

**CITY OF FLORENCE, SC  
INVITATION TO BID NO 2016-92  
DEBRIS MONITORING**

Sealed bids will be received in the office of Purchasing and Contracting in the City Center, 324 W. Evans Street Florence, South Carolina, 29501 until **November 14, 2016 at 2:30 pm** from qualified firms to provide Debris Monitoring Services in aftermath of Hurricane Matthew.

Bids shall be opened promptly at the above stated time and date and their contents will be made public for the information of the bidder and other interested parties. The bid will not be awarded until the Purchasing Agent and the applicable Department Director have had ample time to review each bid.

Bids must be submitted in a sealed envelope with "Bid No. 2016-92 Debris Monitoring" clearly marked on the outside of the envelope for easy identification by the City of Florence. Any bids received later than the specified time will not be accepted/considered. The city will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason. Bids submitted by mail, Federal Express, United Parcel Service, etc. must meet these same requirements and should be addressed to:

**City of Florence  
City Center  
324 W. Evans Street  
Florence, SC 29501-3430**

The City of Florence under Title VI of the Civil Rights Act of 1964 and related statutes ensures that no person shall on the grounds of race, color, national origin, sex, disability, and age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

*La Ciudad de Florencia en el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos, se asegura de que ninguna persona por motivos de raza, color, origen nacional, sexo, discapacidad, edad, ser excluido de participar en, ser negado los beneficios de, o ser de otra manera sujeto a discriminación bajo cualquier programa o actividad que administra.*

The City of Florence reserves the right to engage in discussions with any or all responsible bidders who submit bids which appear to be eligible for award, for the purpose of clarification to assure full understanding of and responsiveness to the Invitation to bid requirements herein.

This solicitation does not commit the City of Florence to award a contract/purchase order, to pay any costs incurred in the preparation of a bid, or to procure or contract for services. The City of Florence reserves the right to reject any and all responses, to cancel this solicitation, and to make an award deemed in its own best interest.

Lynwood F. Givens  
Purchasing Agent

**MINORITY AND WOMAN OWNED BUSINESS**

The City of Florence welcomes and encourages submissions from minority and woman owned businesses. Please indicate that you are a minority or woman owned business with your request for bid documents.

Minority Business Owners (minority or woman owned businesses) will be afforded full opportunity to submit quotes in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex or national origin in consideration for an award. It is the policy of the City that minority business and women owned business enterprises (MBE/WBE) have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

The successful company must ensure that all subcontractors, agents, personnel assigned by or employees of prime company and subcontractors are not discriminated against because of their race, color, religion, sex or national origin. Bidders must make positive efforts to provide equal employment opportunity for minority and women owned businesses.

**INSTRUCTION TO VENDORS**

The successful vendor must be qualified and licensed to perform all aspects of the scope of work. All quotes must be signed by an authorized officer or agent of the company submitting the quote.

The successful bidder must be authorized to sell the stated product or perform the services outlined in the specifications of this bid document.

All bids must be signed by an authorized officer or agent of the company submitting the bid.

The City will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the City Purchasing Agent.

DEFINITIONS: Responsible Bidder means a bidder who has the capability in all respects to fully perform the stated requirements, and the integrity and reliability which will assure good faith performance.

Responsive Bidder means a bidder who has submitted a bid which conforms in all material respects to the Invitation to Bid.

PROTEST: Any actual or prospective vendor, bidder, or contractor who is aggrieved in connection with the solicitation or award of a contract may formally protest to the Finance Director. The protest shall be submitted in writing within seven (7) days after such aggrieved person or party has received the bid tabulation or the intent to award letter.

DISPUTES: In cases of disputes as to whether or not an item or service quoted or delivered meets the specifications, the decision of the City of Florence shall be final and binding on all parties. The Purchasing Agent may request in writing, the recommendation of the head of the City agency using the item or other objective sources.

DEVIATIONS: Any deviations from the specifications contained herein must be noted in detail on the bidder's bid response for the City of Florence's consideration. Failure to submit

documentation of deviations shall be grounds for rejection of the item offered to the City of Florence.

CHANGES: Any changes after the purchase order/contract agreement has been awarded must be with the written consent of the Purchasing Agent or the City Manager; otherwise, the responsibility for such changes lies with the vendor.

