

**REQUEST FOR PROPOSALS**  
**EMERGENCY DEBRIS MONITORING**  
**SERVICES**



**RFP #2017-006**

**ISSUED DATE: JUNE 26, 2017**

**CLOSING DATE: JULY 25, 2017**

**Questions regarding this RFP direct them to**  
**[bidinfo@townofmedley.com](mailto:bidinfo@townofmedley.com)**

**Town of Medley**  
**7777 NW 72 AVE.**  
**MEDLEY, FL. 33166**  
[www.townofmedley.com](http://www.townofmedley.com)

**REQUEST FOR PROPOSALS**  
**RFP #2017-006**  
**DISASTER DEBRIS MONITORING SERVICES**  
**TOWN OF MEDLEY**

The Town of Medley, Florida, (the "Town") is accepting sealed Responses from qualified firms for Emergency Debris Removal Services in accordance with Federal Emergency Management Agency ("FEMA") guidelines. Proposals must be submitted in the form of one (1) original and seven (7) copies and one CD-ROM for the Technical Proposal and one CD-ROM or the Price Proposal, and **must** be received by the Town Clerk at 7777 NW 72nd Avenue, Medley, Florida 33166, **by no later than 3:00 P.M. on July 25, 2017 ("Response Submittal Deadline")**. Late Submittals and facsimile submissions will not be considered. The proposer shall bear all costs associated with the preparation and submission of the proposal.

Copies of the RFP and all other solicitation related documents will **only** be made available on the Town's website <http://www.townofmedley.com>, and selecting "Open Bid Invitation". All related questions regarding the RFP should be addressed to [bidinfo@townofmedley.com](mailto:bidinfo@townofmedley.com). All interested plan holders **MUST** be registered prior to submittal of any RFIs.

**A PRE-PROPOSAL CONFERENCE WILL BE HELD ON JULY 11, AT 11:00 AM IN THE MEDLEY MUNICIPAL SERVICES FACILITY COUNCIL CHAMBERS, WHICH IS LOCATED AT 7777 NW 72nd Avenue, MEDLEY, FL 33166.**

This information session presents an opportunity for Proposers to clarify any concerns regarding the RFP requirements. Questions regarding the Services, sites and specifications will be answered, and Proposers will be able to familiarize themselves with conditions that may affect the Proposal and pricing. All proposers shall be held responsible to fully investigate the scope of services, and familiarize themselves with the Town and any special needs or requirements, to be undertaken based on the information provided in this RFP.

**All** questions and inquiries regarding this RFP **must** be directed to [bidinfo@townofmedley.com](mailto:bidinfo@townofmedley.com).

All responses to inquiries will only be responded to via addendum.

*Pursuant to subsection (t) "Cone of Silence" of Section 2-11.1 "Conflict of Interest and Code of Ethics Ordinance" of Miami Dade County, public notice is hereby given that a "Cone of Silence" is imposed concerning this solicitation. The "Cone of Silence" prohibits communications concerning RFP's, RFQ's or Bids, until such time as a written recommendation is made to the Town Council concerning the solicitation. Failure to comply with the "Cone of Silence" may result in the rejection of a Response. For additional information concerning the "Cone of Silence" please refer to Section 2-11.1 of Miami Dade County Code.*

The Town of Medley reserves the right to accept or reject all or any proposals or parts of proposals, to workshop or negotiate any and all proposals, to waive irregularities, and to request re-proposals on the required Services, or take any other such actions that may be deemed in the best interests of the Town.

**SECTION I  
DISASTER DEBRIS MONITORING SERVICES**

**INTRODUCTION**

The Town of Medley (the “Town”), a municipality located in Miami-Dade County, Florida, desires to receive proposals for the selection of a contractor to provide Disaster debris monitoring services.

The Town intends to execute an agreement with a selected Contractor to provide such services.

**1. SCHEDULE OF EVENTS**

<b>No</b>	<b>Event</b>	<b>Date*</b>	<b>Time* (EST)</b>
1	Advertisement/ Distribution of RFP & Cone of Silence Begins	6/26/2017	9:00 AM
2	<b>Pre-RFP Response Meeting</b> 7777 NW 72 Ave. Medley, Fl. 33166	<b>7/11/2017</b>	<b>11:00 AM</b>
3	Deadline to Submit Questions via <a href="mailto:bidinfo@townofmedley.com">bidinfo@townofmedley.com</a>	7/16/2017	11:59 PM
4	Deadline to Town Responses to Questions	7/20/2017	5:00 PM
5	<b>Deadline to Submit RFP-Response</b>	<b>7/25/2017</b>	<b>3:00 PM</b>
6	Evaluation of Proposals	8/17/2017	5:00PM
7	Notice of Award, Council Meeting /Cone of Silence Ends	9/5/2017	7:00 PM

\*The Town reserves the right to change the scheduled dates and time.

## **1.1 DEFINED TERMS**

Terms used in these Instructions to Proposers are defined and have the meaning assigned to them. The term "Proposer" means one who submits a proposal directly to the Town as distinct from a Sub-Contractor, who submits a proposal to the Proposer. The term "Successful Proposer" means the best, qualified, responsible and responsive Proposer to whom the Town (on the basis of Town's evaluation as hereinafter provided) makes an award. The term "Town" refers to the Town of Medley, a municipal corporation of the State of Florida. The term "Proposal Package" includes all items as listed and identified in Section IV. The term "Contractor" shall mean the individual(s) or firm to whom the award is made or also referred to as the Successful Proposer. The term "Contractor Administrator" shall mean the Town Engineer or his designee.

## **2. GENERAL**

The following instructions are given for the purpose of guiding Proposers in properly preparing their proposals. These instructions have equal force and weight with other portions of the specifications and strict compliance is required with all the provisions contained herein.

## **3. PROPOSAL REQUIREMENTS**

### **3.1 Scope of Services Proposed**

Clearly describe how Contractor will perform the Scope of Services proposed, including a work plan and an explanation of methodology to be followed to perform the Services required in this RFP.

### **3.2 Proposer Qualifications**

This section of the proposal should give a description of the proposer, including the size, range of activities, and number of years of relative experience with large accounts. Particular emphasis should be given as to how the firm-wide experience and expertise in this type of project will be brought to bear on the proposed project. This section must also identify the contact person and telephone number.

### **3.3 Proposal Package**

All proposals shall be submitted on the Town provided Proposal Package forms. Failure to do so may cause the proposal to be rejected. All blanks on the proposal forms must be completed. For further information, as to the Instructions to Proposers or the Proposal Package should be sent to [bidinfo@townofmedley.com](mailto:bidinfo@townofmedley.com).

### **3.4 Acknowledgment of Agreement Terms**

An acknowledgement of the acceptance of the terms of the Agreement should be included as a part of Proposal. Any exceptions to terms of this Agreement should be included in the exceptions section of the Proposal.

#### 4. PRE-PROPOSAL CONFERENCE

All Proposers or their representatives are to attend the pre-RFP response meeting on **Tuesday, July 11<sup>th</sup>, 2017 at 11:00 AM**, Medley Municipal Services Facility, Council Chambers located at 7777 NW 72 Ave. Medley, Florida. This information session presents an opportunity for the Proposers to clarify any concerns regarding the proposal requirements. Questions regarding the Services, sites and specifications will be answered, and Proposers will be able to familiarize themselves with conditions that may affect the proposal prices.

All Proposers shall be held responsible at this time to fully investigate the scope of work to be undertaken based on the Special Conditions and Proposal Detail Requirements included.

#### 5. SUBMISSION OF PROPOSAL

One (1) original and six (6) copies of the Proposal plus a CD containing all documents submitted shall be submitted no later than **Tuesday, July 25<sup>th</sup> 2017 at 3:00 PM** to the Office of the Town Clerk, MMSF, 7777 NW 72 Ave., Medley, Fl. 33166 in a sealed envelope which must be plainly marked on the outside:

Disaster Debris Monitoring Services  
RFP #2017-006  
Town of Medley  
Office of the Town Clerk  
7777 NW 72 Ave. Medley, FL. 33166

Proposals will be publicly opened and read. All Proposers and their representative are invited to be present.

Proposals shall be typed or printed in ink. Use of erasable ink is **not** permitted. All blanks on the proposal form(s) must be completed. Names must be typed or printed below the signature. Facsimile proposals will **not** be accepted.

It shall be the sole responsibility of the Proposer to ensure that the sealed proposal is submitted by the time and date specified. Any proposal received after the appointed time, whether by mail or otherwise, shall **not** be accepted under any circumstances. Such proposals will be returned to the vendor unopened. Any uncertainty regarding the time a proposal is received shall be resolved against the Proposer.

Only one (1) proposal from any individual, firm, partnership, or corporation, under the same or different names, will be considered. If the Town determines that any Proposer has interest in more than one (1) proposal for work contemplated; all proposals in which such a Proposer is interested will be rejected. Proposer by submitting this proposal certifies that this proposal is made without previous understanding, agreement or connection with any person, firm or corporation making a proposal for the same material, supplies, equipment or services and is in all respects, fair and without collusion of fraud.

#### 6. POINT OF CONTACT

Any inquiries concerning clarifications of solicitation or for additional information shall be submitted in writing to [bidinfo@townofmedley.com](mailto:bidinfo@townofmedley.com). The Town shall **not** be responsible for oral interpretations given by any Town employee or its representative.

**7. EVALUATION METHOD AND CRITERIA**

Proposals will be evaluated in accordance with weighted criteria listed below:

	<u>Maximum Points</u>
Cost	40
Proposer Qualifications	25
Scope of Services / Plan	25
References (Relevant experience)	<u>10</u>
Total	100

These weighted criteria are provided to assist the Proposers in the allocation of their time and efforts during the submission process. The criteria also guide the Selection Committee during the short-listing and final ranking of Proposers by establishing a general frame work for those deliberations.

Short listed proposals may be selected for an interview prior to a recommendation being presented to the Town Council. As the best interest of the Town may require, the right is reserved to reject any and all proposals or waive any minor irregularity or technicality in proposals received. The Town will determine which Proposers are “responsible and responsive”.

**8. DESCRIPTION OF EVALUATION CRITERIA(S):**

**COST (40 POINTS):** Each proposer shall provide unit pricing, including a lump sum amount for mobilization and demobilization, in the Proposal Form included in this RFP.

