Tickets Process:

The Consultant shall ensure that the Debris Contractor has established a load ticket process complete with forms to be provided to collection monitor staff for recording of FEMA data. Load tickets should consist of multiple copied pages, (original and four copies). The Consultant shall retain original completed tickets on behalf of the County. Additionally, the Consultant, vehicle driver, the subcontractor, and the Contractor shall also receive copies of completed load tickets. Tickets retained/collected by the Consultant on behalf of the County shall be turned over to the County daily.

Load Tickets shall include the following minimum information:

- Complete street address of closest property
- Date
- Driver name (printed) and signature
- Field monitor's name (printed) and signature
- Map page
- Name of sub-contractor
- Nearest cross streets
- Percent of volume full
- Section number
- Tag number

- Time
- Tower monitor's name (printed) and signature
- Type of debris
- Vehicle number

5. Temporary Debris Staging and Reduction (TDSR) Site and Residential Debris Drop-Off (RDDS) Site Monitors:

The Consultant shall provide a minimum of two (2) site monitors for each TDSR & RDDS site. These staff members in conjunction with the project management team shall coordinate the logistics of the site to ensure efficient traffic flow and proper handling of load tickets that record FEMA data (such as, but not limited to, vehicle full and type of waste). The Consultant shall observe all vehicles entering and exiting the TDRS & RDDS sites ensuring all vehicles are in good repair and safe with secure side boards. No vehicles will be allowed to enter TDRS site without a tailgate. The Consultant shall provide verification that all sites have access control and security.

The Consultant shall, through the TDRS site monitor hauling vehicles to determine fullness, type of waste, and point of origin. This certification process may include developing certification forms and documents to accurately measure the cubic yard volume to the nearest cubic yard of each vehicle.

The County will provide the Consultant copies of the Debris Contractor's Fleet documentation which shall contain vehicle numbers and type of vehicle. The Consultant will maintain these documents throughout the event, and return the document to the County upon project completion. The Consultant shall be required to continuously update all collection vehicles' documents as Debris Contractor adds or deletes vehicles from collection fleet, or when measurement calculations are modified through the random verification process.

TDRS Monitors shall perform random volume capacity certifications on collection vehicles, and once every two weeks on all vehicles.

When a TDRS site monitor signs a vehicle certification or load ticket, he or she is certifying that ALL information on the document is completed and the volumes/measurements are correct. The site monitor should not sign or accept any partially completed information. Only 100 percent complete tickets will be paid by the County. Additionally, the site monitor shall, at a minimum, daily calibrate his or her debris removal vehicle load determination with the FEMA tower monitors. TDRS site monitors are expected to provide accurate volume determination.

The Consultant shall provide RDDS site monitoring for all incoming debris to County's designated residential debris drop off sites, ensure only HIGHLANDS County residents are using the facility, that all deliveries are documented, communicate to residents on proper handling and disposal practices, distribute informational flyers, report and document suspected commercial activity for investigation by Field Monitors and/or County personnel, notify residents that un-secured loads, protruding debris or other unsafe transport practices will prohibit use of facility, and report safety or other hazardous situations to County.

The Debris Monitor shall:

- Classify debris by FEMA and County protocols
- Certify the completeness of all load tickets that enter into the TDRS site
- Document participation of residential use at each RDDS site by date and report daily to County
- Ensure all TDSR site deliveries are documented with properly completed load tickets (this includes an incoming tower monitor to estimate the quantity of debris by cubic yards at the site, using County and FEMA protocols)
- Ensure only empty vehicles leave TDRS site
- Estimate the volume of loads on percentage basis of debris collection vehicles
- Ensure type of waste is placed in proper location
- Help direct traffic to proper locations
- Monitor incoming debris to County's designated TDSR & RDDS sites
- Monitor type of waste prior to entering TDRS & RDDS sites
- Report safety or other hazardous situations to County
- TDSR exit tower monitor to ascertain trucks leaving site are empty
- TDSR site, randomly measure and verify truck capacity calculations

6. Field Monitors:

Monitoring County's right of way (ROW) to prevent ineligible debris to be set out by homeowners and businesses. To assist the County's Zoning Division with documentation necessary for the enforcement relating to illegal debris dumping and ineligible debris practices. Field Monitors must utilize HIGHLANDS County Codes relating to illegal debris dumping and ineligible debris practices in the performance of these duties.

