

# REQUEST FOR QUALIFICATIONS TO ESTABLISH

## A Prequalification List for Debris Removal Assistance for Gautier, Mississippi

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**To:** Debris Removal Companies interested in Prequalifying for Gautier, Mississippi.

**From:** Sherry Farabee; Purchasing Agent

**Date:** Responses are due no later than 10:00 a.m. (CT) on August 28, 2018

**Subject:** Request for Qualifications (RFQ) for Debris Removal Firms to Assist Gautier, Mississippi on an as need basis following Federal Disaster Declarations.

**Contact Name:** Sherry Farabee; Purchasing Agent

**Contact Phone Number:** 228-497-8000 Ext. 304

**Contact E-mail Address:** [sfarabee@gautier-ms.gov](mailto:sfarabee@gautier-ms.gov)

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### SUMMARY OF THE RFQ

Gautier, Mississippi, (hereinafter "City") is seeking Prequalified Firms for Disaster Debris Removal Assistance. Pricing will not be a part of this request; a Request for Proposal will be issued following a Disaster that warrants outside assistance where the City Personnel/Equipment or Mutual Aid Agreements are not sufficient for such an event.

Gautier will utilize its internal Disaster Services Required and Available Clauses. These Required and Available Clauses shall serve as a guideline in keeping in compliance with Federal, State, and Local procurement requirements. A copy of the Required and Available Clauses is attached as exhibits. Respondent must submit an acknowledgment that they have reviewed the Gautier, Mississippi Required and Available Clauses.

Information is sought for the removal of disaster related debris, of every kind and nature from public rights of way within the city, city property, beaches, waterways, (and/or private property if approved by the City, County, State, and or FEMA), as further described below and in the attachments. Private Right of Way Access or Right of Entry (ROE) may or may not be part of the projects however if the City, County, State, or FEMA authorizes the ROE it will become part of specific projects.

Respondents should be aware of Historical Preservation Laws; Gautier has several Historical Listings by the Mississippi Department of Archives. Respondent is advised to review the listings in the City should the locations be affected for Debris Removal.

The City will seek Qualifications for Debris Removal services within the City limits of Gautier. The City will evaluate the information and establish a "Prequalified List" of firms that will be invited following a Disaster to respond to an event specific Request for Proposal (RFP) should the City Council elect this option. **Respondents should be aware an RFP will be issued, and additional respondents may also respond following disasters per CFR 200.319 (d).** Respondents are cautioned to review this Request for Qualification as the Federal Office of Management and Budget (OMB) has introduced new guidelines per the "Super Circular" (2 CFR 200.318 through 326) for all Federal Agencies participating in Federal Grants including FEMA. Respondent must submit an acknowledgement of the overview of the Super Circular Guidelines.

It shall be noted that this Request for Qualifications is consistent with the FEMA "Public Assistance Program and Policy Guide" (**PAPPG**) FP-104-009-2 dated April 2017 (Version 2) and the NOAA Mississippi Marine Debris Emergency Response Guide (**MSMERG**). Copies of these guides are available online at [www.fema.gov](http://www.fema.gov) and [www.marinedebris.noaa.gov](http://www.marinedebris.noaa.gov). The second version of the PAPPG replaces multiple FEMA Guideline Documents including FEMA publications 322, 325, and 327. The Respondent must submit an acknowledgement of their overview of the guidelines.

The objective of this RFQ is to "Prequalify" multiple Respondents wishing to participate and possibly provide debris removal services (through an open advertised RFP process) following disasters as activated by the City. Respondent shall appoint a single Point of Contact (SPOC) for each Project that shall be responsible for managing staff, working with the City, the Mississippi Emergency Management Agency (MEMA), and FEMA, as requested. The RFQ response should be clear on how the Respondent will assist the City for Debris Removal. Future Projects may consist of floods, hurricanes, urban/wildfire, tornados, winter storms, dam failures, earthquakes or any natural or manmade disaster.

The City will receive qualifications from firms having specific experience and qualifications in the areas identified in the request. For consideration, information must contain evidence of experience and abilities in the specified area and other disciplines directly related to Debris Removal. Other information required by the City may be included elsewhere in the request. This request, possible future contracts, and event expenditures are not conditioned upon receipt of FEMA funding.

All respondents shall provide key resumes of staff to be assigned to projects. References and examples of similar work, and other data that demonstrates the respondent's experience in the area of Debris Removal will also be required.

A City Debris Committee or Task Force will review and assess all responses. The committee will only have the response to the request to review for selection of finalists. It is, therefore, important that respondents emphasize specific information pertinent to the work. Assessments/Scoring of the responses will be based as follows:

- A.** The overall quality of the plan for performing Debris Removal Services including Safety Practices and Historic Preservations. The plan must maintain a full understanding of the requested services, integrity, and compliance with public policy. Consideration will be given to the entirety and specific

requirements of the request. (Important-30 points)

**B.** Respondent ability to perform the Debris Removal Services as reflected by past performance, general experience, specific experience in providing the services, and the qualifications and abilities of personnel to be assigned to perform such services. (Very Important – 30 points)

**C.** The personnel, equipment, facilities, technical, and financial resources to perform this type service currently available or demonstrated to be made available at the time of request and possible future contracting. (Important – 20 points)

**D.** A record of past performance of similar work. (Critical – 20 points)

**Respondent's Response shall contain the following Information:**

1. Be authorized to conduct business in the State where your Office Headquarters is located.
2. Be able to provide removal of all disaster related debris, as set forth in the Scope of Services hereto and incorporated herein by reference (the “Services”).
3. Be willing and capable of performing the Services in a timely manner, including, but not limited to, maintenance of proper documentation, proper documentation preparation and management and event closure services.
4. Be knowledgeable and have experience in the provision of the Services and in insuring that Services in line with standard FEMA practices.
5. Be able to perform the Services in a timely manner and on short notice, recognizing that in the event of a disaster and issuance of a Task Order, the City desires maximum percentage of completion of projects within the allotted time frames. Maximum Debris Removal within the first 30 days is desirable and the City prefers not to exceed 90 days for completion if possible.
6. Provide SAM (System for Award Management) number if available however not required.

**Respondent additional information:**

1. Name of respondent, location of respondent’s principal place of business, and the place of performance of the proposed contract.
2. Age of responder’s business and the average number of employees over the past three (3) years.
3. Resume’ listing abilities, qualifications and experience of key individuals who will be assigned to provide the required services.
4. Listing of three similar projects under which services similar in scope, size, or discipline were performed or undertaken, including at least three (3) references

for current projects or those awarded during the past five (5) years. All information in the request must be completed. Responses containing incomplete data will be rejected.

5. A Technical Plan giving as much detail as practical explaining how the services will be performed.
6. Plan for subcontractor participation. Note, Vendors are **advised** to contact and utilize small, minority, women-owned, and labor surplus area firms. Respondents can utilize the Mississippi Development Authority (or other state systems) to assist in locating such companies by using the established MDA Search utility at [www.mnbr.org](http://www.mnbr.org). A Disadvantaged Business Enterprise (DBE) may also be considered.
7. Provide an Organizational Chart, including **Legal Representative(s)**.

## **INSURANCE AND BONDING REQUIREMENTS**

**Bonding Requirements: Projects will require a 5% Bid Guarantee as determined by the City. A Performance/Payment Bond for 100% of each Project will be required. Respondent must provide Bonding ability of \$1,000,000.00 with the response.**

- A. Performance Bond:** Respondent agrees to provide the City with performance bond payable to, in favor of, or for the protection of the City for the work to be performed in the amount of each Project. **Respondent must provide with the response a letter from their Carrier stating how their ability to cover how this request is addressed.**
- B. Payment Bond:** Respondent agrees to provide the City with a payment bond conditioned for the prompt payment of all persons supplying labor or material in the performance of the work in the amount of each Project. **Respondent must provide with the response a letter from the Carrier stating how their ability to cover how this request is addressed.**

**Any Contract will require a maximum dollar cap according to the magnitude of the disaster. The City may establish Actual amount of Bonding per event.**

### **Response**

All submitted RFQ's become the property of the City and subject to all applicable public records laws include the Mississippi Public Records Act of 1983.