**PROPOSER QUALIFICATION (25 POINTS):** Each proposer shall give a description of the firm, including the size, range of activities, and the number of years with relative experience with governmental accounts. Particular emphasis should be given as to how the firm-wide experience and expertise in this type of project will be brought to bear on the proposed project. The firm should also submit proof of insurance as a part of the qualifications portion of their proposal.

**SCOPE OF SERVICES (25 POINTS):** Each proposer will be evaluated on their approach on how the Scope of Services will be met and the operational plan. A work plan including an explanation of methodology to be followed to perform the services required in the proposal. Information regarding the level of staff to be assigned to contract must also be included.

**REFERENCES (Relevant Experience) (10 POINTS):** As part of the proposal evaluation process, the Town will conduct an investigation of references, including a record check or consumer affairs complaints. Proposer’s submission of a proposal constitutes acknowledgment of the process and consent to investigate. The Town is the sole judge in determining Proposers qualifications.

The Town as part of their evaluation may perform an inspection of the Proposer’s facilities. The Selection Committee, as part of their evaluation may perform this inspection. The Selection Committee may perform a second pre-award inspection of the Successful Proposer’s facilities and any technical advisors they deem necessary, prior to the award of a Contract.

The term facilities as used in this Solicitation shall include, but shall not be limited to, all properties operated by the Proposer, all equipment used in the performance of business by the Proposer, and/or any other evidence, tangible or intangible, that the Town may deem necessary to substantiate the technical and other qualifications, and the abilities of the Proposer to perform the Services.

The inspection may include, but not be limited to, appearance and cleanliness of facilities, appearance and cleanliness of equipment, "road worthiness" of vehicles, appearance and visibility of all signage on vehicles, and possession and distribution of mandatory equipment. Vehicles may be inspected for compliance with State of Florida Statutes, as well as applicable County and Town Ordinances. Additionally, inspection may include verification of some of the (physical) minimum requirements for Proposers. Additionally, the Town reserves the right to perform such inspections on the Successful Proposer as often as it deems necessary, to ensure proper performance of the proposed Contract.

The Town may require short-listed Proposer's to perform an oral presentation in support of their Proposal or to exhibit or otherwise demonstrate the information contained therein. This presentation or demonstration may be performed before the Selection Committee or the Town Manager. If required, Proposers will be notified in writing prior to the date of such a presentation.

## **9. CLARIFICATION AND ADDENDUM(S)**

If any person contemplating submitting a proposal under this RFP is in doubt as to the true meaning of the specifications or other documents or any part thereof, the proposer must submit to [bidinfo@townofmedley.com](mailto:bidinfo@townofmedley.com) **Sunday, July 16, 2017 by 11:59 PM.**

All such requests for clarification must be made in writing and the person submitting the request will be responsible for its timely delivery.

Any interpretation of the RFP, if made, will be made only by Addendum duly issued by the Town of Medley. A copy of such Addendum will be posted on the Town's website under "**Open Invitations**", under its corresponding folder. However, it is the Proposer's responsibility to ensure that it has received and reviewed all addenda prior to submitting the Proposal and the Town shall not be responsible for failure to send addenda to Proposers receiving the RFP. Proposers should acknowledge receipt of all addenda in the space designated on the proposal form. In the event of conflict with the original Contract Documents, addenda shall govern all other Contract Documents to the extent specified. Subsequent addenda shall govern over prior addendum only to the extent specified.

## **10. ACCEPTANCE OR REJECTION OF PROPOSALS**

All proposals submitted shall be valid for a period of forty-five (45) calendar days from the day of the proposal opening. However, any proposal may be withdrawn up until the time set for proposal opening. Any proposals not so withdrawn shall upon opening, constitute an irrevocable offer for goods and services until accepted by the Town Council's Award.

Reasonable efforts will be made to either award the Contract(s) or reject all proposals within forty-five (45) calendar days after proposal opening date. A Proposer may not withdraw his proposal before the expiration of forty-five (45) calendar days from the date of proposal opening. A Proposer may withdraw his proposal after the expiration of forty-five (45) days from the date of proposal opening by delivering written notice of withdrawal to the Town Clerk's Office prior to award of contract by the Town of Medley Council.

The Town of Medley reserves the right to accept or reject any and/or all proposals or parts of proposals, to waive any informality, irregularities, or technicalities, to re-advertise for proposals, or take any other actions that may be deemed to be in the best interests of the Town. The Town also reserves the right to award the Contract on a split order basis, group by group, or item by item, or such combination as will best serve the interests of the Town, unless otherwise stated. The Town also reserves the right to waive minor variations to the specifications (interpretation of such to be made by the applicable department personnel). Final determination and award of contract(s) shall be made by the Town Council. In addition, each proposer agrees to waive any claim it has or may have against the Town and the respective employees, arising out of or in connection with the administration, evaluation, or recommendation of any proposal.

## 11. PROPOSAL BOND

Each Proposal must be accompanied by a Proposal Bond or Cashier's Check, in an amount of **Fifteen Thousand and NO/100 (\$15,000.00)**. All Proposal Bonds shall be valid for a period of at least ninety (90) days from the proposal submission date. The Proposal Bonds for all unsuccessful Proposals shall be returned after the 90 day period. The purpose of the Proposal bond is to ensure that proposals are honored and that they remain valid for the required period. Accordingly, Proposal bonds are subject to forfeiture any time proposers refuse to honor their proposals for at least Forty-Five (45) days after proposal opening.

## 12. PERFORMANCE AND PAYMENT BOND

Within ten (10) working days following notice of award by the Town, the successful Proposer shall furnish to the Town of Medley, a Performance Bond in the amount of **One Hundred Thousand and NO/100 (\$100,000.00)** to the Town for the period of the contract (to be determined at the time of award). The Performance and Payment Bond can be in the form of a Cashier's Check, made payable to the Town of Medley (Please note that Cashier's Checks will be deposited into an escrow account for the term of the contract); a bond written by a surety company authorized to do business in the State of Florida and shall comply with State Statute 287.0935; or an Irrevocable Letter of Credit. If the latter is chosen, it must be written on a bank located in Miami-Dade County, be in the amount of the contract and should clearly and expressly state that it cannot be revoked until express written approval has been given by the Town of Medley. The Town, to draw on same, would merely have to give written notice to the bank with a copy to the successful contractor.

**12.1** Attorney's-in-fact, who sign the Proposal Bond, Performance Bond and Payment Bond, must file with such Bonds, certified copies of their current power of attorney to sign such Bonds. All Bonds must be countersigned by an agent of the Surety licensed in the State of Florida, with a copy of the agent's current identification card, as issued by the State of Florida Insurance Commissioner, attached hereto.

**12.2** Proposer must submit Bond forms attached hereto or such other acceptable bond forms as approved by the Town, in its sole discretion.

## 13. AWARD OF CONTRACT

Once the proposals are opened, a Selection Committee will evaluate the proposals and a recommendation will then be presented to the Town Council.

It is the Town's intent to award the contract to one (1) Proposer; however, the Town reserves the right to award the contract to two (2) Proposers or more if the Town deems it is in Town's best interest.



The Contract will be awarded only to a responsible Proposer(s) licensed, and qualified by experience to do the work specified. The Proposer shall submit, prior to award of Contract, satisfactory evidence of his experience in similar work and that he is fully prepared with the necessary organization, capital, and equipment to complete the scope of work. Proposer shall be insured, licensed and certified by all applicable local, county and state agencies.

The Proposer warrants to the Town that it is not insolvent, it is not in bankruptcy proceedings or receivership, nor is it engaged in or threatened with any litigation, arbitration or other legal or administrative proceedings or investigations of any kind which would have an adverse effect on its ability to perform its obligations under the Contract.

This signed proposal is considered an offer on the part of the Proposer, which offer shall be considered accepted upon approval by the Town Council. Within five (5) business days after receiving Notice of Award the Successful Proposer shall submit a revised Certificate of Insurance naming the Town of Medley as additional insured for all liability policies.

The award is subject to the provisions of Chapter 112, Florida Statutes. Proposers must disclose with their proposal, the name of any officer, director, partner, proprietor, associate or agent who is also a public officer or employee of the Town or any of its agencies. Further, all Proposers must disclose the name of any public officer or employee of the Town who owns, directly or indirectly, an interest of five percent (5%) or more in the Officer's firm or any of its branches or affiliate companies.

**14. CONTRACT PERIOD/PRICES SHALL BE FIXED AND FIRM FOR THE TERM OF THE CONTRACT**

The initial Contract term shall be for three (3) years, with the Town's option, in its sole discretion, to renew for additional one (1) year terms, not to exceed a maximum of three (3) years. At its sole discretion, the Town shall have an option to renew this Contract upon the same terms and conditions (including pricing) for up to three (3) additional one (1) year periods (the "Renewal Option"). This Renewal Option may be exercised at the sole discretion of the Town Council. Such Renewal Option shall be effective upon written notice from the Town Engineer to the Contractor delivered received no later than thirty (30) days prior to the date of termination of the initial term and any applicable Renewal Option term.

If the Proposer is awarded a contract under this RFP solicitation, the prices quoted by the Proposer on the Proposal Form shall remain fixed and firm during the term of the Contract, and any Renewal Option term(s) thereafter; provided however, that the Proposer may offer incentive discounts from the fixed price to the Town at any time during the contractual term.

**15. PERMITS, FEES AND NOTICES**

The Successful Proposer shall at his own expense obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried on under this Contract.

All county, state or federal fees and permits shall be applied for and paid by the Proposer as necessary. Proposer must provide Town with copy(s) of valid licensing by state/county agency for this type of work.

It is the Proposers responsibility to have and maintain appropriate Certificate(s) of Competency and submit state registration (if required) for the work to be performed and valid for the jurisdiction in which the work is to be performed for all persons (including subcontractors) working on the project for whom a Certificate of Competency is required.

**16. NEGOTIATIONS**

The Town reserves the right to enter into Contract negotiations with the selected Proposer. If the Town and the selected Proposer cannot negotiate a successful contract, the Town may terminate such negotiations and begin negotiations with the next selected Proposer, reject all proposals or re-advertise the contract. No Proposer shall have any rights against the Town arising from such negotiations.

**17. LAWS/ORDINANCES**

The Proposer shall observe and comply with all federal, state, local and municipal laws, ordinances, rules and regulations that would apply to this Contract. Failure to familiarize himself/herself with applicable laws will in no way relieve him/her from responsibility.

**18. ERRORS AND OMISSIONS**

The Town is not required to accept any request by any Proposer to correct errors or omissions in any calculations or price, after proposal is submitted. Proposals 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 request for proposals and Instructions to Proposers may be rejected at the option of the Town. The Town does, however, have the option to waive technicalities and request further information or clarification.