- Assist County in the investigation of commercial activity at the County's Residential Debris Drop-off Sites
- Communication and distribution of informational flyers to residents on the proper handling and disposal practices
- Direct verbal notification of observed violations of County's definitions of ineligible debris
- Documentation of violations; including but not limited to street address, photographs, and vehicle tag numbers

7. Recovery Services:

The Debris Monitor shall have the ability to provide trained personnel in the following service areas:

- Ordinance analysis to determine the best legal method to remove debris from private property
- Easement/Right of Entry administration and data-basing
- Private property vegetative hazard removal monitoring
- Private property demolition coordination and monitoring

8. Other Related Services:

Services not specifically identified in any contract derived from this request may be added to the contract upon mutual consent of the contracting parties.

9. Staffing:

The Debris Monitor shall include in the response to the RFP a management plan that will outline how the Debris Monitor proposes to handle the services, staffing, and equipment necessary to meet the County's requirements as identified in this RFP.

- The Debris Monitor shall within 24 hours of request for services, submit a list of personnel to be used for each contracted event. The list will include names, addresses, phone numbers, cell numbers, and driver's license numbers and job assignment areas. The Debris Monitor shall update the list daily for any changes such as additions or deletions of staff. Any changes in key personnel such as but not limited to: Project Manager and/or Field Supervisors must be approved by the County in writing.

The staffing plan shall consist of the minimum following positions:

- Field Monitors/Field Debris Code Monitors/Recovery Services
- Field Supervisor
- Project Manager
- TDSR & RDDS Site Monitor

The Debris Monitor may use other positions as necessary. All such positions and applicable hourly rates shall be listed in the cost proposal form.

The Debris Monitor's hourly rate must include all travel related expenses, meal allowances, hotel rooms, and any other relevant out of pocket expenses. Office related expenses shall be limited to copying and printing.

10. Price Proposal:

The proposer shall provide the following hourly rates, which shall be all inclusive in labor, equipment, travel time, per diem, and any other miscellaneous expenses. The Debris Monitor's hourly rate must include all travel related expenses, meal allowances, hotel rooms, and any other relevant out of pocket expenses. The County shall only reimburse the Debris Monitor at the County rate for the actual cost for office related expenses. Office related expenses shall be limited to copying and printing. A log detailing both copying and printing activities shall be submitted with each invoice.

Hourly Rates:

Project Manager	\$_____ per hour
Field Supervisor	\$_____ per hour
Field Monitors/Field Debris Code Monitors	\$_____ per hour
TDSR & RDDS Site Monitors	\$_____ per hour

**SPECIFICATIONS FOR:
RFP 08-050
DEBRIS MONITORING SERVICES**

**SECTION 5: HIGHLANDS COUNTY CODE, ON DISCLOSURE OF RELATIONSHIPS
*THIS PAGE MUST BE SUBMITTED WITH PROPOSAL***

SWORN STATEMENT UNDER Florida Statute chapter 112,

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with **Proposal for Debris Monitoring Services.**
2. I understand that an "affiliate" as defined in, Highlands County standards of conduct, means: The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the entity.
3. I understand that the relationship with a County Commissioner or County employee must be disclosed as follows: Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, or grandchild.
4. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).
 - 4.1 _____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, have any relationships as defined in Section 3 Highlands County standards of conduct, with any County Commissioner or County employee.
 - 4.2 _____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity have the following relationships as listed in #3 above.

Name of Affiliate or Entity	Name of County Employee	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

This sworn statement is submitted by:

_____	_____
(FIRM)	(SIGNATURE)
_____	_____
(DATE)	(FEIN/SS#)

STATE OF _____ COUNTY OF _____
The foregoing instrument was acknowledged before me this _____ day of _____, 2008,
by _____, who is personally known to me or who has
produced _____ as identification.