The release of the Request for Qualification does not form an acceptance of any offer, nor does such release in any way obligate the City to execute a contract with any other party. Gautier reserves the right to accept, reject, or negotiate any or all RFQ responses based on criteria contained within this document. The final decision to execute a prequalification status with any party will be decided by the City.

### **Response Acceptance**

The original and ten (10) copies of the response and all attachments (11 copies total)

along with one electronic copy of the response saved as a .pdf file and stored on a CD or jump drive shall be signed and submitted in a sealed envelope or package to: **Sherry Farabee, Purchasing Agent for the City of Gautier, 3330 Hwy 90 Gautier, Mississippi 39553 no later than 10:00 a.m. Central Time on Tuesday, August 28, 2018. No electronic or facsimile copies of the RFQ will be accepted.** Timely submission of the RFQ is the responsibility of the respondent. Responses received after the specified time shall be rejected and returned to the respondent unopened. **The envelope or package shall be marked with the RFQ opening date and time and shall be marked “RFQ to establish a Prequalification List for Debris Removal Assistance for Gautier Mississippi”.** The time and date of receipt shall be indicated on the envelope or package by the Purchasing Agent of the City Hall Office. **Each page of the RFQ, all attachments and the CD/Jump Drive shall be identified with the name of the respondent.** Responses to the RFQ will be opened in the Council Chambers located in Gautier City Hall at 3330 Hwy 90 Gautier, MS 39553 at 1:00 p.m. on Tuesday, August 28, 2018, after which time they will be referred to the Selection Committee.

### **Proprietary Information**

The respondent should clearly mark any, and all pages of the response considered to be proprietary information which may remain confidential in accordance with current State Code.

When the City receives a request to release information designated as confidential or proprietary by a respondent, the City shall promptly notify the owner of the information of the request. The owner of the information shall promptly institute appropriate legal proceedings to protect its information. If the City receives a court order it will then notify the requestor that the information is protected by court order and cannot be furnished.

### **Debarment**

By submitting a response to the RFQ, the Respondent certifies that he/she is not currently debarred from participating in any Federal or State Grant Programs.

### **Procurement Guidelines**

Respondents are requested to review the City of Gautier Disaster Services Required and Available Clauses attached as exhibits. Not all items will be included in future contracts, but Respondents must accept these guidelines to establish a quick and clear understanding following any disaster.

The following clauses are required conditions when soliciting information for personnel or services:

#### **1. Acknowledgment of Amendments**

Respondents shall acknowledge receipt of any amendments by copying and signing and being a part of the request. Amendments may include Questions/Answers.

#### **2. Applicable Law**

Any Contract resulting of this RFQ and/or future RFP's shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding

conflicts of law provisions, and any litigation with respect thereto shall be brought in the courts of the state. The Respondent shall comply with applicable federal, state, and local laws and regulations.

### **3. Availability of Funds**

It is expressly understood and agreed that the obligation of the City to issue any future contracts resulting of RFP's is conditioned upon the appropriation of funds by the City of Gautier.

### **4. Representation Regarding Contingent Fees**

Respondent represents that it has not retained a person to solicit or secure future contracts upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Respondents response.

### **5. Representation Regarding Gratuities**

The Respondent represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the Mississippi Personal Service Contract Procurement Regulations.

### **6. Compliance with Laws**

The Respondent understands that the City is an equal opportunity employer and therefore maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful, and the Respondent agrees during the term of agreements that the Respondent will strictly adhere to this policy in its employment practices and provision of services. The Respondent shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.

### **7. E-Verification**

Respondent represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act (Senate Bill 2988 from the 2008 Regular Legislative Session- AN ACT TO CREATE THE MISSISSIPPI EMPLOYMENT PROTECTION ACT; TO PROVIDE PROCEDURES FOR NEWLY HIRED EMPLOYEES AND THEIR EMPLOYERS; TO ENACT DEFINITIONS; TO REQUIRE EMPLOYEE VERIFICATION; TO PROVIDE EMPLOYER LIABILITY; TO SET UP EMPLOYER-EMPLOYEE PROGRAMS; TO MAKE PROVISIONS FOR THIRD-PARTY EMPLOYERS; TO DEFER TO FEDERAL LAW IN STATE LAW; TO ENACT EXEMPTIONS; TO DESIGNATE ENFORCEMENT DUTIES UNDER THE ACT; TO PROVIDE PENALTIES FOR VIOLATIONS OF THIS ACT; AND FOR RELATED PURPOSES) and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Respondent agrees to maintain records of such compliance and, upon request of the City, to provide a copy of each such

verification to the City. Respondent further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of these warranties, the breach of which may subject Respondent to the following:

- (1) Termination of any Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public; or,
- (2) The loss of any license, permit, certification or other document granted to Respondent by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or,
- (3) Both.

In the event of such termination/cancellation, Respondent would also be liable for any additional costs incurred by the City due to contract cancellation of license or permits.

### **8. Transparency (7-1-2016)**

Future contracts, including any accompanying exhibits, attachments, and appendices, are subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Mississippi Code Annotated §§ 25-61-1 *et seq.*, and Mississippi Code Annotated § 79-23-1. . Information identified by Respondent as trade secrets or other proprietary information which is deemed confidential by state or federal law or outside the applicable freedom of information statutes will be redacted.

### **9. Approval**

It is understood that any future contract requires approval by the Gautier City Council in writing evidenced upon the minutes. If any contract is not approved in writing evidenced on the minutes, it is void and no payment shall be made hereunder.

### **10. Confidential Information**

"Confidential Information" shall mean: (a) those materials, documents, data, and other information which the Respondent has designated in writing as proprietary and confidential; and, (b) all data and information which Respondent acquires, as a result of its contact with and efforts on behalf of the customer and any other information designated in writing as confidential by the City. Each party to this agreement agrees to the following to the extent allowed by Mississippi law:

- (1) to protect all confidential information provided by one party to the other;
- (2) to treat all such confidential information as confidential to the extent that confidential treatment is allowed under state and/or federal law; and,
- (3) except as otherwise required by law, not to publish or disclose such information to any third party without the other party's written permission; and,
- (4) to do so by using those methods and procedures normally used to protect the party's own confidential information.

Any liability resulting from the wrongful disclosure of confidential information on

the part of Respondent or its subcontractors shall rest with the Respondent.

**11. Confidentiality**

Notwithstanding any provision to the contrary contained herein, it is recognized that the City of Gautier is a public agency in the State of Mississippi and is subject to the Mississippi Public Records Act. Miss. Code Ann. §§ 25-61-1 *et seq.* (1972, as amended). If a public records request is made for any information provided to the City pursuant to the agreement, the City shall promptly notify the disclosing party of such request and will respond to the request only in accordance with the procedures and limitations set forth in applicable law. The disclosing party shall promptly institute appropriate legal proceedings to protect its information. No party shall be liable to the other party for disclosures of information required by court order or required by law.

**12. Attorney's Fees and Expenses**

Subject to other terms and conditions of future agreements and or contracts, in the event the Respondent defaults in any obligations under the agreement, the Respondent shall pay to the City all costs and expenses (including, without limitation, investigative fees, court costs, and attorney's fees) incurred by the City in enforcing any agreement or otherwise reasonably related thereto. Respondent agrees that under no circumstances shall the City be obligated to pay any attorneys' fees or costs of legal action to any Respondent.

**13. Authority to Contract**

Respondent warrants: (a) that it is a validly organized business with valid authority to enter into an agreement; (b) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind, and (c) notwithstanding any other provision of agreements to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under any agreement.

**14. Respondent Personnel**

The City shall, when contracting, have the right of reasonable rejection and approval of staff or Subcontractors. Contractor shall be responsible for the conduct and action of all its employees and its sub-contractors. Contractor's employees and sub-contractors shall not exhibit any pattern of discourteous or discriminatory behavior to the public.

Contractor shall not charge any resident, business or institution for work performed under any scope of work, nor shall Contractor or anyone employed or subcontracted by Contractor accept any additional monies from any resident, business, or institution for work performed under this scope of work.