**19. WARRANTIES OF USAGE**

No warranty is given or implied by the Town as to any components listed in this Request for Proposals and are considered to be estimates for the purpose of information only. The Town reserves the right to accept all or any part of the proposal and to increase or decrease locations of Proposers proposal to meet additional or reduced requirements of the Town.

**20. ASSIGNMENT**

Neither party to the Contract shall assign the Contract or subcontract it as a whole without the written consent of the other, nor shall the Contractor assign any monies due or to become due to him, without the previous written consent of the Town Engineer or his designee.

**21. COLLUSION**

The Proposer certifies that its proposal is made without previous understanding, agreement, or connection either with any previous firms or corporations offering a proposal for the same items, or with the Town. The Proposer also certifies that its proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

## 22. CONE OF SILENCE

Notwithstanding any other provision of these specifications, the provisions of Town "Cone of Silence" are applicable to this transaction. The entirety of these provisions can be found in the Town's Purchasing Ordinance, Town Ordinance C-357 and C-405. The "Cone of Silence," as used herein, means a prohibition on any communication regarding a particular Request for Proposal ("RFP"), Request for Qualification ("RFQ") or Proposal, between:

A potential vendor, service provider, proposer, Proposer, lobbyist, or consultant; and

The Town Council, Town's professional staff including, but not limited to, the Town Mayor and his or her staff, any member of the Town's selection or evaluation committee.

The Cone of Silence shall be imposed upon each RFQ, RFP and Proposal after the advertisement of said RFQ, RFP, or Proposal. The Cone of Silence shall terminate at the beginning of the Town Council meeting at which time the Town Engineer makes his or her written recommendation to the Town Council. However, if the Town Council refers the Engineer's recommendation back to the for further review, the Cone of Silence shall be re-imposed until the next Town Council Meeting.

The Cone of Silence shall not apply to:

- 1) oral communications at pre-Proposal conferences;
- 2) oral presentations before selection or evaluation committees;
- 3) public presentations made to the Town Council during any duly noticed public meeting;
- 4) communication in writing at any time with any Town employee, unless specifically prohibited by the applicable RFQ, RFP or Proposal documents. The Proposer or proposer shall file a copy of any written communication with the Town Clerk. The Town Clerk shall make copies available to any person upon request;
- 5) communications regarding a particular RFQ, RFP or Proposal between a potential vendor, service provider, proposer, Proposer, lobbyist or consultant and Town employee designated responsible for administering the procurement process for such RFQ, RFP or Proposal, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document;
- 6) communications with the Town Attorney and his or her staff;
- 7) duly noticed site visits to determine the competency of proposers regarding a particular Proposal during the time period between the opening of Proposals and the time the Town Engineer makes his or her written recommendation;
- 8) any emergency procurement of goods or services pursuant to Town Code;
- 9) responses to the Town's request for clarification or additional information;
- 10) contract negotiations during any duly noticed public meeting;
- 11) communications to enable Town staff to seek and obtain industry comment or perform market research, provided all communications related thereto between a potential vendor, service provider, proposer, Proposer, lobbyist, or consultant and any member of the Town's professional staff including, but not limited to, the Town

Mayor and his or her staff are in writing or are made at a duly noticed public meeting.

Please contact the Town Attorney at (305) 854-0800 for any questions concerning the Cone of Silence compliance.

Violation of the Cone of Silence by a particular Proposer or proposer shall render any RFQ award, RFP award or Proposal award to said Proposer or proposer voidable by the Town Council.

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## **25. PUBLIC RECORDS**

Florida law provides that municipal records should be open for inspection by any person under Section 119, F.S. Public Records law. All information and materials received by the Town in connection with responses shall become property of the Town and shall be deemed to be public records subject to public inspection.

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**END OF SECTION**

## SECTION II SPECIAL CONDITIONS

### 1. INSURANCE REQUIREMENTS

Throughout the term of this Contract, Successful Proposer and/or any and all subcontractors or anyone directly or indirectly employed by either of them shall maintain in force at their own expense, insurance as follows:

#### 1.1 Workers' Compensation

Statutory Limits of coverage to apply for all employees in compliance with all applicable State of Florida and federal laws. The policy must include Employers Liability with minimum limits of \$500,000 each accident.

#### 1.2 General Liability

Commercial General Liability insurance with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage including coverage for contractual liability, personal injury, broad form property damage, products and completed operations. This policy of insurance shall be written in an "occurrence" based format.

#### 1.3 Automobile Liability

Comprehensive or Business Automobile Liability insurance with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage including coverage's for owned, hired, and non-owned vehicles and/or equipment as applicable. This policy of insurance shall be written in an "occurrence" based format.

#### 1.4 General

Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit and provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence limits specified above.

Should any required insurance lapse during the Contract term, requests for payments originating after such lapse shall not be processed until the Town receives satisfactory evidence of reinstated coverage as required by this Contract, effective as of the lapse date. If insurance is not reinstated, Town may, at their sole option terminate this Agreement effective on the date of such lapse of insurance.

Liability policies shall be endorsed to provide the following:

- a) Name as additional insured the Town of Medley and its Officers, Agents, Employees and Council Members.
- b) That such insurance is primary to any other insurance available to the additional insured with respect to claims covered under the policy and that insurance applies separately to each insured against whom claims are made or suit is brought, but the inclusion of more than one insured shall not operate to increase the insurer's limit of liability.

All policies shall be endorsed to provide thirty (30) days prior written notice of cancellation, non-renewal or reduction in coverage or limits to:

Town of Medley  
Attention: Town Clerk's Office  
7777 NW 72 Ave.  
Medley, Fl. 33166

The issuing agency shall include full name, address and telephone number in each insurance certificate issued.

Certificates of Insurance, in form and evidencing all required insurance and endorsements, shall be submitted with the Proposers Proposal Package. If Proposer is Successful Proposer, then prior to commencement of Contract, Proposer must submit revised Certificate of Insurance naming the Town of Medley as additional insured for all liability policies.

### **1.5 Insurance Company and Agent**

All insurance policies herein required of the Successful Proposer shall be written by a company with a A.M. Best rating of AB or better that is duly authorized and licensed to do business in the State of Florida and shall be executed by agents, thereof that are duly licensed as agents in said state.

## **2. SAFETY**

“The Successful Proposer shall be solely and completely responsible for conditions of the job site, including safety of all persons (including employees) and property during performance of the work. This requirement shall apply continuously and not be limited to normal working hours. Job site safety provisions shall conform to U.S. Department of Labor (OSHA) standards and all other applicable federal, state, county, and local laws, ordinances, codes, and regulations. The Successful Proposer's failure to thoroughly familiarize himself with the aforementioned safety provisions shall not relieve him from compliance with the obligations and penalties set forth therein.

The Town reserves the right, but is not obligated to make safety inspections at any time the Successful Proposer is on Town property and to ensure safety rules are not being violated.

To the extent applicable, the Successful Proposer must also comply with Chapter 487, Florida Statutes. Any items which are delivered from an Agreement resulting from this Proposal must be accompanied by a Material Safety Data Sheets (MSDS). The MSDS sheets must be maintained by the user agency and consist of written, electronic, or printed material concerning an agricultural pesticide that sets forth the following information:

- a) The chemical name and the common name of the agricultural pesticide.
- b) The hazards or other risks in the use of the agricultural pesticide, including:

1. The potential for fire, explosions, corrosiveness, and reactivity.
2. The known acute health effects and chronic health effects of exposure to the agricultural pesticide, including those medical conditions that are generally recognized as being aggravated by exposure to the agricultural pesticide.
3. The primary routes of entry and symptoms of overexposure.
  - a) The proper handling practices, necessary personal protective equipment, and other proper or necessary safety precautions in circumstances that involve the use of or exposure to the agricultural pesticide, including appropriate emergency treatment in case of overexposure.
  - b) The emergency procedures for spills, fire, disposal, and first aid.
  - c) A description of the known specific potential health risks posed by the agricultural pesticide, which is written in lay terms and is, intended to alert any person who reads the information.
  - d) The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information.

## **2.1 Occupational Health and Safety**

In compliance with Chapter 442, Florida Statutes, any items included in the latest edition of "Florida Substance List" which are delivered from a Contract resulting from this Proposal must be accompanied by a Material Safety Data Sheets (MSDS) The MSDS sheets must be maintained by the user agency and must include the following information:

- a) The chemical name and the common name of the toxic substance.
- b) The hazards or other risks in the use of the toxic substance, including:
  1. The potential for fire, explosion, corrosiveness, and reactivity;
  2. The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
  3. The primary routes of entry and symptoms of overexposure.
- b) The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
- c) The emergency procedure for spill, fire, disposal, and first aid.

- d) A description in lay terms of the known specific potential health risks posed by the toxic substances intended to alert any person reading this information.
- f) The year and month, if available, that the information was compiled and the name, address, and the emergency telephone number of the manufacturer responsible for preparing the information.

ALL TOXIC SUBSTANCES MUST BE LABELED FOR IDENTIFICATION IN ACCORDANCE WITH OSHA STANDARDS.

### **3. CARE AND SAFETY**

The Contractor shall exercise the greatest of caution and care in servicing each site so as not to be or create a hazard which may affect the health, safety and welfare of users of the site or those surrounding, abutting or passing, and so as not to cause or inflict damage to any portion of the site and the area abutting and surrounding. The Contractor shall be responsible for all damages to persons and/or property occurring in the course of or resulting from his work, and shall be responsible for all repair, restoration, replacement and/or restitution for said damages at the Contractor's sole expense.

### **4. TRAFFIC CONTROL AND PROTECTION**

Maintenance of traffic must conform to the current edition of the Florida Department of Transportation (FDOT) Roadway and Traffic Design Standards Indexes (600 Series), the Standard Specifications for Road and Bridge Construction and the Manuals on Uniform Traffic Control Devices, as a minimum criteria. The Successful Proposer shall be responsible for the plans for traffic control around or through work sites and shall be developed with safety as the primary concern. The plans shall include protection at work site when work is in progress and when operations have been halted (such as during the night). Provisions for the protection of work crews, traffic control personnel, pedestrians and motorists shall be addressed. In all cases the operation plan for traffic control and protection shall include provisions for the following:

- a) Advance warning
- b) Clear view of work site
- c) Roadway delineation
- d) Regulatory information
- e) Hazard warning
- f) Barriers
- g) Pedestrians safety
- h) Access
- i) Location of vehicle and equipment
- j) Night safety
- k) Personnel
- l) Traffic control and protection devices (see the Florida Department of Transportation Manual on Traffic Controls and Safe Practices for Street and Highway Construction, Maintenance and Utility Operations)



## 5. DAMAGES, VANDALISM AND THEFT

In the event the Contractor discovers or is made aware of damages, vandalism or theft at a site specified herein, the Contractor, shall immediately notify the Town of same, and shall file a police report of the occurrence.