NOTARY PUBLIC

Signature

State of Florida at Large
My Commission Expires:

Print: _____ **(SEAL)**

SPECIFICATIONS FOR:

RFP 08-050

DEBRIS MONITORING SERVICES

SECTION 6: RESPONSE FORMAT CRITERIA

The following criteria are shown and shall include all Contractors and Sub-Contractor(s)' information and be submitted in a tabbed format. For a proposal to be eligible, the format must be strictly followed. During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. MBE/WBE/DBE businesses are encouraged to participate. The County strictly enforces open and fair competition in its RFP's. A public entity crimes statement may be requested of any awarded proposer. During the RFP process, questions or requests for additional information concerning this RFP shall be directed to Gerald (Jed) Secory, CPM / CPPO, GSPD Director by E-Mail: gsecory@hcbcc.org and not to selection committee members or elected officials and shall be in written format (email, fax, letter, etc).

To facilitate effective evaluation by the County, proposals are to be a maximum of fifty (50) pages. MBE/WBE/DBE certification(s), index documentation, sectional dividers, and front and back covers will not be counted toward the total. An executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Late Proposals will be returned unopened or will be destroyed if advised by proposer, in writing. At the discretion of the County, proposers may be asked to give short presentations / interviews as part of the selection and ranking process. **The Proposal must answer each heading and any sub-heading and be submitted in the following format with tabbed sequences of A-D.**

TAB – A INTRODUCTION

- a) Executive Overview (optional)
- b) Statement of Qualifications
- c) Index

TAB – B EVALUATION CRITERIA

1) PROJECT UNDERSTANDING / APPROACH (MAXIMUM 10 POINTS)

- a) Describe understanding of requested scope of Debris Monitoring Services;
- b) Describe approach;

2) ABILITY OF STAFF & EXPERIENCE (MAXIMUM 25 POINTS):

- a) Illustrate the organization as it relates to Debris Monitoring Services.
- b) Indicate the general and specific related qualifications of the firm, their capability to provide indicated services, response time, including training and experience of all the proposed staff. Indicate the adequate depth and abilities from within the organization which can be drawn upon as needed, to include management, technical, and support staff.
- c) Information describing company's technical capabilities.
- d) Equipment resources (company versus sub-contractor owned)
- e) List of sub-contractors.
- d) Past performance on contracts and other accomplishments.

- e) Local participation in the Debris Monitors plan (provide a sub-contracting plan)
- f) Sample of sub-contracting contracts.
- g) Public announcements/notices, including specific date on proposed venues.
- h) Ability to track and record all work for invoices and auditing purposes.

**3) RELEVANT FIRM EXPERIENCE (MAXIMUM 25 POINTS):
Qualifications and Experience of Contractor and Sub-Contractors/Staffing**

- a) Company background.
- b) Related Experience in Debris Monitoring.
- c) Describe /Staff Training and experience (list all certifications)
- d) Include current workload versus capacity of firm.

**4) CURRENT AND PROJECTED WORKLOAD / SCHEDULE
(MAXIMUM 10 POINTS)**

- a) Describe in-house capabilities of your company to provide Debris Monitoring, cost control, value of services, or other similar capabilities.
- b) Listing of all existing disaster related pre-event contracts

5) REFERENCES (MAXIMUM 10 POINTS)

- a) The Contractor must provide three (3) references from clients of like agreements either currently involved or held over the last five (5) years.

6) CLASSIFICATION (MAXIMUM 5 POINTS):

- a) CERTIFIED MINORITY / WOMEN OWNED BUSINESS CERTIFICATION MAY BE BY STATE, FEDERAL, COUNTY OR LOCAL GOVERNMENT. THE FEDERAL DEFINITION OF MBE / WBE MUST BE MET. CONSIDERATION OF MINORITY, WOMEN OR DISADVANTAGED BUSINESS ENTERPRISES IN COMPLIANCE WITH 24-CFR. In order to receive points for this classification, a copy of their classifications certificate must be included in the proposal.

7) LOCATION (MAXIMUM 5 POINTS):

- a) State the Debris Monitors firm's location and accessibility during the agreement.

8) PAST PERFORMANCE: VOLUME OF PAST 5-YEARS OF CONTRACTS WITH GOVERNMENT AGENCIES (MAXIMUM 5 POINTS):

- a) Single line of information per contract.