**15. Failure to Deliver**

In the event of failure of the Respondent to deliver services in accordance with the terms and conditions of any contract, the City, after due oral or written notice, may procure the services from other sources and hold the Respondent responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the City may have.



**16. Failure to Enforce**

Failure by the City at any time to enforce contractual provisions will not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of any contract or any part thereof or the right of the City to enforce any provision at any time in accordance with its terms.

**17. Independent Respondent Status**

Respondents shall, at all times, be regarded as an independent Respondent or Contractor under future contracts and shall at no time act as an agent for the City. Nothing contained herein shall be deemed or construed by the City, the Respondent, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between the City and the Respondent.

**18. No Limitation of Liability**

Nothing in any future Agreement shall be interpreted as excluding or limiting any tort liability of the Respondent for harm caused by the intentional or reckless conduct of the Respondent or for damages incurred through the negligent performance of duties by the Respondent or the delivery of products that are defective due to negligent construction.

**19. Notices**

All notices required or permitted to be given under any agreement must be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

For the Respondent: *Name:* \_\_\_\_\_  
*Title:* \_\_\_\_\_  
*Respondent:* \_\_\_\_\_  
*Address:* \_\_\_\_\_

For the Agency: *Paula Yancey*  
*City Manager*  
*3330 HWY 90*  
*Gautier, MS 39553*

**20. Ownership of Documents and Work Papers**

The City shall own all documents, files, reports, work papers and working documentation, electronic or otherwise, created in connection with any contract services, except for the Respondent’s internal administrative and quality assurance files and internal project correspondence. The Respondent shall deliver such documents and work papers to the City upon termination or completion of each project. The Respondent shall be entitled to retain a set of such work papers for its files. Respondent shall be entitled to use such work papers only after receiving written permission from the City and subject to any copyright protections.

**21. Record Retention and Access to Records**

Provided the Respondent is given reasonable advance written notice and such inspection is made during normal business hours of the Respondent, the City or any duly authorized representatives, shall have unimpeded, prompt access to any of the Respondent's books, documents, papers, and/or records which are maintained or produced as a result of any contract for the purpose of making audits, examinations, excerpts, and transcriptions. Record retention shall be maintained beginning with the prequalification process, including future Request for Price, future contracts, and all documentation per activation for three (3) years following any and all declaration closeouts. However, if any audit, litigation or other action arising out of or related in any way to this contract is commenced before the end of the three (3) year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the three (3) year period, whichever is later.

**22. Right to Inspect Facility**

The City may at reasonable times inspect the place of business of a Respondent or any Subcontractor which is related to the performance of any Contract awarded by the City.

**23. Termination for Convenience**

1. *Termination.* The City may, when the interests of the City so require, terminate any contract in whole or in part, for the convenience of the City. The City shall give written notice of the termination to the Respondent specifying the part of the contract terminated and when termination becomes effective.

2. *Respondent's Obligations.* Respondent shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the Respondent will stop work to the extent specified. The Respondent shall also terminate outstanding orders and subcontracts as they relate to the terminated work. The Respondent shall settle the liabilities and claims arising out of any termination of subcontracts and orders connected with the terminated work. The City may direct the Respondent to assign the Respondent's right, title, and interest under terminated orders or subcontracts to the City. The Respondent must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

**24. Termination for Default (for future contracts)**

(1) *Default.* If Respondent refuses or fails to perform any of the provisions of this agreement with such diligence as will ensure its completion within the time specified in a contract or any extension thereof, or otherwise fails to timely satisfy contract provisions, or commits any other substantial breach, the City may notify Respondent in writing of the delay or nonperformance and if not cured in ten (10) days or any longer time specified in writing by the City, such officer may terminate Respondent's right to proceed with a contract or such part of the contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the City may procure similar supplies or services in a manner and upon terms deemed appropriate by the City. Respondent shall continue performance of a contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

(2) *Respondent's Duties.* Notwithstanding termination of the contract and subject to any directions from the City, Respondent shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Respondent in which the City has an interest.

(3) *Compensation.* Payment for completed services delivered and accepted by the City shall be at a contract price. The City may withhold from amounts due Respondent such sums as the City deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.

(4) *Excuse for Nonperformance or Delayed Performance.* Except with respect to defaults of subcontractors, Respondent shall not be in default by reason of any failure in performance of any contract in accordance with its terms (including any failure by Respondent to make progress in the prosecution of the work hereunder which endangers such performance) if Respondent has notified the City within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, Respondent shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit the Respondent to meet the contract requirements. Upon request of Respondent, the City shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, Respondent's progress and performance would have met the terms of a contract, the delivery schedule shall be revised accordingly, subject to the rights of the City under the clause entitled (in fixed-price contracts, "Termination for Convenience," in cost-reimbursement contracts, "Termination"). (As used in this Paragraph of this clause, the term "subcontractor" means subcontractor at any tier).

(5) *Erroneous Termination for Default.* If, after notice of termination of Respondent's right to proceed under the provisions of this clause, it is determined for any reason that the contract was not in default under the provisions of this clause, or that the delay was excusable under the provisions of Paragraph (4) (Excuse for Nonperformance or Delayed Performance) of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the City, be the same as if the notice of termination had been issued pursuant to such clause.

(6) *Additional Rights and Remedies.* The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

**25. Termination upon Bankruptcy**

Any future Contract may be terminated in whole or in part by the City upon written notice to Respondent, if Respondent should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by the Respondent of an assignment for the benefit of its creditors. In the event of such termination, the Respondent shall be entitled to recover just and equitable compensation for satisfactory work performed under any contract, but in no case shall said compensation exceed the total contract price.

**26. Third Party Action Notification**

Respondent shall give the City prompt notice in writing of any action or suit filed and prompt notice of any claim made against respondent by any entity that may result in litigation related in any way to any agreements.

**27. Unsatisfactory Work**

If at any time during any contract term, the service performed, or work done by the Respondent is considered by the City to create a condition that threatens the health, safety, or welfare of the citizens and/or employees of the City, the Respondent shall, on being notified by the City, immediately correct such deficient service or work. In the event the Respondent fails, after notice, to correct the deficient service or work immediately, the City shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of the Respondent.

**28. Waiver**

No delay or omission by either party to any agreement in exercising any right, power, or remedy hereunder or otherwise afforded by contracts, at law, or in equity shall constitute an acquiescence therein, impair any other right, power or remedy hereunder or otherwise afforded by any means, or operate as a waiver of such right, power, or remedy. No waiver by either party to any agreement shall be valid unless set forth in writing by the party making said waiver. No waiver of or modification to any term or condition of any agreement will void, waive, or change any other term or condition. No waiver by one party to any agreement of a default by the other party will imply, be construed as or require waiver of future or other defaults.

**REQUIRED FEDERAL PROCUREMENT CLAUSES:**

**1. Equal Employment Act 41 CFR 60-1.3.**

**2. Clean Air Act and the Federal Water Pollution Control Act**

Respondent shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Any violations of these acts must be reported to the City, so they can be reported to FEMA.

**3. Retention of Records**

Respondent will be required to retain all records associated with each project for three (3) years after the City or the sub recipient make final payments and

Declaration Closeouts are posted, and all other pending matters are closed.

**4. Energy Efficiency, mandatory standards related to Energy Efficiency.**

Respondent shall adhere to mandatory standards and policies on energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

**5. Debarment and Suspension**

Respondent shall not subcontract with any parties listed on the government-wide Excluded Parties List System in the **System for Award Management (SAM)**, in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.”