## 6. SUB-CONTRACTORS

### 6.1 Sub-Contractors Terms

The Contractor agrees to bind specifically every sub-contractor to the applicable terms and conditions of the Contract Documents for the benefit of the Town.

### 6.2 Sub-Contractors Agreement

Written approval by the Town Engineer or his designee will be required, prior to hiring any subcontractor. All work performed for the Contractor by a sub-contractor shall be pursuant to an appropriate agreement between the Contractor and the Sub-contractor.

## 7. PUBLIC ENTITY CRIMES STATEMENT

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 Proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals 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.

## 8. DRUG-FREE WORKPLACE PROGRAMS

Preference shall be given to businesses with Drug-Free Workplace programs. Whenever two or more proposals which are equal with respect to price, quality and service are received by the Town for the procurement of commodities or contractual services, a proposal received from a business that completes the attached Drug-Free Workplace form certifying that it is a Drug-Free Workplace shall be given preference in the award process.

## 9. PERFORMANCE AND PAYMENT BOND

Simultaneous with the delivery of the executed contract to the Town, the Contractor shall furnish to the Town an executed performance and payment bond in the amount of **One Hundred Thousand and NO/100 (\$100,000.00)** of the annual Proposal amount, as security for the faithful performance of the contract and for the payment of all persons performing labor and/or furnishing materials in connection therewith. It shall be submitted on forms provided. The condition of this obligation is such that, if the Contractor shall promptly and faithfully perform said contract, make payments to all claimants for all labor and material used or reasonably required for use in the performance of the contract, and shall fully indemnify and save harmless the owner for all costs and damages he may suffer by reason of failure so to do, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

**10. INSPECTION, DIRECTION, AND PAYMENT**

**10.1 Direction**

The work will be conducted under the general direction of the Town Engineer or his designee, and is subject to inspection by his appointed inspectors to insure compliance with the terms of the Contract. No inspector is authorized to change any provision of the specifications without written authorization of the Town Engineer or his designee nor shall the presence of an inspector relieve the Contractor from any requirements of the Contract.

**10.2 Inspection**

The Town's Public Works Department representative will make final inspection of the work covered by this Contract when it is completed and finished in all respects in accordance with specifications and must be approved before payment is made. Failure in the Contractor's responsibility as outlined will result in payment withholding until compliance is received and approval granted.

**10.3 Payment**

Contractor shall submit invoices on or about the first of each month for work completed in the previous month under provision of this Contract. Invoices will be verified by checking them against Landscape Maintenance Report forms that were approved for payment during the time period being invoiced. The Town shall pay the Contractor pursuant to the Florida Prompt Payment Act.

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**END OF SECTION**

## SECTION III DETAILED SPECIFICATIONS

### 1.1 SCOPE OF WORK

Background:

Communities with a debris management plan are better prepared to restore public services and ensure the public health and safety in the aftermath of a disaster, and are better positioned to receive the full level of assistance available from FEMA and other participating entities. The Town of Medley is soliciting proposals for disaster debris removal monitoring services to support the oversight and management of debris recovery contractors and submit and/ or assist in Town applications for public assistance from FEMA, the State of Florida and other relevant agencies. The Contractor shall have a comprehensive understanding of FEMA Public Assistance Program and shall provide oversight and management of debris recovery contractors. The Contractor's management of debris recovery contractors shall include, but is not limited to: field monitoring of debris removal and reduction, truck certification, damage assessment, training, emergency planning and other related services as needed and/or requested by the Town. Other related services include facilitating communication with the Federal Emergency Management Agency (FEMA), the State of Florida and other federal agencies and coordination with state's FEMA liaison. Finally, the Contractor shall submit and/or assist in the submission of Town applications for public assistance from FEMA, the State of Florida and other relevant agencies.

The Town of Medley requires the following services:

#### 1.1.1 Project Management: The Contractor shall:

- a. Provide trained staff and necessary equipment to properly provide the services outlined throughout this solicitation. The Contractor's equipment shall include, but not be limited to personal protective equipment (e.g., traffic vest, hard hat, gloves, etc.), safety equipment (e.g., traffic cones, barricades, etc.), transportation, and electronic and telecommunication devices (e.g., digital cameras, tablets, lap tops, communication devices, Global Positioning Systems (GPS) etc.) at no additional cost to the Town.
- b. Monitor and manage the debris recovery contractors. The Contractor shall schedule work for all project management team members and debris recovery contractors on a daily basis.
- c. Determine the impact and magnitude of the disaster event before federal assistance is requested, identify damaged locations and facilities, prepare pre and post disaster estimates of debris quantities, document eligible costs and describe the physical and financial impact of the disaster.
- d. Assign a Project Manager (PM) and an Operations Manager (OM). The PM shall be assigned as the Town's point of contact. The OM shall oversee and manage each debris recovery contractor and shall be supported by Field Supervisors.
- i. At the discretion of the Town, the PM may be physically located in the Town's Emergency Operations Center (EOC) or other location specified by the Town. The PM shall be supported by the full array of Contractor's resources to enhance efficiency and expedite deliverables.

- e. Monitor progress of debris recovery contractors, including issuance and electronic recording of load tickets, develop/implement recommendations to improve efficiency speeding up recovery work.
- f. Provide post debris staging services including certifying volumetric capacity of trucks designated to remove debris from the site; monitor and record each and every contractor or other entities removing debris, document the type of debris removed and the volume of each load removed from the staging site and document the final disposal location(s) for each removed load; when requested by the Town, prepare the staging site closure plan; oversee and document staging area contractor restoration and site closure activities, certify completion of site closure in accordance with plan, and provide final site closure report to Town, FEMA and any regulatory agencies having jurisdiction over the site or activities.
- g. Provide and use hand-held electronic device(s) and state-of-the-art technology for documentation and data management.
- h. Conduct inspections and certify load capacity of each truck used by debris recovery contractors including: development and maintenance of a certified truck database with records of measurements, truck photos, certified truck capacity and other pertinent vehicle information (e.g. owner, vehicle registration, company etc.).
- i. Upon request by the Town, the Contractor shall assist the Town in responding to public concerns regarding property damage assessment, replacement of damaged property, status of clean-up, clean-up target dates, etc.
- j. Document damages caused to private properties and public lands.
- k. Review and reconcile contractor invoices for payment and prepare FEMA work sheets for reimbursement for debris hauling, monitoring, reduction, and disposal efforts. The Contractor, in performing services related to review of invoices and payment requests and the rejection and approval thereof, agrees to perform all of its services for the Town in strict compliance with this Solicitation and Part VII of Chapter 218 of the Florida Statutes titled "Local Government Prompt Payment Act" as if it were the local government entity. If a dispute arises between the Contractor and the debris recovery contractor concerning payment of an invoice or payment request, the Contractor shall immediately notify the Town in writing of such dispute.
- l. The Contractor shall submit and/or assist in the submission of Town applications for public assistance from FEMA, the State of Florida and other relevant agencies.
- m. Make available project documents and data, in hard copy and through an electronic database, to designated Town personnel. The Town shall have access to hard copy project documents and data during normal business hours (Monday through Friday 8:00 a.m. to 5:00 p.m.). The Town shall have complete access all electronic documents 24 hours a day during the entire term and of the contract and following the completion of the contract.
- n. Digitize all source documentation in PDF format, such as load tickets supplied to the Town with each invoice, as required by FEMA and to be compatible with the Town system that utilizes Microsoft Office.

- o. Establish a Project Management Team to support the Project Manager listed in item two of this section. Members of the Project Management Team may include, but are not limited to the following:
  - i. Project Manager
  - ii. Operations Manager/Assistant Project Manager
  - iii. FEMA Reimbursement Manager
  - iv. Field Supervisor
  - v. Truck Certifier
  - vi. Staff Scheduler/Truck Dispatcher
  - vii. Damage/Debris Assessment Specialist
  - viii. Collection Monitor, Disposal Monitor, Flagmen/Traffic Controllers
  - ix. Data Clerk
  - x. Engineer/Scientist
  
- p. The Contractor may add other positions to the Project Management Team, as necessary, with the written approval of the Town's Project Manager. The Contractor is encouraged to utilize local work force as available, as travel and lodging are not covered by the Town.

**1.1.2** Response Time and Mobilization: The Town has the sole discretion to determine whether an event is predicted or unpredicted. The Contractor shall respond to predicted events and unpredicted events as follows:

- a. Predicted Events  
A "Predicted Event" shall mean a debris generating event that can be anticipated at least 24 hours before it affects the Town, for example a tropical weather system. The Contractor, when requested by the Town, shall report to the location designated by the Town, at a minimum of 24 hours prior to a predicted emergency event.
  
- b. Unpredicted Events  
An "Unpredicted Event" shall mean a debris generating event that cannot be anticipated at least 24 hours before it affects the Town, for example a tornado. Emergencies other than predicted events, the Contractor shall report within six (6) hours of notification to the location specified by the Town authorized representative. The Contractor shall mobilize a staff of sufficient size to adequately administer and monitor debris operations, as indicated herein.

**1.1.3** Meeting and Communications: The Contractor shall:

- a. Maintain open, timely conversations and written documentation with the Town and FEMA to provide successful completion of the disaster response.
- b. Meet with Town representatives as directed and coordinate with the Town throughout the execution of the recovery operations.
- c. Attend pre-work conferences(s) for the debris recovery contractors, as directed by the Town, and convene and attend regular progress and coordination meetings, as directed by the Town.
- d. Provide minutes in an electronic format of all meetings to the Town. Minutes shall be provided the next business day after the meeting occurs.

- e. Coordinate daily briefings, work in progress, staffing, and other key items with the Town's Project Manager.