9) FINANCIAL CAPABILITY (MAXIMUM 5 POINTS):

- a) Financial Capability - A statement indicating financial capability of the firm. Audited financial statement, if available or financial report which includes balance sheet and income statement covering the two most recent fiscal years.

Note: If this is considered confidential, it must be sealed and indicated as such.

10) PRICE PROPOSAL (MAXIMUM 10 POINTS)

Cost for services, hourly rates.

TAB – C

- a) Conflict of Interest Statement.
- b) Compliance with Public Records Law, Florida Statute 119.

TAB – D

OTHER INFORMATION AT THE PROPOSER’S DISCRETION:

SELECTION PROCESS AND CRITERIA:

After receipt and review of the proposals and at the discretion of the County and staff work group, proposers may be asked to give short presentations/ interviews as part of the selection and ranking process. Proposals shall be reviewed by the staff work group and ranked based upon the RFP Evaluation Criteria. Each work group member shall perform their own independent ranking based upon the criteria herein and the highest ranked firms shall be determined by their total score of all work group members. Negotiations for a contract shall follow the order of ranking from highest to lowest total score. The selection process shall be open to the public and records shall be maintained in accordance with Florida records retention requirements.

CONTRACT NEGOTIATIONS AND EXECUTION:

The appointed staff work group will review, qualify and rank all submitted proposals for this RFP. Public presentations may be requested of the firms with the selection work group ranked in order of their qualifications. The COUNTY may require selected proposer to submit additional information to its proposal as may result from negotiations.

Negotiation of contract for services shall follow the initial selection process with the top ranked firm. Should a satisfactory contract not be achievable with top ranked proposer, then the next ranked proposer shall be contacted and negotiations shall begin with each highest ranked firm and so on.

After negotiations, the recommended firm and agreement will be submitted for review to the County Administrator and Board Attorney prior to submittal to the Board. Reviewed agreement will be placed on a Board of County Commissioners’ Agenda for their approval and execution.

**SPECIFICATIONS FOR:
RFP 08-050
DEBRIS MONITORING SERVICES**

SECTION 7: SAMPLE EVALUATION SCORE SHEET

CRITERIA FOR EVALUATION	Does not meet	Partially Meets		Partially Exceeds		Fully Exceeded	WT	SUB-TOTAL
		0	1	2	3			
1) PROJECT UNDERSTANDING / APPROACH							2	/10
2) ABILITY OF STAFF & EXPERIENCE							5	/25
3) RELEVANT FIRM EXPERIENCE							5	/25
4) CURRENT AND PROJECTED WORKLOAD / SCHEDULE							2	/10
5) REFERENCES							2	/10
6) CLASSIFICATION: CERTIFIED MINORITY / WOMEN OWNED BUSINESS CERTIFICATION MAY BE BY STATE, FEDERAL, COUNTY OR LOCAL GOVERNMENT. THE FEDERAL DEFINITION OF MBE / WBE MUST BE MET. CONSIDERATION OF MINORITY, WOMEN OR DISADVANTAGED BUSINESS ENTERPRISES IN COMPLIANCE WITH 24-CFR.	N O 0					Y E S 5	1	/5
7) LOCATION							1	/5
8) VOLUME OF PAST 5-YEARS OF CONTRACTS WITH GOVERNMENT AGENCIES							1	/5
9) FINANCIAL CAPABILITY							1	/5
10) COST OF SERVICES / HOURLY RATES							2	/10
TOTAL								/110

VENDOR NAME _____

SCORED BY _____

SIGNATURE _____

DATE _____

RFP NO. 08-050

**SPECIFICATIONS FOR:
RFP 08-050
DEBRIS MONITORING SERVICES**

SECTION 8: STATEMENT OF NO BID

If you do not intend to bid on this requirement, please return this form immediately to:

Gerald (Jed) Secory, CPM / CPPO, GSPD Director
Highlands County Purchasing Department
4320 George Boulevard, Sebring, Florida 33875-5803
Phone: 863-402-6523 Fax: 863-402-6735
E-Mail: gsecory@hcbcc.org

We, the undersigned, have declined to bid on your Proposal for Debris Monitoring Services for the following reason(s):

- Insufficient time to respond to the Request for Proposals
- Other (specify below)
- Our schedule would not permit us to perform
- Remove us from your "Proposers List" altogether
- Specifications too "tight", i.e. geared toward one Debris Monitor only
- Specifications unclear (explain below)
- Unable to meet Bond requirement
- Unable to meet Insurance requirements
- Unable to meet specifications
- We do not offer this service

REMARKS: _____

We understand that if this Statement of No Bid is not executed and returned, our name may be deleted from your Proposers List for this commodity.