**6. Byrd Anti-Lobbying Amendment**

Respondent certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S. C. 1352. Respondent shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal Award. Respondent shall require all subcontractors to submit these same certifications. [See Attachment B.](#)

**7. Contract Work Hours and, Safety Standards Act, as Amended.**

**8. FEMA Executive Order 12250; Coordination of Civil Rights Statutes.**

**EVALUATION PROCEDURE PROCESS:**

**1. Qualifications of Respondent**

Respondents may be required before the award of any contract to show to the complete satisfaction of City that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. *The Respondents may be required to provide legal understanding of both the City’s Disaster Services Required and Available Clauses as well as the Federal Office of Management and Budget Super Circular.* Respondents may also be required to give a history and references to satisfy the City regarding the Respondent’s qualifications. The City may make reasonable investigations deemed necessary and proper to determine the ability of the Respondent to perform the work, and the Respondent shall furnish to the City all information for this purpose that may be requested. The City reserves the right to reject any offer if the evidence submitted by, or investigation of, the Respondent fails to satisfy the City that the Respondent is properly qualified to carry out the obligations of future contracts and to complete the work described therein. Evaluation of the Respondent’s qualifications shall include:

1. The ability, capacity, skill, financial, and other necessary resources to perform the work or provide the service required;

2. The ability of Respondents to perform the work or provide the service promptly or within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience, and efficiency of the Respondent; and,
4. The quality of performance of previous contract or services.

**First Step:** RFQ's will be reviewed to meet compliance with the request. RFQ's that do not comply with the specifications will be rejected, and no further consideration given.

**Second Step:** RFQ's that complete the First Step will be reviewed/analyzed for determination if the response adequately meets the needs of the County. The following factors will be utilized:

**A.** The overall quality of the plan for performing Debris Removal Services including Safety Practices and Historic Preservations. The plan must maintain a full understanding of the requested services, integrity, and compliance with public policy. Consideration will be given to the entirety and specific requirements of the request. (Important-30 points)

**B.** Respondent ability to perform the Debris Removal Services as reflected by past performance, general experience, specific experience in providing the services, and the qualifications and abilities of personnel to be assigned to perform such services. (Very Important – 30 points)

**C.** The personnel, equipment, facilities, technical, and financial resources to perform this type service currently available or demonstrated to be made available at the time of request and possible future contracting. (Important – 20 points)

**D.** A record of past performance of similar work. (Critical – 20 points)

**Third Step:** The City if necessary may contact the most qualified Respondents by telephone to schedule an interview.

#### **SCOPE OF WORK FOR POSSIBLE FUTURE PROJECTS:**

**(All Projects will be determined as to the type of Services per Event and must contain a Dollar Cap per Project). No Pricing is required for this Request for Qualification, a Request for Proposal will be issued following an Event that requires Contract Services as determined by the City.**

Respondent(s) may be responsible for but not limited to the following:

1. Remove **Vegetative Debris** from Road Side, City Property, Right of Entry, Waterways, and Sand Beaches. Vegetative Debris will be either transported to a TDSR (Temporary Debris Reduction Site) location for reduction or to a Final Disposal Site. Tipping Fees will be the responsibility of the Respondent and

should be included in the Exhibit B Fee Schedule. (It will be the Respondent(s) responsibility to Grind Vegetative Debris and/or Burn and remove Chips/Ash from the Temporary Site to a Final Disposal Site or recycle site). It should be noted that the City intends to sell the chips as a recycling effort if possible.

2. Remove **Construction and Demolition Debris** from road/street side. Construction Debris may consist of but is not limited to Ferrous and Non-Ferrous Metal (Note: Metal of any type must be separated for Recycling and cannot be buried), Wood Framing, Sheetrock, Insulation, Furniture, Mattresses, Flooring, Clothing, Roofing, etc. Construction Debris will be the responsibility of the successful Respondent for Final Disposal. All Construction and Demolition Debris will be transported to a Final Site. Landfills are listed in this document are the closest locations, however if the Respondent has additional agreements in place for final disposal it should be noted in the response. All Tipping Fees associated with the final disposal site will be the responsibility of the successful Respondent(s) and should be included in the Cubic Yard (CY) Pricing.
3. Demolition and Removal of **Damaged Structures** on either public or private property (if required). This item will include the Demolition, removal, and haul of such structures to a Final Disposal Site. Demolition will consist of standard Demolition and Regulated Asbestos Containing Material (RACM) Structures. Should Asbestos be identified the following guidelines should be followed:
  - a. Utilization of asbestos certified supervisors for visible assessment of asbestos siding and asbestos tile shingles prior to demolition,
  - b. Wetting debris during demolition to reduce the potential for air migration of asbestos,
  - c. Demolishing the building using a technique to minimize the excess breaking of asbestos,
  - d. Loading the material with techniques to maintain sufficient distance from personnel to reduce the exposure to airborne material,
  - e. Placing a placard on the truck hauling the ACM mix with C/D debris reading "Warning Asbestos Hazard, Stay Away"
  - f. Notifications of MDEQ through demolition notification forms within 24 hours of demolition.
  - g. Contractor shall employ all other demolition methods sufficient to maintain the safety of contractors, employees, sub-contractors, and the citizens of Gautier, Mississippi.
4. Removal of **Ferrous and Non-Ferrous Metals** from roadside. Including but not limited to metals referred to as **White Goods** consisting of but not limited to appliances; refrigerators, freezers, air conditioners, heat pumps, ovens, stoves, washing machines clothes dryers, water heaters and microwaves. Respondent will be responsible while in process of removing and recycling White Goods that no gasses will be released into the air. Respondent should take caution to not damage items that may release any gasses when using equipment to move such items. These items like the electronic waste cannot be buried. These Items must be sold to Metal Recyclers. The City reserves the

right to obtain any recycling collections.

- 5. Removal of Non-Regulated Household Hazardous Waste.** Household Hazardous Waste (HHW) is a hazardous product or material used and disposed of by residential consumers, rather than commercial or industrial consumers. HHW includes some paints, stains, varnishes, solvents, pesticides, and other products or materials containing volatile chemicals that catch fire, react, or explode under certain circumstances, or that are corrosive or toxic. HHW mixed with other debris types will contaminate the entire load, which necessitates special disposal methods. Respondent will pick up and transport HHW to a MS Department of Environmental (MDEQ) approved Final Disposal Site. Certified Hazardous Waste Technicians should handle, capture, recycle, reuse, and dispose of hazardous waste. Respondent must comply with Federal, State, and Local environmental requirements. It should be noted that MDEQ may designate free pick up days throughout a declaration period. Should any Hazardous Material other than Household Hazardous Waste be discovered during Debris Removal Operations the City of Gautier's Emergency Services Director, Robert Jones, should be notified immediately so MDEQ can be notified so the removal of the identified material can be safely completed.  
**Robert Jones- 228-990-7882**

- 6. Removal of Electronic Waste.** Electronic Waste may consist of but is not limited to any televisions, computers/peripherals, audio/stereo equipment, VCR's/DVD players, video cameras, telephones, fax/copy machines, video games/consoles, etc. Respondent will collect and dispose of eligible e-waste in a way complying with all applicable Federal, State, and Local Laws. Electronic Waste cannot be buried and must be sold to Certified Electronic Recycling Companies. The City reserves the right to obtain any recycling collections.

- 7. Removal of Soil, Mud, and Sand.** Floods, landslides, winds, and storm surges often deposit soil, mud, and sand on improved public property and public rights-of-way. Facilities commonly affected by this type of debris include streets, sidewalks, storm and sanitary sewers, drainage canals and basins, parks, and beaches.

- 8. Contracted Stump Removal** FEMA only reimburses contracted costs charged on a per-stump basis if: The stump is 2 feet or larger in diameter measured 2 feet above the ground; and Extraction is required as part of the removal. The Applicant needs to ensure the price for stump removal includes extraction, transport, disposal, and filling the root-ball hole.

For stumps that have less than 50 percent of the root-ball exposed, FEMA only provides PA funding to flush cut the item at ground level and dispose of the cut portion based on volume or weight. Grinding any residual stump is not eligible.

For stumps smaller than 2 feet in diameter, or for stumps of any size that do not require extraction, FEMA only provides PA funding based on volume or



weight as removal of these stumps does not require special equipment. If the Applicant claims reimbursement of these stumps on a per stump basis, FEMA limits PA funding based on a unit price for volume or tons, calculated using the Hazardous Stump Worksheet (Appendix E Page 183 of the FP 104-009-2 or PAPPG V2 April 2017).

$$\frac{[(\text{Stump Diameter}^2 \times 0.7854) \times \text{Stump Length}] + [(\text{Root-Ball Diameter}^2 \times 0.7854) \times \text{Root-Ball Height}]}{46,656}$$

9. Removal of **Hazardous Limbs**; Items must be:
  - a. Two (2) Inches or greater.
  - b. Limbs that extend over the Public Right of Way and or Property.
  - c. Limbs that pose an immediate threat.
  - d. Possible threat to traffic or public.
  