#### 1.1.4 Operational Reports and Other Documentation:

The Contractor shall prepare and submit to the Town throughout the duration of the recovery operations the following reports:

- a. Operational Reports shall document the current status of the Contractor's operational details such personnel levels, equipment status, status of debris management sites, summary of the Daily Reports as required below, and items as may be required by the Town. The reporting frequency for the Operational Reports is to be determined by the Town.
- b. Daily Reports shall document the debris recovery contractors' activities and progress from the previous day. The daily reports shall be submitted by 8:00 a.m. of the following day to a distribution list established by the Town's Project Manager. Each daily report submitted shall contain at a minimum the following information:
  - i. Name of each Contractor;
  - ii. Number of Contractors including the number of crew members working each day, number of loads removed, estimated cubic yards removed for the day and the respective number of cumulative loads and cubic yards removed;
  - iii. Reports and graphs that document the production rate of crews, equipment, progress by area and estimation of total quantities remaining, estimated time to completion, and daily cumulative cubic yards of debris removed, processed and hauled); and
  - iv. Geographic Information Systems (GIS) mapping data updates and digitized reports. All required GIS layers will be provided to the Contractor by the Town's authorized representative, prior to an event or as soon as possible to ensure up to data files and consistency in field structure.
  - v. Report of cubic yards, converted to tonnage, if available, of debris delivered to PWWM facilities.
  - vi. Other reports as required by FEMA.
- c. Customized reports shall be made available by the Contractor to the Town at no additional cost. Upon request for a customized report, the Contractor will make every reasonable effort to provide the Town with a draft of the report within 48 hours or less for the Town's review and approval. If the complexity of the report requires in excess of 48 hours, the Contractor's Project Manager will keep the Town informed as to the progress and expected delivery and if possible, provide the requested data in a temporary format (such as Excel) until the final report can be delivered.

**At the Town's sole discretion, additional reporting information and data may be required.**

### **1.1.5 Field Monitoring:**

Each debris recovery location shall have at minimum (1) collection monitor. The Collection Monitor shall oversee the debris recovery crew for contract compliance, efficiency and regulatory compliance. The Collection Monitor shall provide feedback to the Town through a Field Supervisor.

Responsibilities of Contractor's Project Manager, and the Project Management Team, including the Collection Monitors, shall include, but not be limited to:

- a. Document daily and weekly recovery work and costs ensuring that proper records are maintained for load tickets, using a hand-held electronic data management device. This documentation is required as evidence to support and document recovery costs and reimbursement of the Town.
- b. Inspect the means and methods, according to FEMA's guidelines for reimbursement, to measure and record work, recommending changes that may be needed.
- c. Stop work in progress that is not being performed or documented in the appropriate manner.
- d. Inspect work in progress to ensure that removal efforts include debris of the proper type according to Town and FEMA classification in the proper areas as assigned by Town authorized representative.
- e. Check work in progress to ensure that the proper work authorizations, permits, and other regulatory requirements and prerequisites have been received and approved.
- f. Verify that all debris sites and staging areas have adequate access control and security.
- g. Recommend any improvements in work assignments and/or efficiency and productivity that may be appropriate.
- h. Maintain digital photo documentation of recovery work, as required by the Town.

### **1.1.6 Debris Site and Staging Area Monitoring:**

The Contractor shall ensure that a minimum of four (4) Disposal Monitors per debris site and/or staging area are deployed upon establishment of each site to assess and record load volumes and provide coordination and perform other related activities necessary for reimbursement by FEMA. The Town authorized representative will advise if additional Disposal Monitors are required depending on the size of the debris site and/or staging areas.

### **1.1.7 Public and Private Property Damage Assessments:**

The Contractor shall assign Damage Assessment Specialists to document field damages to private properties and public lands and to notify contractors of their responsibilities in repairing damages. In the event that damages are not repaired to the satisfaction of the homeowner and/or government entity, and where the debris removal contractor claims no further responsibility, the documentation from each of these incidents shall be turned over to the **Town's Internal Services Department, Risk Management Division for final resolution.**

**1.1.8** Technical Expertise and Guidance:

Per event, when directed by the Town, the Contractor shall:

- a. Develop and submit a comprehensive emergency management plan to include plan development, review, and revisions.
- b. Provide damage assessments of facilities; assessment plan development, procedure development, staff training, staff augmentation, and deployment.
- c. Develop a comprehensive mitigation program to include development of a mitigation plan, cost benefit analysis, project management, and environmental review.
- d. Provide the Town all relevant data and supporting documentation as may be required by the Town Council, Town Engineer, Town Public Works Director and Town Senior Management Staff.
- e. Provide technical support and assistance in developing public information.
- f. Provide other reports and data as required by the Town.

**1.1.9** Final Report:

A final report of volume and any other information collected for each event, as requested by the Town, shall be prepared by the Contractor and shall be submitted to a distribution list as established by the Town's Project Manager, within 30 days of completion of the recovery operations. Recovery operations include remediation of sites, closure of sites and conclusion of all related operations. At a minimum, the following information shall be included in the report.

- a. Discussion of lessons learned and recommendation for future disaster response, including the Town's recovery contract requirements and results.
- b. Recommendation for future disaster response strategies.
- c. Digital copies of manifests, certificates, and related documents.
- d. All other data taken during the implementation of the Disaster Response Plan.

**1.1.10** Event Closure:

The Contractor shall review and process requests for payment by the debris removal contractors. As part of this process, the Contractor shall reconcile contractor invoices for payment and prepare FEMA work sheets for reimbursement by FEMA for debris hauling and monitoring efforts. The Contractor shall prepare final reports necessary for reimbursement by FEMA and any other applicable agencies involved in disaster recovery efforts.

**1.1.11** Training Services:

Contractor shall conduct onsite training, as requested by the Town, with the content to be defined at the time of request. Training may include the following groups, as needed: operational/field staff, administrative/managerial staff, or technical staff and cover topics such as the provision of



services, the emergency management plan and/or preparation. The duration of each training shall be mutually agreed upon. All training shall include reference documentation. All reference documentation shall be submitted to the Town for review and approval prior to completion of training. If additional training is needed, Contractor has the ability to provide online, web-based training as well. Contractor will provide an executive level training of no more than half a day in length. The level of detail provided during the training class will be consistent with the level of ongoing involvement of Town staff.

**1.1.12 Additional Services:**

At the Town's sole discretion, the Contractor may be required to perform any of the following additional services, but not limited to:

- a. Provide aerial photographs of debris sites or other areas as requested by the Town and per FEMA specifications.
- b. Provide other related emergency management and consulting services identified and required by the Town.

In situations where the Contractor may be required to provide these additional services, a formal written proposal shall be provided with the scope of work and price to be submitted for review and approval by the Town's Project Manager. The hourly rates for these services shall not exceed those stipulated in Section IV, Proposal Form. Reimbursement for equipment, material and for subcontracted services not stipulated in the Proposal Form shall be included in the formal written proposal and will be considered on a case-by-case basis.

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**END OF SECTION**

**SECTION IV  
PROPOSAL FORM  
EXHIBIT "A"**

**TOWN OF CUTLER BAY  
RFP #15-13  
DISASTER DEBRIS MONITORING SERVICES  
UNIT PRICE AMOUNT**

**BASE PROPOSAL**

Hourly ceiling rates shall include all costs (unless otherwise specified) associated with performance of the contract, including applicable overhead and profit, travel, lodging, per diem, rentals, safety gear, telephone costs, cameras, GPS devices, laptops, and any other equipment or materials necessary to perform the work and/or miscellaneous costs or fees.

Total Amount of Proposal: \_\_\_\_\_

Amount Written: \_\_\_\_\_

#	POSITION	HOURLY RATES	HOURS*	TOTAL
1	Project Manager	\$	112	\$
2	Operations Manager/Assistant Project Manager	\$	112	\$
3	FEMA Reimbursement Manager	\$	112	\$
4	Field Supervisor	\$	336	\$
5	Truck Certifier	\$	84	\$
6	Staff Scheduler/ Truck Dispatcher	\$	84	\$
7	Damage/Debris Assessment Specialist	\$	336	\$
8	Collection Monitor	\$	336	\$
9	Disposal Monitor	\$	336	\$

<b>10</b>	<b>Flagman / Traffic Controllers</b>	<b>\$</b>	<b>168</b>	<b>\$</b>
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11	<b>Data Clerk</b>	\$	<b>40</b>	\$
12	<b>Engineer/Scientist</b>	\$	<b>40</b>	\$
13	<b>GIS Specialist</b>	\$	<b>40</b>	\$
14	<b>Administrative Assistant</b>	\$	<b>40</b>	\$
15	<b>Data Manager</b>	\$	<b>40</b>	\$
16	<b>Health and Safety Manager</b>	\$	<b>40</b>	\$
17	<b>ADMS Ticketing Specialist</b>	\$	<b>40</b>	\$
18	<b>Public Assistance Analyst</b>	\$	<b>40</b>	\$
<b>TOTAL</b>				\$
<p><b>* Hours are not intended to represent the actual contract amount, but are an estimated representation of a typical work week. The actual contract value will be negotiated with successful proposer(s) prior to issuance of the Notice to Proceed for each event.</b></p>				

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**END OF SECTION**

**SECTION V**  
**TOWN OF MEDLEY**  
**DISASTER DEBRIS MONITORING SERVICES**  
**RFP #2017-006**

**AGREEMENT**

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2017 by and between the Town of Medley, Florida (the “Town”) and \_\_\_\_\_ (the “Contractor”).