INQUIRIES: Questions concerning this invitation to bid should be directed to the City Purchasing Agent, Lynwood F. Givens in writing by e-mail at [lgivens@cityofflorence.com](mailto:lgivens@cityofflorence.com). The deadline for the submission of all inquiries is **November 9, 2016 at 5:00 pm**. **Any changes to the specifications in the bid package shall be in writing in an addendum. All Addendums will be posted on the City of Florence website at [www.cityofflorence.com](http://www.cityofflorence.com). It will be the responsibility of bidders to periodically check the website for addendums.**

OWNERSHIP OF MATERIAL: Ownership of all data, material and documentation originated and prepared for the City of Florence pursuant to this contract/purchase order shall belong exclusively to the City of Florence.

**A complete copy of the City of Florence purchasing policies and procedures manual can be downloaded from the City of Florence website at [www.cityofflorence.com](http://www.cityofflorence.com)**

#### **PERFORMANCE/PAYMENT BOND**

A performance and payment bond, each in the amount of 100% of the not-to-exceed contract price of this project, will be required of the successful firm. The successful firm will be required to furnish the required performance and payment bonds within ten (10) business days after written notice of formal award of contract. Work will be required to commence upon receipt of the written notice to proceed from the Purchasing Agent and must begin in coordination with the debris removal contract work.

#### **BUSINESS LICENSE REQUIREMENT**

It is required that each contractor/vendor issued a purchase order or awarded a contract agreement with the City of Florence, either secure a business license or update their current business license for the contract amount (purchase order amount) for the work being done inside the City. The successful contractor/vendor shall be required to contact the Business License Department at (843) 665-3173 or visit 324 W. Evans Street, Florence, S.C. prior to commencement of work.

#### **SUB-CONTRACTORS LIST**

If any sub-contractors will be used on this project, a sub-contractor list will be required for all work that is to be done inside the City. The list is to be sent to Lynwood F. Givens, Purchasing Agent at the Office of Purchasing and Contracting, located 324 W. Evans Street, Florence, S.C. Please note if any sub-contractors are minority or women-owned businesses.

#### **SC ILLEGAL IMMIGRATION REFORM ACT**

Upon entering into a Contract with the City each contractor will be required to certify that its company will comply with, and will remain in compliance with during the term of the agreement, the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the City of Florence upon request any documentation required to establish either:

- (a) That Title 8, Chapter 14 is inapplicable to the contractor or its subcontractors or sub-subcontractors; or

(b) That the contractor and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14.

Pursuant to Section 8-14-60, the contractor shall agree to include in all contracts with its subcontractors language requiring its subcontractors to:

- (a) Comply with the applicable requirement of Title 8, Chapter 14, and
- (b) Include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

### **INSURANCE**

The contractor shall agree to hold harmless, indemnify and defend the City of Florence, South Carolina, its agents and employees from any claims for property damage or personal injury (including death resulting therefrom) prior to the commencement of the work. Such claims include, but are not limited to, actual, consequential, incidental or punitive damages. The contractor shall agree to maintain sufficient comprehensive general liability insurance, naming the City of Florence, South Carolina, as additional insured, in the amounts of \$1,000,000.00 per occurrence and \$1,000,000.00 per person. Proof of such insurance shall be given to the Procurement Officer by an appropriate certificate-of-insurance issued by the contractor's insurance agent.

Further, the contractor shall agree to insure prior to commencement of work on the project (job), all subcontractors, agents, assigns or employees of prime contractor and subcontractor shall agree to hold harmless, indemnify and defend the City of Florence, South Carolina, its agents and employees from any claims for property damage or personal injury (including death resulting therefrom). Such claims include but are not limited to, actual, consequential, incidental or punitive damages. Further, prior to commencement of work on the project (job), the contractor shall insure that all subcontractors, agents or assigns of the contractor, maintain sufficient comprehensive general liability insurance, naming the City of Florence, South Carolina, as additional insured, in the amounts of \$1,000,000.00 per occurrence and \$1,000,000.00 per person. Proof of such insurance shall be given to the Procurement Officer by an appropriate certificate-of-insurance issued by applicable entity's insurance agent.

With regards to comprehensive general liability insurance, claims may be made during or after the term or terms of the contract agreement.

Vehicle liability insurance with minimum combined single limits of \$1,000,000.00 per occurrence shall be maintained by the contractor.