10. Removal of **Hazardous Trees**; Items must be:
  - a. Diameter of six (6) inches or Greater measured 4.5 feet above ground level and has a split trunk, a broken canopy, or is leaning at an angle greater than 30 degrees.
  - b. Trees that have 50% or more of the root-ball exposed.
  
11. Removal of **Vehicles and Vessels**. Vehicles and vessels may be damaged, destroyed, displaced, or lost as a result of a disaster. These vehicles and vessels may eventually be abandoned because of the damage incurred or because the original owners have relocated. Vehicles and vessels may be classified as debris if they block public access and critical facilities. Every effort by the DMTF Manager, City Officials, and Insurance Inspectors will be made to identify the owner of any unit for recovery. If ownership is not determined and the unit creates a threat then the Respondent(s) will be directed to remove the units. Removal of Cars, Trucks, Vans, RV's, Shipping Containers, Buses, Tractor Trailers, Utility and or Boat Trailers, and Vessels are listed in the Sample Fee Schedule.
  
12. **Putrescent Debris** is any debris that will decompose or rot, such as animal carcasses and other fleshy organic matter. The City of Gautier has experienced massive quantities of Nutria, Raccoons, and other midsized mammals washed ashore in previous disasters. Respondent will work with the Debris Management Task Force, the Mississippi Department of Animal Health, the Mississippi Department of Environmental Quality, MEMA, and FEMA as directed for proper coordination, removal and disposal.
  
13. **Infectious Waste** is waste capable of causing infections in humans and can include contaminated animal waste, human blood, blood products, medical waste, pathological waste, and discarded sharp objects (needles, scalpels, or broken medical instruments). Clearance, removal, and disposal of infectious waste may be under the authority of another Federal agency (the Centers for Disease Control and Prevention, EPA, etc.) and or the Mississippi Department of Health however the Respondent must be prepared to offer a Medical Waste Solution.

14. Vegetative Debris Reduction by **Grinding or Burning** will be required by the Respondent. Vegetative Debris is bulky and can consume a significant volume of landfill space. To minimize the use of landfill space, FEMA encourages the Applicant to reduce the volume of vegetative debris before burying or depositing in an approved landfill. Costs to reduce vegetative debris using methods such as mulching, grinding, or burning will be required by the Respondent.
15. **Sand and Beaches;** Debris Removal, Raking, Sand Removal and Screening, Replacing, and Grading will be required by the Respondent.
16. **Waterway Debris Removal and Dredging** may be included with projects. Respondent will work with the City to obtain required permits. The following Permits and coordination must be obtained prior to any debris removal. Mississippi Department of Marine Resources (MDMR) Wetland Permitting, Mississippi Department of Archives and History (MDAH) Historical Preservation, Mississippi Department of Environmental Quality (MDEQ), U. S. Army Corps of Engineers (USACE) Regulatory Division, National Oceanic and Atmospheric Administration (NOAA), the U.S. Fish and Wildlife Service (USFWS), and the National Park Service.
17. **“Push”** activation. A “Push” is described as the opening of Critical Roadways usually in the first 72 hours following a disaster. The “Push” will be required to open roadways for emergency operations and will only consist of pushing debris to sides of the roadways; removal of debris will not be part of this function. Items Respondent(s) should include are:
  - a. Truck with Trailer and Fuel Cell.
  - b. Backhoe or Frontend Loader with operator.
  - c. Two (2) Chainsaws with operator.
  - d. Common Laborer.
  - e. Two Flagman.

(Respondent shall utilize mechanical equipment to load and compact debris into trucks and or trailers).

Respondents should be aware that during normal Debris Removal Operations they will identify items that are not listed in the Fee Schedule. Those items may consist of Medical Waste, CBRN, Hazardous Waste, Flares, Ammunition, Human Bodies/Body Parts, Caskets, etc. Should the Respondent identify any items of this nature they are directed to notify the City of Gautier’s Fire Chief Director, Robert Jones, immediately.

### **Services**

1. As to debris removal, all **Final Disposal** shall be the responsibility of the Respondent. If Contract is awarded and Task Order issued and Notice to Proceed activated, the City will only pay for debris removal and no separate amount will be included for disposal. Disposal is the sole responsibility of Respondent. It is the responsibility of the Respondent to see that the debris is removed and disposed of in accordance with all laws and regulations of state and federal agencies. It is the responsibility of Respondent to contract

with, compensate disposal sites, and prove to the City of Gautier that payments have been made.

2. Any request for services shall be through issuance of a Work Order and Notice to Proceed by the Gautier City Council. It shall be within the sole discretion of the City Council to designate the services and pay items to be utilized.

**JACKSON COUNTY PERMITTED SITES AND PHYSICAL ADDRESS**

**ACTIVE MUNICIPAL SOLID WASTE LANDFILLS-COMMERCIAL** (NO Residential Garbage)

**MacLand Disposal Center Inc**

Permit Number SW03001B0409

30.506917 -88.535833

11300 Highway 63, Moss Point, MS 39562

Contact Person: Bill Cooksey, 228-475-9747

**COMMERCIAL CLASS I RUBBISH DISPOSAL FACILITIES**

**Applewhite Recycling Sys Class I Rubb. Site**

Permit Number R1-070

30.410111 -88.666306

4205 Beasley Rd, Gautier, MS 39553

Contact Person: Roger Applewhite, 228-818-5393

**John Ward Solomon's Mine Class I Rubbish Disposal Site**

Permit Number R1-096

30.554469 -88.737704

8400 Jim Ramsay Rd, Vancleave, MS 39565

Contact Person: Lynn Ward, 228-826-3200

**MacLand Disposal Inc II Class I Rubbish Site**

Permit Number R1-109

30.528732 -88.529905

12820 Highway 613, Moss Point, MS 39562

Contact Person: Bill Cooksey, 228-475-9747

**Talley Disposal, LLC-Waste Pro USA**

Permit Number R1-076

30.528533 -88.720308

Seaman Rd, Vancleave, MS 39565

Contact Person: Roger Applewhite, 228-818-5393

**COMMERCIAL CLASS II RUBBISH DISPOSAL FACILITIES**

**Henze Class II Rubbish Site**

Permit Number R2-113

30.608917 -88.739667

Highway 57, North Vancleave, MS 39565

Contact Person Gary Henze, 228-497-1022

**John Ward Solomon's Mine Class II Rubbish Disposal Site**

Permit Number R2-095

30.554469 -88.737704  
8400 Jim Ramsay Rd, Vancleave, MS 39565  
Contact Person: Lynn Ward, 228-826-3200

**Lamey Pit Class II Rubbish Site**

Permit Number R2-094  
30.484805 -88.875041  
9716 Daisy Vestry Rd, Biloxi, MS 39532  
Contact Person Donny Lamey, 228-669-3618

**Mallette Bros Const. Co. Class II Site**

Permit Number R2-053  
30.501028 -88.726139  
Humphrey Rd, Vancleave, MS 39565  
Person Contact Glynn Mallette, 228-497-2523

**SEB Class II Rubbish Site**

Permit Number R2-124  
30.552636 -88.746428  
10200 Highway 57, Vancleave, MS 39565  
Contact Person Elaine Bright, 228-8264363

**SOLID WASTE PROCESSING FACILITIES**

**Applewhite Industrial Processing Facility**

Permit Number SW0300050519  
30.410111 -88.666306  
4205 Beasley Rd, Gautier, MS 39553  
Contact Person: Roger Applewhite, 228-818-5393

**Temporary Debris Reduction/Staging Sites**

Respondent is advised to identify and negotiate possible Private Sector Temporary Debris Reduction Site (TDRS) locations since it will be the responsibility of the Respondent to secure these locations if needed. Should the Respondent identify any locations when responding to this RFQ they should state whether or not the sites have been submitted or previously submitted to the MDEQ for temporary permitting. Temporary Sites must be identified as to the type of use such as Staging (White Goods, Metal, etc.), Grinding/Chipping, or Burning. Verification of MDEQ Permits must be established prior to any activation by the Respondent. The City does not waive its right to seek any authorization for any said sites. The Gautier City Council must approve any and all locations as reflected in its minutes.