The parties, for the consideration provided for below, mutually agree as follows:

1. **SCOPE OF WORK** The Contractor shall furnish all labor, materials, supervision, equipment, supplies, and incidentals required to perform the Scope of Work as outlined in the Request for Proposal No. 2017-006 for Disaster Debris Monitoring Services (“RFP”), including the Detailed Specifications set forth herein, which RFP is incorporated herein by reference and made a part hereof, and the terms and conditions of this Agreement (the “Work”).
2. **COMPENSATION/PAYMENT**
  - 2.0 Contractor shall provide the Town with an invoice on a monthly basis.
  - 2.2 For Work completed and performed. Fees shall be paid in arrears each month, pursuant to Contractor’s invoice, which shall be based upon Work completed for each task invoiced. The Town shall pay the Contractor in accordance with the Florida Prompt Payment Act after approval an acceptance of the Work by the Town Engineer or his designee. No payments shall be due or payable for Work not performed or materials not furnished. If there is a dispute with regard to an invoice, the Town may withhold payment until all requested supporting materials are received from Contractor and the dispute is resolved.
  - 2.3 Contractor shall be compensated in accordance with the unit prices specified in the Proposal, attached hereto as Exhibit “A”, based upon the actual Work and approved by the Town completed for the month.
3. **TERM** This Agreement shall be effective upon execution by both parties and shall continue for a term of three (3) years. At its sole discretion, the Town shall have an option to renew this Agreement upon the same terms and conditions for up to three (3) additional one (1) year terms (the “Renewal Option”). This Renewal Option may be exercised at the sole discretion of the Town Engineer. Such Renewal Option(s) shall be effective upon written notice from the Town Engineer to the Contractor no later than thirty (30) days prior to the date of termination of the initial term or the applicable Renewal Option term. Contractor agrees that time is of the essence and Contractor shall perform and complete the Work within the time frames set forth in the RFP and as provided in this Agreement, unless extended by the Town Engineer.
4. **PROTECTION OF PROPERTY AND THE PUBLIC; SAFETY** The Contractor shall continuously maintain adequate protection of all his Work from damage and shall protect public and private property from injury or loss arising in connection with this Agreement as follows:

- 4.1 The Contractor shall take all necessary precautions for the safety of employees in the performance of the Work on, about or adjacent to the Work sites, and shall comply with all applicable provisions of Federal, State, and local laws, including, but not limited to the requirements of the Occupational Safety and Health Act of 1970, and amendments thereto, and building codes to prevent accidents or injury to persons on, about or adjacent to the work site where the Work is being performed.
- 4.2 The Contractor shall erect and properly maintain at all times, all necessary safeguards, including sufficient lights and danger signals on or near the Work, from sunset to sunrise, suitable railings, barricades, or other hazards or other protective devices about unfinished work, open trenches, embankments, or other hazards and obstructions to traffic; provide all necessary security staff on the Work by day or by night for the safety of the public; and take all necessary precautions to prevent accidents and injuries to persons or property on or near the Work.
- 4.3 The Contractor shall be completely responsible for, and shall replace and make good all loss, injury, or damage to any property (including landscaping, walks, drives, or structures of the Town and of any land adjoining the work site), which may be caused by Contractor. The Contractor shall, at all times while the Work is in progress, use extraordinary care to see that adjacent property, whether real or personal, is not endangered in any way by reason of fire, water, or construction operations, and shall take all necessary or directed steps, to protect the property.
- 4.4 Buildings, sidewalks, fences, shade trees, lawns and all other improvements shall be duly protected from damage by Contractor. Property obstructions, such as sewers, drains, water or gas lines, conduits, railroads, poles, walls, posts, galleries, bridges, manholes, valve boxes, meter boxes, street monuments, etc., shall be carefully protected from injury and shall not be displaced. The Contractor shall give due notice to any department or public service corporation controlling such items as manholes, valve boxes, meter boxes, street monuments, etc., prior to adjusting them to grade and shall be held strictly liable to the affected utility if any such appliances are disturbed, damaged or covered up during the course of the Work.

## 5. **INDEMNIFICATION**

- 5.1 The parties agree that 1% of the total compensation paid to the Contractor for the performance of this agreement shall represent the specific consideration for the Contractor's indemnification of the Town as set forth in this Section 1.5 and in the Terms and Conditions.
- 5.2 To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless the Town and their consultants, agents and employees from and against any and all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of attorneys and other professionals and court costs) arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom and (b) is caused in whole or in part by any acts or omission of Contractor, any subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder or arises by or is imposed by Law and Regulations regardless of the negligence of any such party.

6. **AGREEMENT DOCUMENTS** - The following documents shall, by this reference, be incorporated and made a part of this Agreement:

Request for Proposals No. 2017-006 for Disaster Debris Monitoring Services; All Addendums issued to the RFP; Agreement; Proposal of Contractor; Detailed Specifications; Qualification Statement; Public Entity Crime Form; Insurance Certificates

7. **CONTRACTOR'S EMPLOYEES**

- 7.1 The Contractor shall at all times have a competent English speaking supervisor on site who thoroughly understands the Work, who shall, as the Contractor's agent, supervise, direct and otherwise conduct the Work. Contractor's employees shall serve the public in a courteous, helpful, and impartial manner.
- 7.2 Contractor's employees shall wear a clean uniform that provides identification of both the Contractor's company and the name of the employee.
- 7.3 Contractor shall, upon receipt of a written request from the Town, immediately exclude any employee of Contractor from providing Work under this Agreement.
- 7.4 The Work contemplated in this Agreement is on public property, accordingly no alcoholic beverages shall be allowed.
- 7.5 All references in this Agreement to the Contractor shall include Contractor's employees or subcontractors, wherever applicable.

8. **VEHICLES AND EQUIPMENT** Contractor shall have on hand at all times and in good working order such vehicles, machinery, tools, accessories, and other items necessary to perform the Work under this Agreement. All vehicles used by Contractor to provide Work or services under this Agreement shall be painted uniformly with the name of Contractor, business telephone number, and the number of the vehicle in letters legible by the public. The Town may require the repair or replacement of equipment as reasonably necessary. No other advertising shall be permitted on the vehicles. A magnetic sign displaying the Town of Medley SEAL and a caption noting "Public Works" will be required on vehicles at all times.

9. **INSURANCE** The Contractor shall secure and maintain throughout the duration of this Agreement, insurance of such type and in such amounts necessary to protect its interest and the interest of the Town against hazards or risks of loss as specified below. The underwriter of such insurance shall be qualified to do business in Florida, be rated AB or better, and have agents upon whom service of process may be made in the State of Florida. The insurance coverage shall be primary insurance with respect to the Town, its officials, employees, agents and volunteers. Any insurance maintained by the Town shall be in excess of the Contractor's insurance and shall not contribute to the Contractor's insurance. The insurance coverage's shall include a minimum of:

- 9.1 **Worker's Compensation and Employer's Liability Insurance** Coverage to apply for all employees for statutory limits as required by applicable State and Federal laws. The policy (ies) must include Employer's Liability with minimum limits of \$500,000.00 each accident.
- 9.2 **Comprehensive Automobile and Vehicle Liability Insurance** This insurance shall be written in comprehensive form and shall protect the Contractor and the Town against claims for injuries to members of the public and/or damages to property of others arising from the Contractor's use of motor vehicles or any other equipment and shall cover operation with respect to onsite and offsite operations and insurance coverage shall extend to any motor vehicles or other equipment irrespective of whether the same is owned, non-owned, or hired. The limit of liability shall not be less than \$1,000,000.00 per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability Policy, without restrictive endorsement, as filed by the Insurance Services Office.
- 9.3 **Commercial General Liability** This insurance shall be written in comprehensive form and shall protect the Contractor and the Town against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission to act of the Contractor or any of its agents, employees, or subcontractors. The limit of liability shall not be less than \$1,000,000.00 per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Commercial General Liability Policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include: (1) Premises and/or Operations; (2) Independent contractors and Products and/or completed Operations; (3) Broad Form Property Damage, Personal Injury and a Contractual Liability Endorsement, including any hold harmless and/or indemnification agreement.
- 9.4 **Certificate of Insurance** Contractor shall provide the Town Engineer with Certificates of Insurance for all required policies. The Certificates of Insurance shall not only name the types of policy(ies) provided, but also shall refer specifically to this Agreement and shall state that such insurance is as required by this Agreement. The Town reserves the right to require the Contractor to provide a certified copy of such policies, upon written request by the Town. If a policy is due to expire prior to the completion of the services, renewal Certificates of Insurance or policies shall be furnished thirty (30) calendar days prior to the date of their policy expiration. Each policy certificate shall be endorsed with a provision that not less than thirty (30) calendar days' written notice shall be provided to the Town before any policy or coverage is cancelled or restricted. Acceptance of the Certificate(s) is subject to approval of the Town.
- 9.5 **Additional Insured** The Town is to be specifically included as an Additional Insured for the liability of the Town resulting from operations performed by or on behalf of Contractor in performance of this Agreement. Contractor's insurance, including that applicable to the Town as an Additional Insured, shall apply on a primary basis and any other insurance maintained by the Town shall be in excess of and shall not contribute to Contractor's insurance. Contractor's insurance shall contain a severability of interest provision providing that, except with respect to the total limits of liability, the insurance shall apply to each Insured or Additional Insured in the same manner as if separate policies had been issued to each. All deductibles or self-insured retentions must be declared to and be approved by the Town. The Contractor shall be responsible for the payment of any deductible or self-insured retention in the event of any claim.



10. **ASSIGNMENT AND AMENDMENT** No assignment by the Contractor of this Agreement or any part of it, or any monies due or to become due, shall be made, nor shall the Contractor hire a subcontractor to perform its duties under this Agreement without prior written approval of the Town. This Agreement may only be amended, by the parties, with the same formalities as this Agreement. Contractor represents that is an entity validly existing and in good standing under the laws of Florida. The execution, delivery and performance of this Agreement by Contractor has been duly authorized, and this Agreement is binding on Contractor and enforceable against Contractor in accordance with its terms. No consent of any other person or entity to such execution, delivery and performance is required.
11. **TERMINATION**
- 11.1 The Town, without cause, may terminate this Agreement upon thirty (30) calendar days written notice to the Contractor, or immediately with cause is the Contractor defaults on any material term of this Agreement. Upon receipt if the Town's written notice of termination, Contractor shall immediately stop all Work as of the date specified in the notice of termination, unless directed otherwise by the Town Manager.
- 11.2 Upon notice of such termination, the Town shall determine the amounts due to the Contractor for services performed up to the date of termination. The Contractor shall not be entitled to payment of any lost profits or for Work performed after the date of termination.
12. **GOVERNING LAW** The law of the State of Florida shall govern this Agreement and venue for any and all action shall be brought in Miami-Dade County, Florida. In the event of any litigation arising out of this Agreement or to settle issues arising hereunder, the prevailing party in such litigation shall be entitled to recover against the other party its costs and expenses, including reasonable attorneys' fees, which shall include any fees and costs attributable to appellate proceedings arising on and of such litigation.
13. **PUBLIC RECORDS LAW** Contractor acknowledges that the public shall have access, at all reasonable times, to certain documents and information pertaining to Town contracts, pursuant to the provisions of Chapter 119, Florida Statutes. Contractor agrees to maintain public records in Contractor's possession or control in connection with Contractor's performance under this Agreement and to provide the public with access to public records in accordance with the record maintenance, production and cost requirements set forth in Chapter 119, Florida Statutes, or as otherwise required by law. Contractor shall ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law.