The successful firm shall have and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$1,000,000.00, and in case any such services are sublet, the firm shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$1,000,000.00 for all of the subcontractor's employees to be engaged in such.

### **SCOPE OF WORK**

The City has issued an invitation to bid (Bid 2016-90) for contractor services for debris removal related to Hurricane Matthew. Invitation to Bid (2016-90) is included with this invitation as Attachment 1. All responders to this Invitation to Bid for Debris Monitoring (Bid 2016-92) should read and be thoroughly familiar with the terms of the proposed Debris Removal contract. All

questions regarding this Invitation to Bid should be directed to Lynwood F. Givens, Purchasing Agent at 843-665-3165 or email at [lgivens@cityofflorence.com](mailto:lgivens@cityofflorence.com).

In the aftermath of Hurricane Matthew, the City of Florence is seeking bids from qualified firm(s) to assist in the monitoring of disaster debris collection operations on behalf of the City of Florence. The selected firm will be responsible for ensuring compliance with federal requirements and applicable debris management plans as related to contractor oversight, truck measurements, load ticket preparation and issuing, report preparation and project administration. The selected firm shall provide all management, supervision, labor, transportation, and equipment necessary to initiate load tickets at debris loading sites, document the quantity of debris being delivered by trucks to the debris reduction site (DRS), and support the operations of the field supervisor(s), debris loading and tower/site monitors, and other staff.

### **General**

Consultant will provide debris monitors and debris monitoring services to assist the City of Florence with monitoring the operations of the disaster debris removal and hauling contractor(s). The debris monitoring services to be provided are contract compliance, supervision, and inspection. All debris monitoring activities are to be in compliance with current FEMA guidance and Local, State, and Federal regulations. The debris pickup sites and the DRS may be operated between the official sunrise and the official sunset, 7 days per week.

Consultant will assist with load inspections for storm debris cleanup being performed by one or more debris hauling contractors or the City. Consultant shall supply sufficient number of trained debris monitors and trained field supervisors to accommodate the volume of debris to be removed at loading sites and debris management site. Consultant shall remove and replace employees immediately upon notice from the City for conduct or actions not in keeping with the contract.

### **Personnel Requirement and Responsibilities**

#### ***Debris Monitoring Field Supervisor***

Consultant will provide debris monitoring field supervisor(s) for debris loading site monitors. Services include, but are not limited to:

- a. Overseeing and supervising loading site and disposal site debris monitoring activities;
- b. Scheduling debris monitoring resources and deployment timing;
- c. Communicating and coordinating with City personnel or representatives;
- d. Providing suggestions to improve the efficiency of collection and removal of debris;
- e. Coordinating daily activities and future planning;
- f. Remaining in contact with debris management/dispatch center or supervisor;
- g. Identifying, addressing, and troubleshooting any questions or problems that could affect work area safety and eligibility;

- h. Supervising the accurate measurement of load hauling compartments and accurately computing volume capacity in cubic yards (CY);
- i. Documenting and recording measurements and computations;
- j. Documenting truck hauling compartment condition using digital photographs;
- k. Preparing a master log book of all hauling equipment used by the City's debris removal contractor; and
- l. Compiling, reconciling and documenting daily, in an electronic spreadsheet format, all eligible debris hauled by the debris removal contractor(s).

***Debris Monitors***

Consultant will provide trained debris monitoring personnel to oversee the loading of eligible debris at all collections sites, verify debris eligibility based on the monitoring contract's requirements, verify load capacity and documentation at designated temporary debris management or final disposal sites, and initiate debris removal documentation using load tickets. Services include, but are not limited to:

- a. Identifying eligible debris to include existing right-of-way debris, hazardous trees, hazardous limbs, and hazardous stumps;
- b. Checking and verifying information on debris removal operations;
- c. Monitoring collection activity of trucks;
- d. Issuing load tickets at loading site for each load, including the use of a load ticket system to record with specificity where debris is collected and the amount picked up and hauled to the DRS;
- e. Checking the area for safety considerations such as downed power lines and children playing in the area, and ensuring that traffic control needs are met and trucks and equipment are operated safely;
- f. Ensuring that construction & demolition debris, white goods, hazardous materials and other non-vegetative debris are separated from eligible vegetative debris;
- g. Performing a pre-work inspection of areas to identify potential problems such as covered utility meters, transformers, fire hydrants, mail boxes, etc. to mitigate damage from loading equipment;
- h. Documenting damage to utility components, driveways, road surfaces, private property, vehicles, etc., should it occur, with photographs (if possible, collect information about owner, circumstances of the damage [who, what, when, where] and report to field supervisor);
- i. Ensuring the work area is clear of debris to the specified level before equipment