Contact information for the City of Gautier Solid Waste Department:

**Cody Dickerson**

[cdickerson@gautier-ms.gov](mailto:cdickerson@gautier-ms.gov)

228-219-7035

**REQUIRED CHECKLIST/SIGNATURE PAGE**

**Employees not to Benefit**

I (we) hereby certify that if any future contract is awarded to our firm, partnership,

corporation, that no employee of the City or members of his/her family, including spouse, parents or children has received or been promised directly or indirectly, any financial benefit by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract.

**Conflicts of Interest**

The Respondent

is  is not

aware of any information bearing on the existence of any potential organizational conflict of interest.

**Representation Regarding Contingency Fees**

The Responder

has  has not

retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

**Representation Regarding Gratuities**

The Respondent represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 7-204

(Gratuities) of the Mississippi Personal Service Contract Procurement Regulations.

\_\_\_\_\_ initial

**Collusion**

I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same services, materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand collusive proposing is a violation of State and Federal laws and can result in fines, prison sentences, and civil damage awards. \_\_\_\_\_

initial

**Acceptance of Conditions**

I certify that this response indicates whether this offer takes any exceptions to the general terms and conditions of the requesting document and to insurance, bonding, and any other requirement listed. If no exceptions are indicated in the offer, I certify that NO exceptions are taken to any of the terms and conditions of this requesting document. \_\_\_\_\_

initial

**Proprietary Information**

This response

does  does not

Contain proprietary information. If there is proprietary information contained in this quote it is clearly marked as propriety and can be found at

\_\_\_\_\_.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of the response and certify that I am authorized to sign for our company.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title

**CITY OF GAUTIER**  
**"SAMPLE"**  
**FEE SCHEDULE for DR-TBD**

**COST PLUS FIXED FEE OR COST PLUS PERCENTAGE WILL BE REJECTED AND NOT CONSIDERED!!!!**

1. No tipping fee or disposal cost may be back charged to the City. All tipping fees/disposal costs shall be paid by Respondent and shall be the responsibility of Respondent. Contractor shall not utilize City-owned TDRS or Landfill Sites for disposal without prior approval from the City reflected on its Board minutes.
2. All pay items/fees are for validated loads picked up at designated work zones.
3. It is Respondent’s responsibility to have, secure, manage, maintain, permit and remediate TDRS sites, as needed. No additional pay item or fees shall be paid therefore. TDRS sites must be remediated at no cost to City. All areas, public and private must be left in a clean condition. In the event a TDRS is used, management of TDRS’s processing, grinding, chipping and other reduction means are **NOT SEPARATE PAY ITEMS** and are the responsibility of the Respondent.

**PRICING IS NOT REQUIRED FOR THE RFQ**  
**The following List of Services may or may not be utilized in its entirety; a specific List of Services will be provided as determined per event by the City.**

**DEBRIS REMOVAL, PROCESSING AND DISPOSAL**

<b>ITEM</b>	<b>Description of Service</b>
<b>1.</b>	Eligible <b>Vegetative Debris</b> removal from public property, public rights of way and cleaning and removal of debris from private property (Right of Entry Program other than demolition of damaged structures if approved), and Sand Beaches. Validated loads picked up at designated work zones and hauled to TDS or Final Site. <b>Measurement per CY.</b>
<b>2.</b>	Eligible <b>Construction and Demolition Debris</b> removal from public property, public rights of way and cleaning and removal of debris from private property (Right of Entry Program other than demolition of damaged structures). Validated loads picked up at designated work zones and hauled directly to final disposal site. <b>Measurement per CY.</b>
<b>3.</b>	<b>Demolish Damaged Structures</b> (public and private). Remove, haul and dispose of all debris from damaged structures from public property or private property (Right of Entry Program) <b>**Price to include demolition**</b> <b>Measurement per CY.</b> <b>Standard Demolition</b> <b>Regulated Asbestos Containing Material Structures (RACM)</b>
<b>4.</b>	Remove, load, haul, recycle and disposal of eligible <b>White Goods</b> . Includes compliance with EPA and State requirements for making white goods disposable. Validated loads picked up at designated work zones, hauled, recycled and finally disposed. <b>Measurement per UNIT.</b>

5.	Pick up, haul and disposal of eligible <b>Household Hazardous Material</b> including Electronic Waste in accordance with all applicable federal and state rules, regulations and laws. <b>Measurement per CY.</b>
6.	Hazardous <b>Stumps</b> - extraction, transport, disposal, and filling the root-ball hole per Appendix E of the PAPPG. <b>Measurement per EACH.</b> 24 to <48 inches 48 inches or greater
7.	<b>Hazardous Limb</b> Removal (2 Inch or greater) <b>Measurement per TREE.</b>
7.1	2 to 4 Limbs per Tree
7.2	4 to 8 Limbs per Tree
7.3	8 Limbs or More
8.	<b>Hazardous Tree</b> Removal <b>Measurement per EACH</b>
8a.	8 to 12 Inches
8b.	13 to 24 Inches
8c.	25 to 48 Inches
8d.	48 Inches and larger
9.	Removal of <b>Soil, Mud, and Sand</b> from County Roads, Streets, Parking Lots, and Sidewalks. <b>Measurement per CY</b>
10.	Removal, Hauling, and Recycling or Disposal of <b>Concrete and Masonry Material.</b> <b>Measurement per CY.</b>
11.	Removal of Abandoned <b>Cars, Trucks, and Vans.</b> <b>Measurement per UNIT.</b>
12.	Removal of Abandoned <b>Recreational Vehicles.</b> <b>Measurement per UNIT.</b>
13.	Removal of Abandoned <b>Shipping Containers.</b> <b>Measurement per UNIT.</b>



<b>14.</b>	Removal of Abandoned <b>Buses and Tractor Trailers. Measurement per UNIT.</b>
<b>15.</b>	Removal of Abandoned <b>Utility and Boat Trailers. Measurement per UNIT.</b>
<b>16.</b>	Removal of Abandoned <b>Vessels. Measurement per UNIT.</b>
<b>16.1</b>	8 feet to 26 feet
<b>16.2</b>	27 feet to 40 feet
<b>16.3</b>	41 feet to 60 feet
<b>16.4</b>	60 feet and over
<b>17.</b>	<b>Raking of Sand Beaches</b> to 12 inches in Depth. <b>Measurement per SQ CY.</b>
<b>18.</b>	Replacing and Grading of <b>Beach Sand to Original Contour. Measurement per CY.</b>
<b>19.</b>	Removal of Disaster <b>Deposited Beach Sand. Measurement per CY.</b>
<b>20.</b>	<b>Grinding</b> of Eligible Vegetative Debris. <b>Measurement per CY.</b>
<b>21.</b>	Reduction by <b>Uncontrolled Open-Air Incineration. Measurement per CY.</b>
<b>22.</b>	Reduction by <b>Controlled Open Air Incineration. Measurement per CY.</b>
<b>23.</b>	Reduction by <b>Air Curtain Pit Incineration. Measurement per CY.</b>
<b>24.</b>	Reduction by <b>Portable Air Curtain Incinerators. Measurement per CY</b>
<b>25.</b>	Load, Haul, and Dispose of Vegetative Debris <b>Reduced by Grinding</b> from TDRS to Class I Final Site. <b>Measurement per CY.</b>
<b>26.</b>	Load, Haul, and Dispose of Vegetative Debris <b>Reduced by Burning</b> from TDRS to Class I Final Site. <b>Measurement per CY.</b>
<b>27.</b>	Remove, Haul, and Recycle or Dispose of <b>Abandon Tires. Measurement per CY.</b>

<b>28.</b>	<b>Emergency Push</b> (See Item 19 Page 17 this document). <b>Measurement per HOUR.</b>

**ADDITIONAL SERVICES PROVIDED AT NO COST:**

- A. Training and Assistance- Sessions for all key personnel and assistance in all disaster debris recovery planning efforts as requested.
- B. Preliminary Damage Assessment- Determining the impact and magnitude of the disaster event to help expedite any applications for federal assistance.
- C. Mobilization and Demobilization- All arrangements necessary to mobilize and demobilize the Contractor’s labor force and equipment needed to perform the Scope of Services contained herein shall be made by the Contractor.
- D. Supply all necessary Towers at TDRS and Final Disposal Sites.
- E. Temporary Storage of Documents- The Respondent shall provide storage of daily or disaster-related documents and reports for protection during the disaster event.
- F. Reporting and Documentation- The Respondent shall provide and submit to the City all reports, and documents as may be necessary to adequately seek reimbursements.
- G. Any Equipment utilized by the Respondent shall have a clearly positioned Placard on both sides of the Equipment. The Placard shall reflect “CONTRACTOR TO CITY OF GAUTIER ONLY” and the Cubic Yards Measurement reflected as established by the Debris Monitoring Firm.