Unless otherwise provided by law, any and all reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of Town. In the event of termination of this Agreement by the Town, any reports, photographs, surveys and other data and documents and public records prepared by, or in the possession or control of, Contractor, whether finished or unfinished, shall become the property of Town and shall be delivered by Contractor to the Town Engineer, at no cost to the Town, within seven (7) days of termination of this Agreement. All such records stored electronically by Contractor shall be delivered to the Town in a format that is compatible with the Town's information technology systems. Upon termination of this Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure. Any compensation due to Contractor shall be withheld until all documents are received as provided herein. Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate termination of this Agreement by the Town.

14. **INSPECTION AND AUDIT** During the term of this Agreement and for three (3) years from the date of termination the Contractor shall allow Town representatives access, during reasonable business hours, to Contractor's and, if applicable, subcontractor's records related to this Agreement for the purposes of inspection or audit of such records. If upon audit of such records, the Town determines the Contractor was paid for services not performed, upon receipt of written demand by the Town, the Contractor shall remit such payments to the Town.
15. **SEVERABILITY** If a term, provision, covenant, contract or condition of this contract is held to be void, invalid, or unenforceable, the same shall not affect any other portion of this Agreement and the remainder shall be effective as though every term, provision, covenant, contract or condition had not been contained herein.
16. **WAIVER OF JURY TRIAL** The parties irrevocably, knowingly agree to waive their rights to a trial by jury in any action to enforce the terms or conditions of this Agreement.
17. **COUNTERPARTS** This Agreement may be signed in one or more counterparts, each of which when executed shall be deemed an original and together shall constitute one and the same instrument.
18. **INDEPENDENT CONTRACTOR** It is expressly agreed and understood that the Contractor shall be in all respects an independent contractor as to Work, and that Contractor is in no respect an agent, servant or employee of the Town. Accordingly, Contractor shall not attain, nor be entitled to, any rights or benefits of the Town, nor any rights generally afforded classified or unclassified employees. Contractor further understands that Florida Worker's Compensation benefits available to employees of the Town are not available to Contractor, and agrees to provide worker's compensation insurance for any employee or agent of Contractor rendering services to the Town under this Agreement.

All employees and subcontractors of the Contractor shall be considered to be, at all times, the sole employees or contractors of Contractor, under its sole discretion and not an employee, contractor or agent of the Town.

19. **ACCIDENT PREVENTION AND REGULATIONS** Precautions shall be exercised at all times for the protection of persons and property. The Contractor and subcontractors shall conform to all OSHA, Federal, State, County and Town regulations while performing under the terms and conditions of this Agreement. Any fines levied by the above-mentioned authorities, because of inadequacies to comply with these requirements, shall be borne solely by Contractor responsible for same.
20. **BACKGROUND CHECKS** The Contractor will be responsible for maintaining current background checks on all employees and subcontractor employees involved in the performance of this Work. Background checks must be performed prior to the performance of any Work by the employee under this Agreement. **Written verification of any background checks must be provided to the Town at the request of the Town Engineer.**
21. **LAWS, RULES & REGULATIONS** Contractor shall be held responsible for any violation of laws, rules, regulations or ordinances affecting in any way the Work and the conduct of all persons engaged in or the materials or methods used by him, on the Work. Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and orders of any public authority bearing on the performance of the Work under this Agreement. At all times during the Term of this Agreement, the Contractor shall secure and maintain all permits, fees, licenses, and inspections necessary for the execution of the Work, and upon termination of this Agreement for any reason, Contractor shall transfer such permits, if any, and if allowed by law, to the Town.

- 22. **POLICY OF NON-DISCRIMINATION** The Contractor shall comply with all federal, state and local laws and ordinances applicable to the work or payment for work and shall not discriminate on the grounds of race, color, religion, sex, age, marital status, national origin, physical or mental disability in the performance of work under this Agreement.
- 23. **NON-WAIVER** The approval, and/or acceptance of any part of the Work by the Town shall not operate as a waiver by Town of any other terms and conditions of the Agreement.
- 24. **NOTICES** Whenever any party is required to give or deliver any notice to any other party, or desires to do so, such notices shall be sent via certified mail or hand delivery to:

Town:	Contractor:
Town of Medley 7777 NW 72 Ave. Medley, FL 33166 Attention: Town Clerk	_____ _____ _____

IN WITNESS WHEREOF the parties hereto have executed this agreement on the day and date first above written.

Attest:

TOWN OF MEDLEY, a Florida Municipal Corporation

By: \_\_\_\_\_ By:      Herlinda Taboada, Town Clerk

By: \_\_\_\_\_ Town Resolution # \_\_\_\_\_  
 Town Attorney

Signed, sealed and witnessed in the presence of: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_

By: \_\_\_\_\_ By: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

(\* ) In the event that the Contractor is a corporation, there shall be attached to each counterpart a certified copy of a resolution of the board of the corporation, authorizing the officer who signs the contract to do so in its behalf.

**END OF SECTION**

**SECTION VI  
PROPOSAL REQUIREMENTS CHECKLIST**

Proposer has attached all documents listed in the checklist as provided and any other pertinent information.

<b>Section 1.01 CHECK LIST</b>	<b>FORMS ATTACHED</b>	
Proposal Package: One (1) original and Four (4) copies	Yes _____	No _____
Proposal Form	Yes _____	No _____
List of Proposed Sub-Contractors	Yes _____	No _____
Contract/Agreement	Yes _____	No _____
Proposal Confirmation	Yes _____	No _____
Equipment List	Yes _____	No _____
Scope of Services/Plan	Yes _____	No _____
Proposer's Qualifications	Yes _____	No _____
Proposer's References	Yes _____	No _____
Indemnification Clause	Yes _____	No _____
Non-Collusive Affidavit	Yes _____	No _____
Drug-Free Workplace Form	Yes _____	No _____
Sworn Statement on Public Entity Crimes	Yes _____	No _____
Exception to the Request for Proposals	Yes _____	No _____
Proposal Bond	Yes _____	No _____

Performance Bond

Yes \_\_\_\_\_ No \_\_\_\_\_

Addendum Acknowledgement Form

Yes \_\_\_\_\_ No \_\_\_\_\_

Anti-Kickback Affidavit

Yes \_\_\_\_\_ No \_\_\_\_\_

Proof of Insurance

Yes \_\_\_\_\_ No \_\_\_\_\_



**SECTION VIII  
DISASTER DEBRIS MONITORING SERVICES  
SKILLS AND EXPERIENCE OF PROJECT MANAGER  
AND OTHER KEY PERSONNEL OF THE FIRM**

List equipment required to perform service:

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*Note:* Additional sheets may be attached if necessary

**SECTION IX**  
**DISASTER DEBRIS MONITORING SERVICES**  
**EQUIPMENT LIST**  
(TYPE, CONDITION, YEAR, ETC.)

List equipment required to perform service:

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*Note:* Additional sheets may be attached if necessary



**SECTION X  
DISASTER DEBRIS MONITORING SERVICES  
SCOPE OF SERVICES / PLAN**

Clearly describe the methodology which will be used to perform, including a work plan for the scope of services proposed. Include information as to level of staff to be assigned, a list of products/chemicals used including MSDS sheets for each and a list of equipment.

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**Note:** Additional sheets may be attached if necessary.



**DISASTER DEBRIS MONITORING SERVICES  
PROPOSER'S QUALIFICATIONS (CONTINUED)**

**NOTE:** This statement of Proposers Qualifications **must** be completely filled out, properly executed and returned as part of your proposal.

1. List the true, exact and proper names of the company, partnership, corporation, trade or fictitious name under which you do business and principals by name and titles:

Name of Company: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Principals: \_\_\_\_\_ Titles: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. a. Are you licensed, as may be required, in the designated area(s) of Miami-Dade County, Florida?

Yes \_\_\_\_\_ No \_\_\_\_\_

- b. List Principals Licensed:

Name(s): \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

3. How long has your company been in business and so licensed? \_\_\_\_\_

4. If Proposer is an individual or a partnership, answer the following: \_\_\_\_\_

- a. Date of organization: \_\_\_\_\_

**DISASTER DEBRIS MONITORING SERVICES  
PROPOSER'S QUALIFICATIONS (CONTINUED)**

b. Name, address and ownership units of all partners:

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c. State whether general or limited partnership: \_\_\_\_\_

If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals.

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5. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name?

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a. Under what other former names has your organization operated?

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7. a. Has your company ever failed to complete a bonded obligation or to complete a Contract?

Yes \_\_\_\_\_ No \_\_\_\_\_

**DISASTER DEBRIS MONITORING SERVICES  
PROPOSER'S QUALIFICATIONS (CONTINUED)**

If so, give particulars including circumstances, where and when, name of bonding company, name and address of owner and disposition of matter:

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8. a. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

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- b. State the name of the individual(s) and titles that will have personal supervision of the work:

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9. List name and title of persons in your company who are authorized to enter into a Contract with the Town of Medley, Florida for the proposed work should your company be the Successful Proposer.

Name \_\_\_\_\_

Title \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**DISASTER DEBRIS MONITORING SERVICES  
PROPOSER'S QUALIFICATIONS (CONTINUED)**

The undersigned guarantees the authenticity of the foregoing statements and does hereby authorize and request any person, firm or corporation to furnish any information requested by the Town of Medley, Florida to verification of the recitals comprising this statement of the Proposers qualifications. **DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE PROPOSERS QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE OWNER TO REJECT THE PROPOSAL AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

If Corporation (Seal) If Individual or Partnership, two Witnesses are required:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Respectfully submitted

(CORPORATE SEAL)

\_\_\_\_\_  
Company - Contractor

**DISASTER DEBRIS MONITORING SERVICES  
PROPOSER'S QUALIFICATIONS (CONTINUED)**

ATTEST:

\_\_\_\_\_  
Secretary

By \_\_\_\_\_ (Seal)  
President

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Contractor Signature

**END OF SECTION**

**SECTION XII  
DISASTER DEBRIS MONITORING SERVICES  
REFERENCES**

The following is a list of at least four (4) references that Proposer has provided similar service in the past ten (10) years. **Government agency references are preferred.**

1. Name of Firm, Town, County or Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone : (\_\_\_\_) \_\_\_\_\_  
Location: \_\_\_\_\_ Scope of Work: \_\_\_\_\_  
\_\_\_\_\_

2. Name of Firm, Town, County or Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone : (\_\_\_\_) \_\_\_\_\_  
Location: \_\_\_\_\_ Scope of Work: \_\_\_\_\_  
\_\_\_\_\_

3. Name of Firm, Town, County or Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone : (\_\_\_\_) \_\_\_\_\_  
Location: \_\_\_\_\_ Scope of Work: \_\_\_\_\_  
\_\_\_\_\_