- is moved to a new loading area;
- j. Properly monitoring and recording performance and productivity of debris removal crew;
  - k. Remaining in regular contact with debris management/dispatch center or supervisor;
  - l. Ensuring that loads are contained properly before leaving the loading area;
  - m. Ensuring that only FEMA eligible items are collected for loading and hauling;
  - n. Ensuring that only FEMA eligible items from approved public areas and road rights-of-way are loaded for removal; and
  - o. Performing other duties from time to time as directed by the debris management project manager or designated debris management personnel.

***Debris Tower/Site Monitors***

Consultant will provide debris tower and site monitors to verify quantities of eligible debris hauled by contractor trucks and documented on load tickets. Services include, but are not limited to:

- a. Accurately measuring load hauling compartments and accurately computing volume/capacity in cubic yards for all contractor trucks and trailers prior to commencement of debris hauling operations;
- b. Documenting measurements and computations;
- c. Completing records of contract haulers' cubic yardage and other recordkeeping as needed on the load ticket;
- d. Initialing each load ticket before permitting trucks to proceed from the check-in area to the tipping area;
- e. Remaining in regular contact with debris management/dispatch center or field supervisor; and
- f. Verify that trucks leaving the DRS are empty;
- g. Performing other duties as directed by the dispatch/staging operation, debris management project manager, or other designated personnel;

***Clerical Staff/Data Entry Staff***

Consultant will provide clerical staff/data entry staff as required to implement and maintain a disaster debris management system linking the load ticket and debris management site information, including reconciliation and photographic documentation processes, to enter load ticket information into the contractor's information management systems and to supervise the preparation of detailed estimates for submission to the City and to provide periodic reports

to the City, noting work progress and efficiency, current/revised estimated, project completion, and other schedule forecasts/updates.

### **Terms**

The Consultant's work shall begin concurrently with the debris removal activities. The Consultant's services shall continue until the removal / hauling activities are concluded and his work of documentation and FEMA compliance assistance to the City is completed.

### **Administrative and Mandatory Screening**

All bids will be evaluated to determine compliance with administrative and mandatory requirements as specified in this Invitation to Bid. Bids found not to be compliant with mandatory requirements (responsive) or bids deemed to be not responsible will be rejected from further consideration.

The City of Florence reserves the right to seek clarification of any bid for the purpose of identifying and eliminating minor irregularities or informalities.

### **PRE-BID CONFERENCE**

**There will not be a mandatory pre-bid meeting. However, it is recommended that all potential bidders thoroughly review Attachment 1 and complete a ride-through of the four (4) Disaster Recovery Zones.**

### **CRITERIA FOR AWARD**

**Firms are requested to submit three (3) copies of the bid on the City of Florence Bid sheet included in this invitation to bid.** The bid will be awarded to the lowest responsible/responsive bidder. The lowest bid will be based on the not-to-exceed price for debris monitoring for a project duration of **Seventy-five (75) calendar days**. However, unit prices shown for line items in the bid will be reviewed by the City and taken into consideration in determining whether a bid is responsive. Bids which are incomplete, unbalanced, conditional or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, or which do not comply with the information for Bidders, may be rejected at the option of the City.

**The City shall have sole discretion in evaluating bids. The City reserves the right to select the bid that it may determine to be in the best interest of the City.**

Bid tabulations will be sent to all bidders via email and posted on the City of Florence website at [www.cityofflorence.com](http://www.cityofflorence.com).

Before the award of contract/purchase order, any respondent may be required to show that it has the necessary license, facilities, experience, ability, and financial resources to perform the work in a satisfactory manner. Respondents may be required to furnish the City with sworn statements as to their experience. No contract/purchase order will be awarded except to responsible offerors capable of performing the class and type of work required.



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Federal Tax ID.

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E-Mail Address

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Mailing Address (Include Zip Code)

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Telephone Number

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Fax Number