**ATTACHMENT A: CONFLICTS OF INTEREST**

1. List the names of Members of the Respondent’s Board of Directors or other Governing Body:

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

2. Are any Members of the Governing Body or Project Staff Also City employees?

Check one, only: \_\_\_\_YES \_\_\_\_NO

3. If Yes, please list the name of the City employee(s) and the position held within the City.

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

4. Are any Members of the Governing Body or Project Staff also Spouses, Parents, or Children of City of Gautier Employees?

Check one, only: \_\_\_\_YES \_\_\_\_NO

5. If Yes, List the Name and Relationship to the employee:

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

6. List all other current contracts with City of Gautier (include \$ amount/start/end dates):

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

7. Contractor’s Signature:

\_\_\_\_\_  
Signature Date

**ATTACHMENT B**

**APPENDIX A, 44 C.F.R. PART 18-CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000)

The undersigned **Contractor Name:** \_\_\_\_\_ certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Name and Title of Contractor's Authorized Official

\_\_\_\_\_  
Date

**ATTACHMENT C  
ACRONYMS**

C & D	Constructions and Demolition
DAT	Damage Assessment Team
DFO	Disaster Field Office
DMTF	Debris Management Task Force
DOT	Department of Transportation
DPW	Department of Public Works
EMA	Emergency Management Agency
EOC	Emergency Operation Center
EOP	Emergency Operation Plan
EPA	Environmental Protection Agency
ESF	Emergency Support Function
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
GIS	Geographical Informational System
HHW	Household Hazardous Waste
HW	Hazardous Waste
ICS	Incident Command System
IW	Infectious Waste
MAA	Mutual Aid Agreement
MDAH	Mississippi Department of Archives and History
MDEQ	Mississippi Department of Environmental Quality
MSMERG	Mississippi Marine Emergency Response Guide
MDWFP	Mississippi Department of Wildlife Fisheries and Parks
MDMR	Mississippi Department of Marine Resources
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRCS	National Resource Conservation Service
PA	Public Assistance
PAO	Public Assistance Officer
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PW	Project Worksheet
PAPPG	Public Assistance Program and Policy Guide (FP 104-009-2)
PD	Putrescent Debris (debris that will decompose or rot, such as animal carcasses and other fleshy organic matter)
ROW	Rights-of-Way
SBA	Small Business Administration
SCO	State Coordinating Officer
SHPO	State Historic Preservation Office

SWM	Solid Waste Management
TDM	Temporary Debris Management
TDSR	Temporary Debris Storage and Reduction
USACE	U.S. Army Corps of Engineers
USDA	U.S. Department of Agriculture
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USFWS	U.S. Fish and Wildlife Service

## **CITY OF GAUTIER, MISSISSIPPI**

### **REQUIRED CLAUSES IN SOLICITATIONS OF BIDS, PROPOSALS, OR STATEMENTS OF QUALIFICATIONS FOR DISASTER SERVICES**

The following clauses are required when soliciting bids, proposals, or statements of qualifications for personal or professional services. All references to "City" shall mean City of Gautier, Mississippi.

#### **APPLICABLE LAW**

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws, provisions, and any litigation with respect thereto shall be brought in the courts of the State. Contractor shall comply with applicable federal, state, and local laws and regulations.

#### **AVAILABILITY OF FUNDS**

It is expressly understood and agreed that the obligation of the City to issue any future contracts as a result of RFPs is conditioned upon the appropriation of funds by the City.

#### **COMPLIANCE WITH LAWS**

Contractor understands that the City is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services. Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.

#### **STOP WORK ORDER**

(1) Order to Stop Work: The City Council, may, by written order to Contractor at any time, and without notice to any surety, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to Contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the

occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the City Council shall either:

- (a) cancel the stop work order; or
- (b) terminate the work covered by such order as provided in the Termination for Default clause or the Termination for Convenience clause of this contract.

(2) Cancellation or Expiration of the Order: If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Contractor price, or both, and the contract shall be modified in writing accordingly, if:

- (a) the stop work order results in an increase in the time required for, or in Contractor's properly allocable to, the performance of any part of this contract; and
- (b) Contractor asserts a claim for such an adjustment within thirty (30) days after the end of the period of work stoppage; provided that, if the City Council decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.

(3) Termination of Stopped Work: If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.

(4) Adjustments of Price: Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment clause of this contract.

#### **REPRESENTATION REGARDING CONTINGENT FEES**

Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid or proposal.

#### **REPRESENTATION REGARDING GRATUITIES**

The bidder, offeror, or Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the Mississippi Personal Service Contract Review Board Rules and Regulations.

#### **ACKNOWLEDGMENT OF AMENDMENTS**

Bidders shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid, by identifying the amendment



number and date in the space provided for this purpose on the bid form, or by letter. The acknowledgment must be received by the City by the time and at the place specified for receipt of bids.

### **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid.

*Note: The following clause shall be completed and conspicuously placed within the response bid or proposal.*

**PROSPECTIVE CONTRACTOR'S REPRESENTATION REGARDING CONTINGENT FEES:** The prospective Contractor represents as a part of such Contractor's bid or proposal that such Contractor has/has not (*use applicable word or words*) retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

### **E-PAYMENT**

The City agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the City within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-305.

### **E-VERIFICATION**

If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 et seq. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance. Upon request of the State and after approval of the Social Security Administration or Department of Homeland Security when required, Contractor agrees to provide a copy of each such verification. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject Contractor to the following:

- (1) termination of this contract for services and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public;
- (2) the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or
- (3) both.

In the event of such cancellations/termination, Contractor would also be liable for any additional costs incurred by the City due to Contract cancellation or loss of license or permit to do business in the State.

### **TRANSPARENCY**

This contract, including any accompanying exhibits, attachments, and appendices, is subject to the “Mississippi Public Records Act of 1983” and its exceptions. See Mississippi Code Annotated §§ 25-61-1 et seq., and Mississippi Code Annotated § 79-23-1. If a public records request is made for any information provided to the City pursuant to the Agreement, the City shall promptly notify the disclosing party of such request. The disclosing party shall promptly institute appropriate legal proceedings to protect its information. No party to the Agreement shall be liable to the other party for disclosures of information required by court order or required by law.

### **TRADE SECRETS, COMMERCIAL AND FINANCIAL INFORMATION**

It is expressly understood that Mississippi law requires that the provisions of this contract which contain the commodities purchased or the personal or professional services provided, the price to be paid, and the terms of the contract shall not be deemed to be a trade secret or confidential commercial or financial information and shall be available for examination, copying, or reproduction.

## **CITY OF GAUTIER, MISSISSIPPI**

### **CLAUSES AVAILABLE FOR USE IN SOLICITATIONS FOR BIDS, PROPOSALS, OR STATEMENT OF QUALIFICATIONS FOR DISASTER SERVICES**

Unless otherwise noted, the clauses are designed to be used under competitive sealed bidding (IFB) procedures. To alter a clause so that it can be used under competitive negotiation (RFP) procedures, change the terms “bid” and “bidder” to “offer” and “offeror,” “bid form” to “proposal form,” “invitation for bid” to “request for proposal,” and so forth. Terms may also be changed for use with statements of qualifications (SOQs). These clauses are discretionary and the City is neither required to use them nor prohibited from using others which are not included in this appendix.