4. Name of Firm, Town, County or Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone : (\_\_\_\_) \_\_\_\_\_  
Location: \_\_\_\_\_ Scope of Work: \_\_\_\_\_  
\_\_\_\_\_

**NOTE:** Additional references may be attached and provided.





**SECTION XIV  
DISASTER DEBRIS MONITORING SERVICES  
NON-COLLUSIVE AFFIDAVIT**

State of \_\_\_\_\_ }  
  } SS:  
County of \_\_\_\_\_ }

\_\_\_\_\_ being first duly sworn deposes and says that:

- a) He/she is the \_\_\_\_\_, (Owner, Partner, Officer, Representative or Agent) of \_\_\_\_\_, the Proposer that has submitted the attached Proposal;
- b) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- c) Such Proposal is genuine and is not collusive or a sham Proposal;
- d) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;
- e) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered  
in the presence of:

\_\_\_\_\_  
Witness

By: \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**DISASTER DEBRIS MONITORING SERVICES  
NON-COLLUSIVE AFFIDAVIT (CONTINUED)**

**ACKNOWLEDGMENT**

State of \_\_\_\_\_)

) SS:

County of \_\_\_\_\_)

BEFORE ME, the undersigned authority personally appeared \_\_\_\_\_ to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that \_\_\_\_\_ executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

My Commission Expires:

\_\_\_\_\_  
Notary Public State of Florida at Large

**END OF SECTION**

**SECTION XV  
DISASTER DEBRIS MONITORING SERVICES  
DRUG-FREE WORKPLACE FORM**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that \_\_\_\_\_  
\_\_\_\_\_ does:

(Name of Business)

- 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 Proposal 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 Proposal, the employee will agree 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 five (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.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**DISASTER DEBRIS MONITORING SERVICES  
SWORN STATEMENT ON PUBLIC ENTITY CRIMES  
SECTION 287.133(3) (a), FLORIDA STATUTES  
(CONTINUED)**

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

1. This sworn statement is submitted to the Town of Medley

by \_\_\_\_\_  
[Print individual's name and title]

for \_\_\_\_\_  
[Print name of entity submitting sworn statement]

whose business address is

\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement: \_\_\_\_\_)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)9g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or the United States, including, but not limited to, any Proposal or contract for goods and services to be provided to any public entity or an agency or political subdivision of any other state or of the United States involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction or a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand than an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
  - a) A predecessor or successor of a person convicted of a public entity crime; or
  - b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate.

The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an entity.
6. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. **[Indicate which statement applies.]**

\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, not any affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_ This entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_ the entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **[Attach a copy of the final order]**

**END OF SECTION**

**SECTION XVI  
DISASTER DEBRIS MONITORING SERVICES  
SWORN STATEMENT ON PUBLIC ENTITY CRIMES  
SECTION 287.133(3) (a), FLORIDA STATUTES**

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND HAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
Proposer's Name

\_\_\_\_\_  
Proposer's Signature

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Personally known \_\_\_\_\_

OR produced identification \_\_\_\_\_ Notary Public State of Florida at Large

\_\_\_\_\_  
(Type of identification)

My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Printed, typed or stamped commissioned  
Name notary public)

**END OF SECTION**

**SECTION XVII**  
**DISASTER DEBRIS MONITORING SERVICES**  
**EXCEPTION TO THE REQUEST FOR PROPOSALS**

**NOTE:** Please note any exceptions to the provisions of the RFP. (Additional sheets may be attached.) However, all alterations or omissions of required information or any change in proposal requirements are done at the risk of the Proposer presenting the proposal and may result in the **rejection** thereof. The Town reserves the right to require strict compliance with the terms of the RFP and to reject any exceptions or alternative proposals.

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**SECTION XVIII  
DISASTER DEBRIS MONITORING SERVICES  
PROPOSAL BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_

as Principal and Contractor, and \_\_\_\_\_

Hereinafter called Surety, are held and firmly bound unto Town of Medley, a political subdivision of the State of Florida, and represented by its Town Council, in the sum of fifteen-thousand dollars (\$15,000.00).

Fifteen Thousand Dollars

(Written Dollar Amount)

dollars (\$ 15,000.00 ) lawful money of the United States of America, for the payment of which

well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally by these presents.

WHEREAS, the Principal contemplates submitting or has submitted, a Proposal to the Town of Medley for the furnishing of all labor, materials (except those to be specifically furnished by the Town), equipment, machinery, tools, apparatus, means of transportation for, and the performance of the work covered in the Proposal and the detailed Drawings and Specifications, entitled:

**DISASTER DEBRIS MONITORING SERVICES**

**DISASTER DEBRIS MONITORING SERVICES**

WHEREAS, it was a condition precedent to the submission of said Proposal that a cashier's check, certified check, or Proposal bond in the amount of fifteen thousand dollars (\$15,000.00) of the proposal amount be submitted with said Proposal as a guarantee that the Proposer would, if awarded the Contract, enter into a written Contract with the Town for the performance of said Contract, within ten (10) consecutive calendar days after written notice having been given of the award of the Contract.

NOW, THEREFORE, the conditions of this obligation are such that if the Principal within ten (10) consecutive calendar days after written notice of such acceptance, enters into a written Contract with the Town of Medley and furnishes the Performance Bond, in an amount equal to **Fifteen Thousand and NO/100 (\$15,000.00)**, satisfactory to the Town, then this obligation shall be void; otherwise the sum herein stated shall be due and payable to the Town of Medley and the Surety herein agrees to pay said sum immediately upon demand of the Town in good and lawful money of the United States of America, as liquidated damages for failure thereof of said Principal.

IN WITNESS WHEREOF, the said \_\_\_\_\_

as Principal herein, has caused these presents to be signed in its name by its \_\_\_\_\_

\_\_\_\_\_ and attested by its \_\_\_\_\_

\_\_\_\_\_ under its corporate seal, and the said \_\_\_\_\_

\_\_\_\_\_ as Surety herein, has caused these presents to be signed in its name by its

\_\_\_\_\_

and attested in its name by its \_\_\_\_\_ under its

corporate seal, this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2015.

Signed, sealed and delivered  
in the presence of:

PRINCIPAL: \_\_\_\_\_

\_\_\_\_\_

BY: \_\_\_\_\_

As to Principal

NAME: \_\_\_\_\_

\_\_\_\_\_  
Surety

BY: \_\_\_\_\_

Attorney-in-Fact  
(Power-of-Attorney to be attached)

As to Surety

BY: \_\_\_\_\_

Resident Agent

**END OF SECTION**

**SECTION XIX**  
**DISASTER DEBRIS MONITORING SERVICES**  
**PERFORMANCE AND PAYMENT BOND**

KNOW ALL MEN BY THESE PRESIDENTS:

That we, as Principal, hereinafter Called Contractor, and \_\_\_\_\_, as Surety, are bond to the Town of Medley, Florida, as Obligee, hereinafter called Owner, in the amount of **One Hundred Thousand and NO/100 (\$100,000.00)** for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, Contractor has by written agreement entered into a Contract, Disaster debris monitoring services, RFP# 2017-006, awarded via Town of Medley Resolution # \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_, 2017 with Owner for **XXXXXXXXXXXXXXXXXX** in accordance with specifications prepared by the Town of Medley and made part hereof, and is hereafter referred to as the Contract;

THE CONDITION OF THIS BOND is that if the Contractor:

1. Fully performs the Contract between the Contractor and the Owner for Disaster debris monitoring services for Town Facilities, Medians, and Swales ongoing after the date of Contract commencement as specified in the Notice to Award and in the manner prescribed in the Contract; and
2. Indemnifies and pays Owner all losses, damages (specifically including, but not limited to, damages for non-performance and other consequential damages caused by or arising out of the acts, omissions or negligence of Contractor), expenses, costs and attorney's fees and costs, including attorney's fees incurred in appellate proceedings, that Owner sustains because of default by Contractor under the Contract; and
3. Upon notification by the Owner, corrects any and all defective or faulty work or materials.
4. Performs the guarantee of all work and materials furnished under the Contract for the time specified in the Contract, then this Bond is void, otherwise it remains in full force.

**Whenever Contractor shall be, and declared by Owner to be, in default under the Contract, the Owner having performed obligations thereunder, the Surety may promptly remedy the default, or shall promptly:**

**DISASTER DEBRIS MONITORING SERVICES  
PERFORMANCE AND PAYMENT BOND (CONTINUED)**

- 4.1. Complete the Contract in accordance with its terms and conditions; or
- 4.2 Obtain a proposal or proposals for completing the Contract in accordance with its terms and conditions, and upon determination by Surety of the best, lowest, qualified, responsible and responsive Proposer, or, if the Owner elects, upon determination by the Owner and Surety jointly of the best, lowest, qualified, responsible and responsive Proposer, arrange for a Contract between such Proposer and Owner, and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the Contract Price," as used in this paragraph, shall mean the total amount payable by Owner to Contractor under the Contract and any amendments thereto, less the amount properly paid by Owner to Contractor.

**No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Owner named herein.**

The Surety hereby waives notice of and agrees that any changes in or under the Contract Documents and compliance or noncompliance with any formalities connected with the Contract or the changes do not affect Surety's obligation under this Bond.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

WITNESSES:

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Signature and Title

**[CORPORATE SEAL]**

\_\_\_\_\_  
Type Name and Title signed above

**DISASTER DEBRIS MONITORING SERVICES  
PERFORMANCE AND PAYMENT BOND (CONTINUED)**

IN THE PRESENCE OF:

INSURANCE COMPANY

\_\_\_\_\_

Witness

By: \_\_\_\_\_  
Agent and Attorney-in-Fact

Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
Town/State/Zip Code

Telephone No.: \_\_\_\_\_

**END OF SECTION**

**SECTION XX  
DISASTER DEBRIS MONITORING SERVICES  
ADDENDUM ACKNOWLEDGEMENT FORM**

Addendum #Date Received

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Proposer:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

**END OF SECTION**

**SECTION XXI  
DISASTER DEBRIS MONITORING SERVICES  
ANTI-KICKBACK AFFIDAVIT**

STATE OF FLORIDA                    }  
  }    SS:  
COUNTY OF MIAMI-DADE         }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein Proposal will be paid to any employees of the Town of Medley, its elected officials, and \_\_\_\_\_ or its design consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn and subscribed before this

\_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
Printed Name

My commission expires: \_\_\_\_\_

**END OF DOCUMENT**