Company Name: _____

Person's Name: _____

Signature: _____

Telephone: _____ Date: _____

Fax: _____ Email: _____

**SAMPLE CONTRACT FOR DEBRIS MONITORING
RFP 08-050**

This AGREEMENT, made this the _____ day of _____, 2008 by and between the COUNTY OF HIGHLANDS (a.k.a. the OWNER and the COUNTY) and _____ herein after known as the CONTRACTOR.

WITNESSETH that whereas the COUNTY INTENDS TO engage professional consulting services to manage/monitor disaster debris recovery to include collection monitoring, temporary debris staging and reduction (TDSR) site monitoring, residential debris drop-off (RDDDS) site monitoring, data reporting, and other related services hereinafter known as the PROJECT, in accordance with the specifications and other Contract documents as prepared by the COUNTY.

Now, THEREFORE, the OWNER and the CONTRACTOR for the considerations hereinafter set forth, agree to the following:

The CONTRACTOR, agrees to furnish all the necessary labor, insurance, supervision, machinery, equipment and tools required to handle all work required, in strict accordance with all the Contract documents, which are hereby made part of this Contract including the following Addenda:

The COUNTY agrees to pay, and the Contractor agrees to accept, in full payment for the performance of this Contract, the Contract rate of:

Project Manager	\$ _____	per hour
Field Supervisor	\$ _____	per hour
Debris Monitor	\$ _____	per hour
Temporary Debris	\$ _____	per hour
Storage and Disposal Monitor		

Successor and Assigns: This agreement and all of the covenants hereof shall insure to the benefit of and be binding upon the COUNTY and the CONTRACTOR respectively and his partners, successors, assigns and legal representatives. The CONTRACTOR shall not have the right to assign, transfer or sublet its interests or obligations hereunder without written consent of the COUNTY in accordance with the Contract Documents. The Contract Documents include:

Request for Proposal
Addenda(s),
Bid Form,
Agreement

All Contract documents are made a part of the agreement just as if incorporated herein.

**SAMPLE CONTRACT FOR DEBRIS MONITORING
RFP 08-050 (continued)**

IN WITNESS WHEREOF, the parties of these presents have executed this Agreement in three (3) counterparts, each of which shall be deemed an original, but all of which constitute the same Agreement.

OWNER: HIGHLANDS COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA,
 BY ITS BOARD OF COUNTY COMMISSIONERS

By _____
 Edgar Stokes, Board Chairman

Address for giving notices:
Emergency Operations
Att: Bill Nichols
Emergency Management Dir.
6850 W. George Boulevard
Sebring, Florida 33875-5803

ATTEST
 L.E. "Luke" Brooker, Clerk
[SEAL]

ATTEST:

Title: _____

DEBRIS MONITOR: Business

Address for giving notices:

By _____

Typed Name & Title

ATTEST:

[CORPORATE SEAL]

Title:

**SAMPLE CONTRACT FOR DEBRIS MONITORING
RFP 08-050 (continued)**

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

J. Ross Macbeth, Board Attorney

APPROVED AS TO ADMINISTRATIVE POLICY

Carl E. Cool, County Administrator

APPROVED AS TO TECHNICAL PROVISIONS

SPECIFICATIONS FOR:

Bill Nichols, Emergency Management Director

APPROVED AS TO PURCHASING POLICIES

Gerald Secory, General Services / Purchasing Dir.

AVAILABILITY OF FUNDS

Bernis Gainer, OMB Director

Attached:	RFP Submittal	(-pages)
	<u>Award Tabulation</u>	<u>(-pages)</u>
	Total	-pages