### **ADDITIONAL INFORMATION**

Questions about the contract portions of the bid document must be submitted in writing to Sherry Farabee, Purchasing Director, at 3330 Highway 90, Gautier, Mississippi 39553 or [sfarabee@gautier-ms.gov](mailto:sfarabee@gautier-ms.gov). Questions concerning the technical portions of the bid document should be directed to [name of contact person] at [address/fax machine number/email address]. Bidders are cautioned that any statements made by the contract or the technical contact person that materially change any portion of the bid document shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document.

### **BID ACCEPTANCE PERIOD**

The original and ten (10) copies of the bid form, eleven (11) copies total, shall be signed and submitted in a sealed envelope or package to Sherry Farabee, Purchasing Agent at 3330 Highway 90, Gautier, Mississippi 39553 no later than the time and date specified for receipt of bids. Timely submission of the bid form is the responsibility of the bidder. Bids received after the specified time shall be rejected and returned to the bidder unopened. The envelope or package shall be marked with the bid opening date and time, and the number of the invitation for bid. The time and date of receipt shall be indicated on the envelope or package by the City Clerk's Office. Each page of the bid form and all attachments shall be identified with the name of the bidder. Failure to submit a bid on the bid form provided shall be considered just cause for rejection of the bid. Modifications or additions to any portion of the bid document may be cause for rejection of the bid. The City reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive. As a precondition to bid acceptance, the City may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price, or delivery of the service. (Non-responsive portions of the bid that do not affect service quality, quantity, price or delivery may be, for example, clauses that specify the State in which litigation is to be brought or that provide for high interest charges for late payment.)

### **BID WITHDRAWAL**

If the price bid is substantially lower than those of other bidders, a mistake may have been made. A bidder may withdraw its bid from consideration if certain conditions are met:

- (1) The bid is submitted in good faith
- (2) The price bid is substantially lower than those of other bidders because of a mistake.
- (3) The mistake is a clerical error, not an error of judgment.
- (4) Objective evidence drawn from original work papers, documents, and other materials used in the preparation of the bid demonstrates clearly that the mistake was an unintentional error in arithmetic or an unintentional omission of a quantity of labor or material.

To withdraw a bid that includes a clerical error after bid opening, the bidder must give notice in writing to the City of claim of right to withdraw a bid. Within two (2) business days after the bid opening, the bidder requesting withdrawal must provide to the City all original work papers, documents, and other materials used in the

preparation of the bid. A bidder may also withdraw a bid, prior to the time set for the opening of bids, by simply making a request in writing to the City of Gautier. No explanation is required.

A bidder may also withdraw a bid if the City fails to award or issue a notice of intent to award the bid within ninety (90) days after the date fixed for the opening of bids. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work for the person to whom the contract is awarded, or otherwise benefit from the contract. No partial withdrawals of a bid are permitted after the time and date set for the bid opening; only complete withdrawals are permitted.

### **BIDDER CERTIFICATION**

The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

### **BIDDER INVESTIGATIONS**

Before submitting a bid, each bidder shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City upon which the bidder will rely. If the bidder receives an award as a result of its bid submission, failure to have made such investigations and examinations will in no way relieve the bidder from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever for additional compensation.

### **CERTIFICATES AND LICENSES**

Contractor shall provide notarized copies of all valid licenses and certificates required for performance of the work. The notarized copies shall be delivered to the City no later than ten (10) days after Contractor receives the notice of award from the City. Current notarized copies of licenses and certificates shall be provided to the County within twenty-four hours of demand at any time during the contract term. Licenses and certificates required for this contract include, by way of illustration and not limitation, the following:

- (1) A business license valid in the City of Gautier, Mississippi.
- (2) A professional license or certificate in the field of [specialty area].
- (3) Any additional licenses that may be required to be held by architects, health professionals, pesticide or herbicide application technicians, asbestos removal Contractors, etc.

### **DEBARMENT**

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State, and that it is not an agent of a person or entity that is currently debarred from submitting bids for contract issued by any political subdivision or agency of the State.

## **EXCEPTIONS**

Bidders taking exception to any part or section of the solicitation shall indicate such exceptions on the bid form. Failure to indicate any exception will be interpreted as the bidder's intent to comply fully with the requirements as written. Conditional or qualified bids, unless specifically allowed, shall be subject to rejection in whole or in part.

## **EXPENSES INCURRED IN PREPARING BID**

The City accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

## **INFORMALITIES AND IRREGULARITIES**

The City has the right to waive minor defects or variations of a bid from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted by a bidder with the bid for the City to properly evaluate the bid, the City has the right to require such additional information as it may deem necessary after the time set for receipt of bids, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured. (Information requested may include, for example, a copy of business or professional licenses, or a work schedule.)

## **LATE SUBMISSIONS**

A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered unless it is the only bid received, or it is received before award is made and was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of bids. It must be determined by the City that the late receipt was due solely to mishandling by the City after receipt at the specified address. The only acceptable evidence to establish the date of mailing of a late bid is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of a postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper. The only acceptable evidence to establish the time of receipt at the office identified for bid opening is the time and date stamp of that office on the bid wrapper or other documentary evidence of receipt used by that office.

## **NONCONFORMING TERMS AND CONDITIONS**

A bid response that includes terms and conditions that do not conform to the terms and conditions in the bid document is subject to rejection as non-responsive. The City reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by the City of non-responsiveness based on the submission of nonconforming terms and conditions.

### **PRE-BID CONFERENCE (MANDATORY)**

A mandatory pre-bid conference will be held at [time] on [date] at [location]. All interested parties are required to attend. The purpose of the pre-bid conference is to allow potential bidders an opportunity to present questions to staff and obtain clarification of the requirements of the bid documents. Because the City considers the conference to be critical to understanding the bid requirements, attendance is mandatory in order to qualify as a bidder. Minutes of the conference [will/will not] be published.

### **PRE-BID CONFERENCE (OPTIONAL)**

An optional pre-bid conference will be held at [time] on [date] at [location]. All interested parties are urged to attend. The purpose of the pre-bid conference is to allow potential bidders an opportunity to present questions to staff and obtain clarification of the requirements of the bid documents. Minutes of the conference [will/will not] be published.

### **QUALIFICATIONS OF BIDDERS**

The bidder may be required before the award of any contract to show to the complete satisfaction of the City that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy the City in regard to the bidder's qualifications.

The City may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City all information for this purpose that may be requested. The City reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:

- (1) the ability, capacity, skill, and financial resources to perform the work or provide the service required;
- (2) the ability of the bidder to perform the work or provide the service promptly or within the time specified, without delay or interference;
- (3) the character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
- (4) the quality of performance of previous contracts or services.

### **SURETY REQUIRED**

(1) Bid surety: A bid bond, cashier's check, or certified check in the amount of [percentage] of the amount of the bid made payable to the City of Gautier shall accompany each bid. The bid surety of all bidders shall be retained until after the award of the contract is made. The bid surety of the successful bidder shall be retained until the posting of a performance bond. The failure of the bidder to accept an award and file acceptable performance and payment bonds within fifteen (15) days after award shall be just cause for cancellation of the award and the forfeiture of the bid surety to the [agency] as liquidated damages. Award may then be made to the next lowest responsive and responsible bidder.

(2) Performance surety: A performance bond in the amount of 100 percent of the bid shall be required of the successful bidder to ensure satisfactory completion of the work. The bond shall be a corporate surety bond issued by a surety company authorized to do business in the State of Mississippi.

(3) Payment surety: A payment bond in the amount of 100 percent of the bid shall be required of the successful bidder to guarantee payment of all persons who have and fulfill contracts with Contractor for performing labor or providing equipment or material in the performance of the work provided for in the contract. The bond shall be a corporate surety bond issued by a surety company authorized to do business in the State of Mississippi.

(4) Alternative surety: A certified check for cash escrow deposit in the face amount of the contract such as a personal bond, property bond, or a bank or savings and loan association letter of credit may be tendered in lieu of a bid, payment, or performance bond subject to approval by the City's attorney.

(5) In no event shall the requirement for a bond be waived.